REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2 MAJOR SUBDIVISION
Inspection & Control Division/Detroit District

3. MINOR SUBDIVISION
Chief Inspector's Office

4 NAME OF PERSON WITH WHOM TO CONFER
Kathleen Katchmark

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 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
4/83 Jerline L. Forman Chief, Paperwork Management Staff

7 ITEM NO

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

9 SAMPLE OR JOB NO

10 ACTION TAKEN

A. DESTROY paper records immediately after verification of the microfilm.

B. DESTROY microfilm copies when 3 years old.

STANDARD FORM 115
Revised April, 1975
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FPMR (41 CFR) 101-11.4

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