

16 Jul 81 NH

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-36-82-2

DATE RECEIVED

January 19, 1982

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-27-83  
Date

*[Signature]*  
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
U. S. Customs Service

2. MAJOR SUBDIVISION  
Office of Regulations and Rulings

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Jack Towson

5. TEL EXT  
566-9181

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

7/16/82

*J. J. Towson*

*Paperwork Management Officer*

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

RECORDS CONTROL MANUAL

OFFICE OF REGULATIONS AND RULINGS.

CASE FILES

RULING CASES: NATIONAL OFFICE

Case files are included for the following Divisions: Classification and Value; Regulations and Information; Entry Procedures and Penalties; and, Carriers, Drawback and Bonds.

The records are scheduled by the importance of the case:  
a.) precedent cases in the following types: Internal Advice, Protest Review Decision, Difference Cases, Treasury Decisions, Legal Determinations, Customs Service Decisions, Change in Practice, First Ruling on New Commodity; b.) ruling or decision cases, generally in the form of letter rulings, based on precedent files and used for reference and identifying general practice policies; c.) general correspondence usually in the form of routine letters forwarding publications or making general responses to information requests.

34 items

115-101  
*check*  
27 EN 73  
NH

*Agency copy delivered by J. Howland, 1/31/83*  
*All FRL's*  
*MDCS attached*

## Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Arranged numerically by six-digit number. Volume on hand for all Headquarters divisions is ca. 1100 cu. ft.; average annual accumulation is ca. 200 cu. ft.; average annual accumulation of precedent cases is ca. 25 cu. ft. Date span is 1964-present with some records dating from the 1920's through the 1950's.</p> <p>a. Precedent Cases (Blue tab on case file folder) DESTROY when 30 years old. Cutoff annually. Retire to FARC when 5 years old.</p> <p>b. Ruling/Decision Cases (Red tab on case file folder). DESTROY when 5 years old. Do not retire to FARC.</p> <p>c. General Cases (Yellow tab on case file folder). DESTROY when one year old.</p> <p>d. Commercial Fraud and Negligence Branch cases and Miscellaneous Penalties Branch cases (Red tab on case file folder.) DESTROY when 2 years old. Do not retire to FARC.</p> <p>RECORDS CONTROL MANUAL CITATIONS: ADM/9/9, <u>CLA/2/1A</u>, <u>CLA/2/2</u>, <u>CLA/2/4</u>, <u>CLA/2/6</u>, APP/1/6, APP/6/3, <u>DRA/1/9</u>, <u>VES/1/3</u>, VES/11/1, <u>ENF/4/8</u>, <u>ENF/4/9</u>, LIQ/1/5, PRO/4/1, RES/9/1A, RES/11/1A.</p>	Note: For Records Control Manual Citations, See Series Descriptions	
2.	<p>Arranged by Uniform Filing Guide. Not all Headquarters' Divisions have case files arranged under this system which was used from 1974-78, i.e., Carrier Rulings Branch, Drawback and Bonds Branch, Miscellaneous Penalties Branch and Commercial Fraud and Negligence Branch used this arrangement. Volume on hand is ca. 500 cu. ft. Less than 50 cu. ft. are precedent case files.</p> <p>a. Precedent Cases. DESTROY when 15 years old. Cutoff Annually. Retire to FARC when 5 years old.</p> <p>b. Ruling/Decision Cases. DESTROY when 5 years old.</p> <p>c. General Cases. DESTROY when 1 year old.</p>	Records Control Citations, See Item 1	
3.	<p>Arranged by Dewey decimal filing scheme. Not all Headquarters' Divisions have case files arranged under this system which was used until 1974, i.e. General Classification and Special Classification Branches, Carrier Rulings Branch, and Entry and Licensing Branch used this arrangement or still have current records under</p>	Records Control Citations, See Item 1	

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	<p>it. Volume on hand for Headquarters' Divisions is ca. 650 cu. ft. Less than 70 cu. ft. is considered precedential.</p> <p>a. Precedent Cases. DESTROY when 15 years old. Cutoff annually. Retire to FARC when 5 years old.</p> <p>b. Ruling/Decision Cases. DESTROY when 5 years old.</p> <p>c. General Cases. DESTROY when one year old.</p> <p>RULING CASES: FIELD OFFICE (CLASSIFICATION AND VALUE)</p>		
4.	<p>Classification cases arranged by six-digit control number.</p> <p>The C&amp;V Office, NY Region, has been assigned the 800000 series of numbers. Index is maintained at National Office. No other field office creates such cases. These records date from 1981-present. There are no precedent cases (blue tabs) in the regional office files; field cases are routine rulings (red or yellow tabs).</p> <p>DESTROY when 5 years old. Do not retire to FARC.</p>	new series	
5.	<p>Classification Cases arranged alphabetically by name of manufacturer and/or country and thereunder by tariff schedule number.</p> <p>Files with similar information are maintained in several locations: Administrative programs, and, Commodity Teams, Classification and Value office. DESTROY when obsolete. Do not retire to FARC.</p>	LIQ/1/8 LIQ/1/2 CLA/2/1B	Rec. (P) Rec. (T) Ref. (T)
6.	<p>Records of Classification and Value at Customs Information Exchange, New York, NY.</p> <p>Arranged chronologically by year of ruling, thereunder by CST number.</p> <p>a.) Reports of Classification and Value and associated documents relating to an agreement between field import specialist and National Import Specialist at NY, NY.</p> <p>DESTROY when 3 years old.</p>	new series	

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7.	<p>b.) Reports of Differences in Classification and Value and associated documents relating to an agreement between field import specialist and National Import Specialist at NY, NY. DESTROY when 3 years old.</p> <p>Valuation Cases for Foreign Manufacturers (Exporters). Arranged alphabetically by name of manufacturer.</p> <p>Includes copies of order, sales contracts, price lists, telex price offers and confirmation of order, addresses of importers, copies of importer interviews, copies of CIE reports on the exporter, and historical notes on the exporters.</p> <p>DESTROY when file is inactive for 2 years. Do not retire to FARC.</p>	new series	
8.	<p>DRAWBACK CASES: REGIONAL COMMISSIONER'S OFFICE.</p> <p>Rulings issued under Section 313 (a), T.A. of 1930.</p> <p>Includes copies of the contract between the importer and the Regional Commissioner for return of duties for articles made from imported merchandise for export.</p> <p>DESTROY three years after cancellation of contract. Do not retire to FARC.</p> <p>OTHER RECORDS: NATIONAL OFFICE</p> <p>RECORDS RELATING TO DRAWBACKS</p>	DRA 1/9	
9.	<p>Index to Drawback Cases. n.d. 1 cu.ft.</p> <p>Arranged alphabetically by manufacturer's (company's) name. Maintained in program branch.</p> <p>DESTROY when no longer needed for reference. Do not retire to FARC.</p> <p>RECORDS RELATING TO BONDS</p>	new series	

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10.	<p>Index to Bond Cases. n.d. 1 cu.ft.</p> <p>Arranged alphabetically by manufacturer's (company's) name. Maintained in program branch.</p> <p>DESTROY when no longer needed for reference. Do not retire to FARC.</p> <p>RECORDS RELATING TO ENTRY AND LICENSING</p>	new series	
11.	<p>Case Files Relating to Duty Free Entry Under 851.60 TSUS. 1979-present. 3 cu.ft.</p> <p>Arranged by annual docket number.</p> <p>Contains request for duty free consideration of artwork, museum exhibits and other materials for exhibitions or expositions in coordination with U.S.I.S. The items are later shipped out of the U.S.</p> <p>DESTROY when two years old.</p> <p>RECORDS RELATING TO LICENSES AND IDENTIFICATION CARDS</p>	new series	
12.	<p>Index to Licenses and Identification Cards Issued. n.d. 1 cu.ft.</p> <p>Arranged alphabetically.</p> <p>DESTROY when no longer needed for reference. Do not retire to FARC.</p>	new series	
13.	<p>Licensing Files of Customhouse Brokers, Licensing and Bonding of Cartmen and Lighterman and Container Station Operators. n.d. 260 cu.ft.</p> <p>Arranged alphabetically.</p> <p>DESTROY six years after revocation of license or death of broker. Do not retire to FARC.</p>	CAR/3/1 BOR/3/1 see also INV/14 and INV/15	
14.	<p>Investigative Files Relating to Petroleum Gaugers. n.d. 1 cu.ft.</p> <p>Arranged alphabetically</p> <p>DESTROY after cancellation of bond. Do not retire to FARC.</p>	new series	

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15.	<p>RECORDS RELATING TO TRADEMARKS, TRADE NAMES, COPYRIGHTS, AND PATENTS</p> <p>Index to Case Files for Trademarks, Trade Names and Patents, 1920 to present. 4.5 cu.ft.</p> <p>Arranged alphabetically.</p> <p>DESTROY when no longer need for reference. Do not retire to FARC.</p>	new series	
16.	<p>Copyright, Patent Survey, Trademark, and Trade Name Case Files, 1920-present. 57 cu.ft.</p> <p>Arranged alphabetically by name of owner.</p> <p>Includes applications, recordation, letter of approval of recordation, copy of Customs Circular advising field offices of recordation, requests for approval of renewals.</p> <p>Trademarks and Tradenames are protected for 20 years and can be renewed indefinitely for 20 year periods. Copyrights are protected for 28 years and can be renewed indefinitely for 28 year periods. Patent surveys are effective for periods 2, 4, or 6 months and can be renewed continuously for a 17 year period. Patent survey files date from 1960. (Maintained at program division level.)</p> <p>DESTROY when cancelled or expired. Do not retire to FARC.</p>	<p>COP/4/2</p> <p>COP/2/1</p> <p>COP/5/1</p> <p>COP/3/1</p>	<p>Rec. (P)</p> <p>Rec. (P)</p> <p>Rec. (T)</p> <p>Rec. (P)</p>

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17.	<p>RECORDS RELATING TO RESTRICTED MERCHANDISE.</p> <p>Entry of Merchandise under the Convict Labor Statute.</p> <p>Arranged by 6 digit control number. Files are established on a calendar year basis and each file is marked with the year. The cases are further identified by colored tabs which show the relative importance of the decision. Classification file numbers are in the 700,000 series. Volume on hand is 1 cubic foot with no further additions being made under this statute. These records are maintained in the branch office.</p> <p>DESTROY when 15 years old, all cases, regardless of importance.</p>	new series	
18.	<p>RECORDS RELATING TO PENALTIES</p> <p>Index to Penalty Cases. n.d. 3 cu.ft.</p> <p>Arranged alphabetically by name of company or individual.</p> <p>DESTROY when no longer needed for reference. Do not retire to FARC.</p>	new series	
	<p>REGULATIONS AND INFORMATION RECORDS</p> <p>Regulations which are of interest to the public as a guide to proper observance of the customs laws are contained in C.F.R., Title 19, Chapter 1, also known as <u>Customs Regulations</u>. The <u>Customs Manual: Prescribed for the Instruction and Guidance of Customs Officers</u> (Washington, D.C.: G.P.O., 1975) follows the same general subject format as in <u>Customs Regulations</u>.</p> <p>The records relate to the amendments and revisions of the <u>Customs Manual</u> including the study and analysis of amendment proposals for need and propriety; drafting for publication in the <u>Federal Register</u> of formal regulation amendment proposals; analysis of public and internal comment resulting from regulations amendment proposals;</p>		

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19.	<p>drafting and publication of joint regulations and procedures; preparation of revisions and amendments to the Appendix of the <u>Customs Regulations</u>; preparation or review of notices, circulars, and other directives instructing and guiding Customs personnel in the proper application of the laws and regulations administered by Customs; review of documents and materials submitted by other Federal agencies or by Customs headquarters offices to ensure their consistency with the laws and regulations administered by Customs; drafting and review of issuances for inclusion in the Policies and Procedures Manual System.</p> <p>Records relating to amendments and revisions of <u>Customs Manual</u>. 1970-79. 1 cu.ft. Rate of accumulation: nil.</p> <p>Arranged numerically by chapter number.</p> <p>DESTROY when superseded or obsolete. Do not retire to FARC.</p>	<p><u>ADM/9/3</u> Rec. (P) Amend. (P) Ref. (T)</p>	
20.	<p>Records relating to <u>Customs Regulations</u>. 1966-present. 25 cu.ft. Rate of annual accumulation: 1 cu.ft.</p> <p>Arranged numerically by section number.</p> <p>DESTROY when superseded or obsolete. Do not retire to FARC.</p>	<p><u>ADM/9/4</u> Rec. (P) Ref. (T)</p>	
21.	<p>Records relating to Customs Service Decisions. 1978-present. 1 cu.ft. Rate of accumulation: nil.</p> <p>Arranged numerically by CSD number.</p> <p>DESTROY when superseded or obsolete. Do not retire to FARC.</p>	<p>new series</p>	
22.	<p>Records of Unpublished Decisions Listed in the <u>Customs Bulletin</u>. 1979-present.</p> <p>Arranged numerically by six-digit control number. Contains the publication decision form and an unpurged copy of the ruling letter.</p> <p>DESTROY when 1 year old.</p>	<p>new series</p>	



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23.	<p>Records relating to Published Notices. 1977-present. 2 cu.ft. Rate of accumulation: nil.</p> <p>Arranged alphabetically. Contains socially or culturally interesting records on American manufacturer's petitions, change of procedures, and public comments on various issues.</p> <p>DESTROY when superseded or obsolete. Do not retire to FARC.</p>	ADM/9/5 Rec. (P)	
24.	<p>Records relating to Legal Determinations. 1977-present. 9 cu.ft. Rate of annual accumulation: 2. cu.f.t</p> <p>Arranged numerically by Legal Determination Number. Contains Publication Determination form, unexpurgated copy of ruling, expurgated copy of ruling, and copy of published legal determination.</p> <p>DESTROY when superseded or obsolete. Do not retire to FARC.</p>	new series	
25.	<p>Records relating to the amendment and revision of Customs Regulations, 1966-present. 25 cu.ft.</p> <p>Arranged numerically by section number.</p> <p>DESTROY when superseded or obsolete. Do not retire to FARC.</p>	ADM/9/4 Rec. (P)	
26.	<p>Freedom of Information Requests for Rulings on Decisions. 1979-present. 1 cu.ft.</p> <p>Arranged numerically. Information copies, record copies are kept in another program office.</p> <p>DESTROY when 2 years old.</p>	new series	
27.	<p>Keyword Directory of Legal Precedent Review Systems (LPRS). 1974-present. 1 cu.ft. Rate of annual accumulation: nil.</p> <p>Arranged alphabetically in keyword format.</p>	new series	

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	<p>Under each subject the index provides the document identification number in the form of a six-digit control number, TD number, CIE number, or BWD (Brussels Working Document) number.</p> <p>The Keyword Directory references the following types of material:</p> <p>a. All precedential rulings issued by the Office of Regulations and Rulings since November 1976.</p> <p>b. Most tariff classification rulings issued by the Office of Regulations and Rulings which have been published and/or circulated to Customs officers and unpublished classification letter rulings issued since January 1974.</p> <p>c. Selected judicial decisions concerning tariff classification.</p> <p>d. Selected working documents issued by the Customs Cooperation Council concerning the Customs Cooperation Council Nomenclature.</p> <p>e. Precedents concerning the valuation of imported merchandise.</p> <p>f. Older rulings of a precedential nature are also being identified and indexed within the system. These rulings cover all areas for which the Office of Regulations and Rulings issues decisions. Approximately 25 percent of all older drawback cases have been indexed as well as 100 percent of all cases dealing with aircraft bond notices, common carrier bonds (notices of approval and discontinuance), and bonds for the control instruments of international traffic (notices of approval and discontinuance).</p> <p>In addition, the Directory contains an index to matters pertaining to other areas of Customs law which have been entered into the system on a test basis.</p>		

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	<p>Reproduced in the form of computer output microfiche. The directory is continuously updated and since each update is cumulative, outdated sets of microfiche should be destroyed.</p> <p>DESTROY when obsolete or updated.</p>		