

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK (NARA USE ONLY)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
Washington, DC 20408

JOB NUMBER
NI-220-00-5

1. FROM (Agency or establishment)
Department of the Treasury

DATE RECEIVED
June 5, 2000

2. MAJOR SUBDIVISION
U.S. Customs Service

NOTIFICATION TO AGENCY

3. Minor Subdivision
Office of Finance

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach

5. TELEPHONE
(202) 927-0539

DATE *12-22-00* ARCHIVIST OF THE UNITED STATES
[Signature]

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,
 is not required is attached; or has been requested

DATE
5/25/00

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

TITLE
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Interagency Commission on Crime and Security in US Seaports</p> <p>See attached.</p>		

*Agency, nwmD, nweS
nwmE*

Interagency Commission on Crime and Security in US Seaports

On April 27, 1999, President Clinton signed a Memorandum establishing the Interagency Commission on Crime and Security in U.S. Seaports (hereinafter, the Commission). The Commission is directed to undertake a comprehensive study of the nature and extent of the problem of crime in U.S. Seaports as well as the ways in which governments at all levels are responding. This study shall address all serious crime relating to the maritime context, including, but not limited to, drug trafficking, cargo theft, and the smuggling of contraband and aliens as well as examine the role of internal conspiracies often associated with such crime in the seaports. Moreover, the study shall carefully, including the potential threats posed by terrorists and others to the people and critical infrastructures of seaport cities and make recommendations for improving seaport security. The Commission is authorized for one year with expected termination date of May 26, 2000.

1. **Commissioners' Meeting Minutes.** Contains Commission preliminary organization meeting minutes. Also contains verbatim transcripts of Commission meeting minutes including agenda, draft topic reports with supporting documents and/or publications, report comments. Materials are maintained in binders. Dates: April 1999-May 2000. Arrangement: Chronological by date of Commission meeting. Volume: Approximately 2 ½ cubic feet.
 - a. **Record Copy.**

Disposition: **Permanent.** Cut off after last Commission meeting. Transfer to the National Archives upon termination of Commission.
 - b. **Electronic Copies.** Electronic version of records created by the electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.
 - c. **All Other Copies.** All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Disposition: **Temporary.** Destroy when no longer needed for reference or upon termination of the Commission, whichever is sooner.

Interagency Commission on Crime and Security in US Seaports

2. **Public Listening Session Records.** Contains one binder of records collected from Public Site Meetings known as "Public Listening Sessions" held for public input and information exchange that includes verbatim transcripts, agenda, speeches or talking points. Dates: 1999-2000. Arrangement: Chronological by date of meeting. Volume: Approximately 2 ½ inches.

a. **Record Copy.**

Disposition: **Permanent.** Cut off after last Commission meeting. Transfer to the National Archives upon termination of Commission.

- b. **Electronic Copies.** Electronic version of records created by the electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.

- c. **All Other Copies.** All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Disposition: **Temporary.** Destroy when no longer needed for reference or upon termination of the Commission, whichever is sooner.

3. **Commissioners' Correspondence.** Contains correspondence to and from the Commissioners including letters, memoranda, and printed electronic mail messages that contain substantive information regarding seaport crime and security. Dates: April 1999-May 2000. Arrangement: Chronological. Volume: 3 inches.

a. **Record Copy.**

Disposition: **Permanent.** Cut off upon termination of Commission. Transfer to the National Archives upon termination of Commission.

- b. **Electronic Copies.** Electronic version of records created by the electronic mail and word processing applications.

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- c. **All Other Copies.** All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

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4. **Work Group Records.** Commission staff was divided into 7 Work Groups to focus on specific topics. Work Groups included: (1) Criminal Activity, (2) Terrorism Threats, (3) Security and Prevention, (4) Cargo Control, (5) Technology, (6) Legislation/Regulation/Funding, and (7) Stakeholders.

- a. **Work Group Working Papers.** Contains survey instruments, notes, messages, and drafts of reports, presentations, and comments from each of the 7 Work Groups. Dates: April 1999-May 2000. Arrangement: Arranged by Work Group, thereunder chronological. Volume: 5 cubic feet.

Disposition: **Permanent.** Cut off upon termination of Commission. Transfer to the National Archives upon termination of this Commission.

- b. **Electronic Copies.** Electronic version of records created by the electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.

- c. **All Other Copies.** All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

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5. **Program Subject Files.** Contains Co-Chair notes, high level memoranda and letters, members list, Commissioners' biographies, legal opinions, press releases, staff meeting notes/minutes, trade and private sector responses, decision document comments, speeches, and technology recommendations. Dates: April 1999-May 2000. Arrangement: Arranged alphabetically by name of subject, thereunder chronologically. Volume: 6 inches.
 - a. **Record Copy.**

Disposition: **Permanent.** Cut off upon termination of Commission. Transfer to the National Archives upon termination of Commission.
 - b. **Electronic Copies.** Electronic version of records created by the electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.
 - c. **All Other Copies.** All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Disposition: **Temporary.** Destroy when no longer needed for reference or upon termination of the Commission, whichever is sooner.
6. **Reports.** Contains Commission reports including the Work Group weekly progress reports; travel or trip reports such as for the United Kingdom, Netherlands, and US seaports; and the Final Commission Report. Dates: April 1999-May 2000. Arrangement: Arranged by trip. Volume: 2 ¾ cubic feet.
 - a. **Record Copy.**

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- b. **Electronic Copies.** Electronic version of records created by the electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.

- c. **All Other Copies.** All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Disposition: **Temporary.** Destroy when no longer needed for reference or upon termination of the Commission, whichever is sooner.

7. **Still Pictures.**

- a. **Identified Still Pictures.** Contains identified color photographic prints (and negatives) and color slides of various ports visited by Commission staff while gathering information for Commission's investigation into seaport crime and security. Also includes finding aid or index for identified still pictures. Dates: April 1999-May 2000. Arrangement: Alphabetically by name of location. Volume: Approximately 5 items.

Disposition: **Permanent.** Cut off upon termination of Commission. Transfer with accompanying finding aid or index to the National Archives upon termination of Commission.

- b. **Unidentified Still Pictures.** Contains color photographic prints and negatives and color slides of various unidentified people or seaports. Volume: 3 items.

Disposition: **Temporary.** Destroy upon termination of Commission.

8. **Internet Website Records.**

- a. **Website Electronic Forms.** Contains web contact form with fields for name, electronic mail address, subject line, and messages. Also contains web search form with field for keyword search.

Disposition: **Temporary.** Delete when website is no longer needed or by June 2001, whichever is sooner.

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- b. **Website Information Distribution Pages.** The website documents contain brief explanatory information about the Commission and its activities, in electronic media, including copies of the Executive Order text; press releases; Federal Register Notices; a photo gallery; Senator Feinstein's (D-CA) statement to the Commission; a Congressional update form letter; Commission organizational information and list of Commissioners; a Commission update report to explain progress in gathering seaport related information; and legal and privacy notices.

Disposition: **Temporary.** Delete when website is no longer needed or by June 2001, whichever is sooner.

9. **Reference Materials.** Includes books, booklets, pamphlets, brochures, journal articles, government reports, white papers, video tapes, CD-ROMs, manuals, information packets, draft reports, speeches and presentations, and other materials relating to seaports, seaport crime and security, and related law enforcement topics. Dates: April 1999-May 2000. Arrangement: Arranged by topic or creating agency. Volume: Approximately 7 cubic feet.

Disposition: **Permanent.** Cut off upon termination of Commission. Transfer to the National Archives upon termination of the Commission.

Duplicative, fragmentary, non-record materials and items under the General Records Schedule may be disposed by the National Archives and Records Administration without further permission from the Interagency Commission on Crime and Security in U.S. Seaports.

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