REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	RG 36
DATE RECEIVED ~~JUL 20 1972~~ 24 MAY 1973	JOB NO. NC-173-308 ~~NN-173-11~~

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

June 4, 1973 — Date

James B. Rhoads — *Archivist of the United States*

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT): Bureau of Customs
2. MAJOR SUBDIVISION: Office of Administration
3. MINOR SUBDIVISION: Management Analysis Division
4. NAME OF PERSON WITH WHOM TO CONFER: Robert C. Hengst
5. TEL. EXT.: 184-8131
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.

JUL 19 1972 — (Date)

R. L. Rappaport — (Signature of Agency Representative)

Director, Management Analysis Division — (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Attached is the proposed revision of the Bureau of Customs Comprehensive Records Retention and Disposition Schedule. The Schedule is Part IV of the attached Records Control Manual. Continuing disposal authority is requested.		

2170 items

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

Department of the Treasury

Office of the Commissioner of Customs

Washington, D. C. 20229

The Records Control Manual, as an integral part of the Files and Records Management System, is established for information and compliance.

The Records Control Manual is applicable to all organizational elements of the U. S. Customs Service.

The purpose of the Records Control Manual is to establish certain reduced records retention requirements and to provide guidance in maintaining an effective Records Control Program.

The provisions of this manual are effective July 1, 1973.

Commissioner of Customs

RECORDS CONTROL MANUAL

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SECTION I

INTRODUCTION

A. SECTIONS OF THE MANUAL

This manual consists of eight sections.

Section I provides general information on the purpose and applicability of this manual and describes the relationship of the Records Control Manual to the Files and Records Management System.

Section II provides definitions of records management terms used throughout the manual.

Section III consists of essential guidelines and procedural requirements which make the heart of this manual--sections IV, V, VI, and VII--a meaningful tool for the effective management of the retention and disposition of records created within the U. S. Customs Service.

Section IV explains the format of the Customs Records Retention and Disposition Schedule. This section identifies individual records, as well as types of records and what should be done with each.

Section V is a forms index, which is a guide for finding records listed in the Customs Records Retention and Disposal Schedule by form number.

Section VI is a Key Word In Context (KWIC) Index, which is a guide for finding records listed in the Customs Records Retention and Disposition Schedule.

Section VII contains the General Records Schedules published by the National Archives and Records Service (NARS). These schedules provide guidance for the retention and disposal of records which are common to most or all Government agencies. The General Records Schedules have been adopted as a standard by the U. S. Customs Service.

Section VIII provides samples of forms which are used in the process of control, transfer, retrieval, and disposal of records. Reference is made to these sample forms in several places in Section III. A list of basic reference material concerning records management also is provided in Section VIII.

B. PURPOSE

To provide continuing guidance in the maintenance of an orderly and timely system of Records Retention and Disposition on a service-wide basis. This manual is designed specifically to assist Customs personnel in planning and maintaining a systematic records control program which simplifies retention and disposition of records to the maximum extent. This manual supersedes the Records Disposal Manual which was revised June 11, 1958, and approved by the 85th Congress, 2nd Session, July 15, 1958; and which was reprinted to include all amendments to June 1, 1965.

C. SCOPE

This new Records Control Manual is applicable to all organizational elements in the U. S. Customs Service. The Customs Records Retention and Disposition Schedule in Section IV of this Manual shall be implemented in accordance with Bureau Circular ADM-4-A:M:D, dated

The Records Retention and Disposition Schedule is based upon the updated requirements of the Customs Records Disposal Manual, revised 1958, and amended in 1965; the General Accounting Office Manual for Guidance of Federal Agencies, Title 8; and the General Records Schedules (GRS) of the General Services Administration.

Where those publications have not been specific, the retention period and disposition of certain Customs records have been developed by comparison with other similar classes of records, and consultation with appropriate functional personnel having responsibility for those records.

Where a certain class of record is not covered by the Customs Records Retention and Disposition Schedule, consult the applicable GRS provided in Section VII.

CUSTOMS RECORDS CREATED BEFORE 1921 ARE NOT TO BE DISPOSED OF IN ACCORDANCE WITH THE PROVISIONS OF THIS MANUAL. CONSULT THE SERVICE RECORDS MANAGEMENT OFFICER BEFORE DISPOSING OF SUCH RECORDS.

The disposal instructions for the records described herein assume that all operating requirements have been complied with, i.e., postings or entries have been made to other records, where necessary; originals have been protected as indicated by appropriate operating instructions; and no obvious errors have been made in filing permanent or longer retention records with records of temporary value. Records directly pertinent to litigation, investigation or exception by the General Accounting Office or internal auditors may not be destroyed until all action is complete. It should be stressed that disposal of any record before the retention period has expired is unlawful.

D. RELATION TO FILES AND RECORDS MANAGEMENT SYSTEM

The Records Control Manual (RCM) is an integral part of the overall Files and Records Management System. This system includes the following components:

-Volume I Uniform Filing Guide and Subject Classification Index

-Volume II Records Control Manual (RCM)--including: Customs Records Retention and Disposition Schedule, KWIC Index and Forms Index

The RCM is largely complementary to the Circular Letters Manual, in that the RCM is organized along the lines of the primary and secondary subject categories listed in the Circular Letters Manual.

A KWIC (Key Word In Context) Index is attached to the RCM so that records can be easily located by the subject of the record or any key word within the title of that record.

SECTION II

DEFINITIONS

For the purpose of the RCM, the following definitions apply:

A. DISPOSAL

Removal of records by destruction, sale as waste paper, or other forms of salvage, or transfer to non-Federal custody.

B. DISPOSITION

1. Determination whether records shall be retained, transferred, or destroyed.

2. The action taken upon the making of such a determination.

C. NONRECORD MATERIAL

Consists of the following:

1. Extra copies of documents preserved only for convenience of reference.

2. Extra copies of printed or processed materials of which official copies have been retained for purposes of record.

3. Stocks of publications and processed documents preserved for supply purposes.

4. Letters of transmittal that do not add information to that contained in the transmitted material.

NOTE: NONRECORD MATERIALS SHALL NOT BE INCORPORATED IN THE OFFICIAL FILES OF THE U. S. CUSTOMS SERVICE AND SHALL NOT BE REPORTED ON THE ANNUAL SUMMARY OF RECORDS HOLDINGS. IF THERE IS ANY DOUBT WHETHER AN ITEM IS RECORD OR NONRECORD, CONTACT THE SERVICE RECORDS MANAGEMENT OFFICER OR REGIONAL RECORDS OFFICER.

D. OFFICE OF RECORD

A designated organizational element responsible for the creation, maintenance, and preservation of documents, files and records which are related to the activities of that element in accordance with the laws, regulations, and directives pertaining to those activities.

E. OFFICIAL FILE STATION

A designated place where documents are retained. An official file station holds files and records for an office of record. An official file station may be a central file room, or any other location at which complete sets of files are kept. Active official documents will not be retained at other than official file stations.

F. PERMANENT RECORD VALUE

The material indicated has record value for an unlimited period of time, and is to be retained forever. Records so identified have been appraised by The National Archives* as having enduring value--historical, research, legal, scientific, cultural, etc.

G. RECORDS

All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics that are:

1. Made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business, and

2. Preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or

*per authorization of Bob Hengst 5/29/73 OSR

other activities of the Government, or because of the informational value of data contained therein. (Records Disposal Act; 44 U. S. C. 3301)

H. RECORD VALUE

A file or document appropriate for preservation has record value.

I. RECORD COPY

The original, or copy, of a document which is to be retained because it has record value.

J. RETAIN

The record specified is to be kept permanently. Records identified for retention may be so designated for archival or administrative (agency) reasons.

NOTE: DESIGNATION OF RECORDS FOR PERMANENT RETENTION IS SUBJECT TO PRIOR REVIEW BY THE SERVICE RECORDS MANAGEMENT OFFICER.

K. RETENTION PERIOD

The period of time which records must be kept before they may be subject to disposition; usually stated in terms of months or years, but sometimes determined by the occurrence of a specific event.

L. TEMPORARY RECORD VALUE

The material indicated has record value for a limited period of time only, and is subject to disposal after a specified period of retention.

S E C T I O N I I I

I M P L E M E N T A T I O N

A. AUTHORITIES

The U. S. Customs Service is required by the Federal Records Act of 1950, which has been enacted into law as Chapter 31 of Title 44, United States Code, and implementing regulations (41 C. F. R. 101-11) to provide an active and continuing program for the economical and efficient management of Customs records. It is required that non-current records be systematically transferred to the National Archives, retired to the Federal Records Centers, or destroyed by authorized means.

The requirements pertaining to records which are the property of the General Accounting Office are contained in the GAO Manual for Guidance of Federal Agencies Title 8--Records Management and Services.

* The Service Records Management Officer is solely authorized, subject to the approval of the Assistant Commissioner (Administration) or his designee, to amend or make exceptions to the requirements of the Files and Records Management System.

The requirements and the procedures for the retention and disposal of the records of the U. S. Customs Service, as promulgated in this manual, have been approved by the Archivist, National Archives and Records Service, and the Comptroller General, General Accounting Office.

B. RESPONSIBILITIES AND DUTIES

1. The Assistant Commissioner (Administration) has overall responsibility for the Files and Records Management System.

2. The Director of the Management Analysis Division, acting for, and with the approval of the Assistant Commissioner (Administration) is responsible for overall technical guidance and functional supervision of the system.

*Records which are identified as "retained" have been appraised by The National Archives and Records Service as being of permanent archival value and are covered by The retention plan for customs records.
per authorization of B. Nendst 5/29/73 CSR

SECTION IV

CUSTOMS RECORDS RETENTION AND DISPOSITION SCHEDULE

A. HOW TO UPDATE THE CUSTOMS RECORDS RETENTION AND DISPOSITION SCHEDULE

Maintenance of an effective and continuing records management program in the Customs Service necessitates the imposition of effective controls over the creation, maintenance and use, and the disposition of all Customs records.

A well-functioning program results in economic use of space and equipment, and simplifies the identification and preservation of those records required to be retained by law for appropriate documentation of significant Customs activities.

To continue the required documentation and retention of records--while keeping the steadily growing volume of records stored within limitations imposed by available space, cost and manpower--the Customs Records Retention and Disposition Schedule must be kept current. To achieve this end, the following guidance is provided:

1. Compare the record items in the Customs schedule of this manual against the records on hand. Some records may be found that are not covered by the Customs schedule. Similarly, records already transferred to a Federal Records Center may not be covered. The Federal Records Center will call this latter to the attention of the transferring office.

2. All unscheduled records shall be reported to the Service Records Management Officer, who will take appropriate steps to revise the Customs Records Schedule.

3. To revise this schedule, the Service Records Management Officer will require the following information about unscheduled records:

   a. The purpose for which the records were created; their relationship to the program activities of the unit

creating them, and any other significant purpose or function they may or do serve.

b. The title and content of the records involved.

c. The applicable primary and secondary categories of the schedule.

d. The relationship to other records, including duplication elsewhere.

e. The physical form of the records; i.e., originals, carbon copies, tapes, ADP processed records, etc.

f. The inclusive dates of the files.

g. The type of records involved (correspondence, directives, reports, vouchers, etc.).

h. The volume of the records involved.

i. A specific recommendation for retention or disposal.

j. The requirement (legal, fiscal or administrative) upon which the retention or disposal recommendation is based.

4. In addition, the Service Records Management Officer shall be advised in writing of any proposed reduction in retention periods which reduce the volume of records on hand or stored in Records Centers without affecting the legal and financial rights of the Government and of persons directly concerned with Customs activities.

   a. This information shall be sent to the Service Records Management Officer with the request that disposition instructions be issued covering such changes. If the field official holding the files has definite ideas as to what should be done with them, he should include his opinions for whatever help they may be in determining the proper disposition of the files.

b. Pending the receipt of such instructions, the records may be retained by the office holding them, or, if not currently needed, they may be transferred to the nearest Federal Records Center.

B. EXPLANATION OF SCHEDULE FORMAT

The schedule is structured to reflect the primary and secondary categories used within the Circular Letters Manual.

1. The records in this schedule are grouped into the following primary categories:

ADM	ADMINISTRATIVE	INO	INTERNATIONAL OPERATIONS
ADP	AUTOMATIC DATA PROCESSING	INS	INSPECTION OF CARGO
AIR	AIR COMMERCE	INT	INTELLIGENCE
APP	APPRAISEMENT	INV	INVESTIGATIONS
AUD	AUDIT	LIQ	LIQUIDATION
BAG	BAGGAGE	MAI	MAIL
BON	BONDS	MAN	MANAGEMENT
BOR	BORDER OPERATIONS	MAR	MARKING, LABELING, PACKING and STAMPING
BRO	BROKERS, AGENTS, and ATTORNEYS	NAT	NATIONAL DEFENSE
BUD	BUDGET	PER	PERSONNEL
CAR	CARTAGE AND LIGHTERAGE	PIN	PUBLIC INFORMATION
CLA	CLASSIFICATION	PLA	PLANNING AND RESEARCH
CON	CONDITIONALLY FREE MERCHANDISE	PRO	PROTESTS AND REAPPRAISEMENT
COP	COPYRIGHTS, PATENTS, TRADEMARKS AND TRADENAMES	QUO	QUOTAS
COT	CONTAINERIZATION	RES	RESTRICTIONS AND PROHIBITIONS
DRA	DRAWBACK	SEC	SECURITY
ENF	ENFORCEMENT	SPE	SPECIAL PROCEDURES FOR CERTAIN COMMODITIES
ENT	ENTRY OF MERCHANDISE	TEC	TECHNICAL SERVICES
EXP	EXPORT CONTROL	TRA	TRANSPORTATION IN BOND
FAC	FACILITIES	VES	VESSELS
FIS	FISCAL	WAR	WAREHOUSES
FOR	FOREIGN TRADE ZONES		

2. Each individual page of the schedule identifies the general subject matter of the records listed by both a primary and a

secondary category. The first time that a secondary category is given, a brief definition of it is provided. Pages of the schedule are numbered consecutively.

The "Coverage" statements for each secondary category are designed as general descriptive definitions of the subject matter of the records involved. Individual records are listed numerically by "Item NO.," and in alphabetical order under each secondary category and serve a dual purpose:

a. Numerically, to provide a unique disposition reference.

b. Alphabetically, for easy reference by title.

c. Normally, a record which is not listed in the following schedule but which is similar to a scheduled record, will carry the same retention requirement as the listed record, and is to be handled in the same manner.

3. The schedule specifies the record value of each record listed.

a. The following retention value codes have been assigned:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

b. Records listed in the schedule by item numbers are further identified by subject title and form numbers. Retention periods are noted for each record at the location where that record is retained locally and at the Federal Records Centers.

c. The following disposition codes are used:

- DESTROY (D)
- TRANSFER TO FRC (TR)

4. Although an effort was made to include as many specific records currently in use or subject to some retention requirement as possible, this schedule is not intended to be all inclusive. Questions concerning the applicability of the following schedule should be directed to the Service Records Management Officer.

To maintain the schedule at a level of highest usefulness, the procedures indicated in Section III should be followed for the periodic updating of the schedule.

5. The records disposition authorizations in this schedule are based upon administrative determinations of the U. S. Customs Service, General Services Administration (National Archives and Records Service), and the General Accounting Office.

NOTE: FOR RECORDS NOT COVERED BY THE CUSTOMS RECORDS RETENTION AND DISPOSITION SCHEDULE, REFER TO THE GENERAL RECORDS SCHEDULES FOUND IN SECTION VII.

1 GENERAL

COVERAGE:
Includes material relating to general administrative services, functions, and activities common to all Customs offices; i.e., material not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Fund Raising	T		3 years	D		
2	Work Papers (Any subject)	NR		6 months after final action or 3 yrs after completion of report if no final action is taken	D		

2 CORRESPONDENCE MANAGEMENT

COVERAGE: Includes material on correspondence preparation, procedures and routing controls; office information files; priority correspondence; transmission of classified material; mailing procedures.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES.

DESTROY (D)
TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Address Lists and Directory Information	P		2 years	TR	RETAIN	
2	Changes in Telephone Listings	T	SF 146	1 year	D		
3	Chronological Copies of Correspondence	T		2 years	D		
4	Congressional Mail	T		4 years	D		
5	Long Distance Telephone Reports	T		1 year after audit	D		
6	Order for Telephone Service	T	SF 145	1 year	D		
7	Priority Correspondence	T		1 year	TR	3 years	D
8	Chronological Files of Correspondence duplicated in subject files	T		5 years	D		
9	Telephone Statements	T		3 years	D		

3 DISCLOSURE OF INFORMATION

COVERAGE: Includes material on furnishing Bureau decisions and information to Customs offices and to private parties, press and associations, and on furnishing confidential information.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Disclosure of Information	T		2 years	D		
2	Freedom of Information Act - Matters Relating To	T		2 years	D		

4 FILES AND RECORDS MANAGEMENT

COVERAGE:

Includes material on files/records creation, maintenance and disposition controls and procedures; and on vital records.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Summary of Records Holdings						
	- Field Input Reports	T	SF 136	3 years	D		
	- Bureau Report to Treasury - Record copy	P	SF 136	RETAIN			
2	Records Control Manual						
	- Reference Copies	T		UNTIL OBSOLETE	D		
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
3	Project Control Files	T		1 year after year in which a project is completed	D		
4	Records Shelf List	P	SF 134	RETAIN			
5	Records Transmittal and Receipt	P	SF 135	RETAIN			
6	Request for Authority to Dispose of Records	P	SF 115	RETAIN			

5 FORMS MANAGEMENT

COVERAGE: (Also see FIS 1 for accountable and serially numbered forms; FIS 4 for salable forms; VES 8 for marine forms.)

Includes procedural material on the creation, maintenance, alteration and abolishment of forms within the Bureau of Customs.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Report of Local Forms						
	- Feeder Reports	T		2 years	D		
	- Record Copy	P		6 years	TR	RETAIN	
2	Authorization for Establishment or Revision of Customs Forms						
	- Record Copy	P	CF 1	6 years	TR	RETAIN	
3	Forms Case Files	P		6 years	TR	RETAIN	
4	Forms Catalogue						
	- Reference Copy	T		UNTIL OBSOLETE	D		
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
5	Forms Issue Record	T	CF 5102	2 years After forms listed thereon have been used.	D		

6 REPORTS MANAGEMENT

COVERAGE: Includes material on control procedures and methods for reports prepared by Customs offices.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Reports Control Files	T			2 years after report is discontinued	D				

7 OFFICE SUPPLIES AND EQUIPMENT

COVERAGE:

Includes papers and files involved in obtaining expendable goods and nonpersonal services, controlling expendable stock inventories, reporting procurement needs, and related daily supply and procurement operations other than staff or policy functions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Multiuse Standard Requisition/Issue Document	T	SF 344	3 years	D		
2	Order for Supplies or Services	T	SF 147	3 years	D		
3	Purchase Orders (For Expendable Items)	T		3 years	D		
4	Reproduction and Duplicating Services Records	T		1 year	D		
5	Requisition for Customs Forms	T	CF 3039	3 years	D		
6	Requisition for Expendable Equipment and Supplies	T	CF 3059	3 years	D		
7	Supply Acquisition and Inventory Records	T	CF 3057	3 years	D		

8 PRINTING AND REPRODUCTION

COVERAGE: Includes material on requests for services, control, production and distribution of individual jobs or projects; and material reflecting activities of the unit assigned printing and reproduction functions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Contract Printing Report	T			3 years	D				
2	Printing and Reproduction Requisitions	T			1 years	D				
3	Reports to Congress to Joint Committee on Printing	T			3 years	D				
4	Requisition and Work Order Control Registers	T			3 years	D				

9 PUBLICATIONS AND DIRECTIVES MANAGEMENT

COVERAGE: Includes record copies of publications and directives, i.e., operating procedures/policy manuals/regulations/decisions/hearings/digests/pricelists/ other agency clearances.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	All Customs procedural/ policy manuals, digests, etc.						
	- Record copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Files Documenting Amendments	P		UNTIL OBSOLETE	TR	RETAIN	
	- Superseded Editions	NR		NONE	D		
	- Reference Copy	T		UNTIL OBSOLETE	D		
2	Annual report of the Bureau of Customs to The Secretary of the Treasury	P		2 years	TR	RETAIN	
3	Customs Manual						
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Files Documenting Amendments	P		UNTIL OBSOLETE	TR	RETAIN	
	- Superseded Editions	NR		NONE	D		
	- Reference Copy	T		UNTIL OBSOLETE	D		
4	Customs Regulations						
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Files Documenting Amendments	P		2 years	TR	RETAIN	
	- Superseded Editions	NR		NONE	D		
	- Reference Copy	T		UNTIL OBSOLETE	D		
5	Notices of Proposed Rule Making						
	- Files Documenting the Issuance of	P		3 years	TR	RETAIN	
6	Master File of Bureau Circulars and Notices						
	- Current Record Copy	P		UNTIL OBSOLETE	-		
	- Obsolete Record Copy	P		5 years	TR	RETAIN	

9 PUBLICATIONS AND DIRECTIVES MANAGEMENT (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
7	Master File of Regional Circulars and Notices						
	- Current Record Copy	P		UNTIL OBSOLETE	-		
	- Obsolete Record Copy	P		5 years	TR	RETAIN	
8	Monthly Checklist of Bureau Circulars and Notices	T		1 year	D		
9	Treasury Decisions						
	- Record Copy	P		RETAIN			
	- Files Documenting the Issuance of	P		2 years	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		
10	Significant Activities Reports						
	- Record Copy	P		5 years	TR	RETAIN	
	- Reference Copy	T		3 years	D		

1 GENERAL

COVERAGE: Includes material on overall ADP functions/equipment/facilities/systems/supporting activities not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Accomplishments in the Management of ADP	P		3 years	TR	RETAIN	
2	ADP Management Information	T		UNTIL OBSOLETE	D		
3	ADP Planning Documents	P		3 years	TR	RETAIN	
4	ADP Service to another Agency or Obtained from a Commercial Source	T		3 years	D		
5	Governmentwide ADP Sharing Program	P		3 years	TR	RETAIN	
6	Reporting and Transferring EAM Machines leased by Government	T		3 years	D		
7	Requirements for Transmission of Selected EDPE Procurement Documents	T		3 years	D		

2 ADP PROJECTS

COVERAGE: Includes material on ADP Studies, Procedures and Operations, and Systems and Programs as they relate to the ADP baseline project program and to the specific programs of the Office of Automatic Data Processing.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application Program Manuals						
	- Reference Copy	T		Until system terminates	D		
	- Record Copy	P		Until system terminates	TR	RETAIN	
2	Accountability Inventory of ADPE Supplies and Requirements for Cards, Paper and Magnetic Tape Reel	T		3 years	D		
3	ADP Equipment Accountability Documents	T		Until 2 years after equipment is discontinued	D		
4	Data Systems Planning	P		RETAIN			
5	Machine Use, Nonuse, Maintenance Cards/Forms	T		3 years	D		
6	Magnetic Tape Library Control (Transaction) Records	T		Until 4th update cycle is created	D		
7	Monthly Summary of Cost and Utilization Reports (card decks, magnetic tape files, and machine listings)	T		3 years	D		
8	Program Management Records	P		RETAIN			

2 ADP PROJECTS (Cont'd)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
9	Standardization of Data Elements and Codes	P		RETAIN			
10	System Test Documents	T		1 year	D		

3 AUTOMATED SYSTEMS

COVERAGE:

Includes material relating to the Automated Systems and Procedures of Foreign Countries.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

4 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS

1 GENERAL

COVERAGE: Includes material on entry, movement, clearance and departure of private, commercial, government-owned and military aircraft; and of passengers or cargo aboard not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	International Conventions	T		2 years	D		
2	International General Aviation Study	P	FAA 3590	2 years	TR	RETAIN	

AIRPORT FACILITIES (CUSTOMS)

COVERAGE: Includes material concerning matters such as rentals of Customs facilities at airports, construction of new Customs facilities at airports, and acquisition of Customs inspectional facilities at airports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 AIRPORTS OF ENTRY

COVERAGE: Includes material on such matters as listings of names of international airports, requirements for designating international airports and establishing Customs operations at new airports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Establishment of International Airports: Case Files	P			3 years	TR		RETAIN		
2	Listing of International Airports	P			3 years	TR		RETAIN		
3	Listing of Landing Rights Airports	P			3 years	TR		RETAIN		

4 ENTRY AND CLEARANCE OF AIRCRAFT

COVERAGE: Includes material on requirements/procedures for entry and clearance of aircraft; for manifesting crews/cargo of aircraft; for entry/export/general declarations; for permission to discharge/depart; for permits to proceed from one airport to another; and for residue cargo requirements of other agencies. (For international traffic requirements see BOR 7.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Air Cargo Manifest	T	CF 7509	3 years	D		
2	Air Transaction Log-Arrivals	T	CF 5905	3 years	D		
3	Air Transaction Log-Departures	T	CF 5905-A	3 years	D		
4	General Declaration (Outward/Inward)	T	CF 7507	3 years	D		
5	Inward/Outward Manifest	T	SF 296	3 years	D		
6	Transportation Air Cargo Manifest	T	TACM	3 years	D		

5 LANDING REQUIREMENTS

COVERAGE: Includes material concerning procedures for processing transit and diverted flights, emergency and forced landings; place of landing, advance notice of arrival flight plans, predeparture flight plans; controls for unlading of air cargo, and for permits, applications and special licenses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	International Flight Manual	T		UNTIL OBSOLETE	D		

6 NON-COMMERCIAL AIRCRAFT

COVERAGE:

Includes material concerning procedures for clearing large bodies of military troops moving by air; Customs inspections of U.S. military aircraft or private aircraft.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)
-OTHER (O)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Arrival of Private Aircraft and Yachts	T		Dept. of Justice NW - 221	3 years	D				

7 SPECIAL AIR COMMERCE PROCEDURES

COVERAGE: Includes material on procedures for consolidated entries and shipments by air, preclearance in foreign countries, residue aircargo, and aircraft bulk handling devices; control of aircraft liquor kits/city (airport) codes; and penalties for failure to deliver or misdelivery of bonded baggage.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material on matters relating to determination of value on imported merchandise not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Appraisement Policy and Precedent Files	P		UNTIL OBSOLETE	TR	RETAIN	
2	Examiner's Quarterly Report of Invoices on Hand Over 30 Days	T	CF 5557	3 years	D		
3	Invoice Backlog Report	T		3 years	D		
4	Request to Importer to Inform Status of Buyer	T		2 years	D		
5	Tax and Currency Information Records	P		UNTIL OBSOLETE	TR	RETAIN	
6	Valuation Decisions -- Reference Copy	P T		3 years UNTIL OBSOLETE	TR D	RETAIN	

2 ANTIDUMPING

COVERAGE: Includes material on such matters as dumping reports, determination of duties and determination of fair value of antidumping cases. (See LIQ 4 for material relating to the liquidation of dumping duties.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Monthly Status Report of Dumping Cases	T		10 years	D		
2	Report of Importation - Anti-Dumping Act	P	CF 6432	10 years	TR	RETAIN	
3	Notice of Withheld Appraisement	T	CF 6459	2 years	D		

3 CANADIAN QUERY PROGRAM

COVERAGE:

Includes material on requirements, procedures, and activities of the Canadian Query Program.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Canadian Query Activities Report	T		UNTIL OBSOLETE	D		

4 COUNTERVAILING DUTY

COVERAGE: Includes material concerning such matters as determination of countervailing duty and reports on the status of countervailing duty cases. (See LIQ 4 for material relating to the liquidation of countervailing duties.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Determination of Countervailing Duty (Records)	P		UNTIL OBSOLETE	TR	RETAIN	
2	Status Report of Countervailing Duty Cases --Original Copy	P		3 years	TR	RETAIN	

5 EXAMINATION OF MERCHANDISE

COVERAGE: Includes material covering examination of merchandise outside the limits of Customs districts; invoices on American goods returned; damage/shortage, and samples retained; and examination and release at importers' premises.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Notice of Damage Shortage or Samples Retained	T	CF 6423	3 years	D		
2	Notice of Release of Final Examination at Importers' Premises	T		UNTIL OBSOLETE	D		

6 VALUE

COVERAGE: Includes material on value in domestic/foreign inquiries; in contracts, price lists, buying agreements; in determination of coal tar products; delays in withholding/appraisement;analyses of appraisement; examiners' value record; status of importer; and double use consumption tax matters.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Analysis of Report of Inquiry	T	CF 6531	UNTIL OBSOLETE	D		
2	Buying Agency Agreement	T		UNTIL OBSOLETE	D		
3	CIE and ORR Letter, relating to Value	T		UNTIL OBSOLETE	D		
4	Classification Digests						
	-Reference Copy	T		UNTIL OBSOLETE	D		
	-Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
5	Contracts, Prices Lists, Buying Agreements, etc., relating to Value	T		UNTIL OBSOLETE	D		
6	Delay or Follow-up Notice	T	CIE 1	UNTIL OBSOLETE	D		
7	Importation of Coal-Tar Products (Report)	T		UNTIL OBSOLETE	D		
8	Indexes of Citations to Court Cases	T		UNTIL OBSOLETE	D		
9	List of Commodities Exported from Japan	T	CIE 175/ 158	UNTIL OBSOLETE	D		
10	Notice of Action and/or Request for Information	T	CF 5561	1 year with invoice	TR	2 years	D
11	Notice of Withheld Appraisement	T	CF 6459	UNTIL OBSOLETE	D		
12	Report of Appraising Officer	T	CF 6431	UNTIL OBSOLETE	D		

6 VALUE(Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)
-OTHER (O)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
13	Request for Analysis	T		CIE 47	UNTIL OBSOLETE	D				
14	Request for Information	T		CIE 8	UNTIL OBSOLETE	D				
15	Supplemental Memorandum	T		CIE 5	UNTIL OBSOLETE	D				
16	Value Information	T		CIE 35	UNTIL OBSOLETE	D				

1 GENERAL

COVERAGE: Includes material concerning auditing policy requirements, procedures, schedules and itineraries under legislative, departmental, and internal Customs control programs not covered by any other secondary subjects under this primary category. Including the development of audit strategies, service-wide audit policies and tactical programs concerning audit and audit program goals.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Evaluation Report	T		3 years	TR	2 years	D
2	Field Auditors Itinerary (Report)	T		1 year	D		

2 AUDIT REPORTS

COVERAGE: Includes material relative to reporting requirements and procedures, and audit report adjustment.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Closed Audit Reports	T		5 years	D		
2	Reports, Received and Adjustments Made	T		5 years	D		
3	Open Audit Reports	T		5 years	D		

3 DEPARTMENTAL AUDITS

COVERAGE: Includes material relating to requirements and procedures of Departmental Audits.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Annual Audit Report to Treasury	P			3 years	TR		RETAIN		

4 FIELD AUDITS

COVERAGE: Includes material concerned with field audit procedures, schedules, and reports; i.e., liquidation of entries, audit and memoranda of exceptions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Field Audit Memorandum of Exception	T	CF 5513	5 years	D		
2	Field Autitors' Reports and Answers to Exceptions						
	-Feeder Reports	T		5 years	D		
	-Record Copy	P		5 years	TR	RETAIN	
3	Field Auditors' working papers	T		5 years	D		
4	Liquidation of Entries Quarterly Evaluation Report	T	CF 5511	5 years	D		
5	Statement of Condition and Recommendation	T		5 years	D		

5 GENERAL ACCOUNTING OFFICE AUDITS

COVERAGE: Includes material covering the handling of GAO clearances and material which documents and responds to such clearances; and GAO recommendations for changes and improvements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	GAO Audits	P		RETAIN			
2	GAO Clearances	P		RETAIN			

6 HEADQUARTERS AUDIT

COVERAGE: Includes material covering schedules, requirements and procedures for audits of the Headquarters of the Bureau of Customs.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 INTERNAL CHECK PROCEDURES

COVERAGE: Includes material relative to requirements and procedures concerned with areas covered by audit, and with the frequency of the conduct of internal office audits.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Internal Audit Activities (Annual Report)	P		5 years	TR	RETAIN	
2	Internal Audit Controls	T		5 years	D	RETAIN	
3	Local Reports of Areas Covered	T		5 years	D		
4	Record of Internal Office Audit	P		5 years	TR	RETAIN	
5	Special Bureau instructions on internal audits	T		UNTIL OBSOLETE	D	RETAIN	

1 GENERAL

COVERAGE: Includes material on matters concerned with the landing, entry, declaration, examination, and clearance of passengers' baggage, crews' effects, and similar articles not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Baggage Declarations, Dutiable	T	CF 6059-B	3 years	TR	7 years and 3 months (Record Group 217)	D
2	Baggage Declarations, Free Entries	T	CF 6059-B	3 years	D		
3	Certificate of Registration	T	CF 4455	3 years	D		
4	Declaration and Entry for Personal and Household Effects under Public Law 126 -- Carrier's Certificate and Release	T	CF 6061	3 years	D		
5	Declaration for Free Entry of Effects of Persons or Families Other Than Returning Residents Arriving from Foreign Countries	T	CF 3299	3 years	D		
6	Military Baggage Declaration	T	Air Force 653	3 years	D		

2 BAGGAGE EXAMINATIONS

COVERAGE: Includes procedural material on baggage inspection, i.e., cording and sealing baggage, collection of duties and taxes, treatment of baggage of diplomatic/consular officers/privileged persons, detention of baggage/vehicles, and receipt of merchandise.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Receipt for Merchandise Retained in Customs Custody	T	CF 6051	5 years	D		
2	List of Inspectors Assigned to Examine Baggage	T	CF 6021-A/B	2 years	D		

3 CREWS' EFFECTS

COVERAGE: Includes material on declarations, personal exemptions and gifts of resident/non-resident crewmen; manifesting of articles; crews' curio lists; landing/entry/transfer of articles; nonresident crewmen transiting the U.S.; and treatment of crews' effects on vessels.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Declaration and Entry of Crew Member for Imported Articles, Free Entries	T		CF 5123	3 years	D				
2	Declaration and Entry of Crew Member for Imported Articles, Dutiable	T		CF 5123	3 years	D				

4 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

5 EXEMPTIONS

COVERAGE: Includes material on exemptions granted to certain persons/groups/organizations, such as: residents/nonresidents; U.S. military personnel/civilians of the Canal Zone/other persons in the U.S. service; diplomatic/consular officers; diplomatic pouches; foreign government representatives; public international organizations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Clearance on Packages Held for Foreign Personnel of Embassy	T		3 years	D		
2	Clearance of Shipment for Armed Forces of Foreign Government	T		3 years	D		
3	Customs Clearance of Merchandise Intended for Foreign Personnel Entitled to Special Privileges and Exemptions	T	DS 1504	3 years	D		
4	Declaration and Entry for Personal and Household Effects Under Public Law 126, Approved June 30, 1955 - Carrier's Certificate and Release	T	CF 6061	3 years	D		

6 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 UNCLAIMED AND UNACCOMPANIED BAGGAGE

COVERAGE: Includes all material concerned with the handling and disposition of unclaimed and unaccompanied baggage.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Record of Goods sent to General Order Stores	T	CF 5209	3 years	D		
2	Record and Schedule of Unclaimed, Abandoned and Seized Goods Sold	T	CF 5163	3 years	TR	7 years and 3 months (Record Group 217)	D

1 GENERAL

COVERAGE: Includes material concerning Customs bonds and bonding matters not covered under any other secondary subjects of this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Record of Bonded Carriers	T			UNTIL OBSOLETE	D				
2	Record of Surety Companies Acceptable on Federal Bonds	T			3 years	D				

2 BOND REQUIREMENTS

COVERAGE: Includes material on bond requirements for corporations/partnerships; acceptance of U.S. Savings Bonds in lieu of surety seals; deferments of taxes on entry bonds; and bond for filing shipper's export declarations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Affidavit by Individual Surety	T	CF 3579	3 years after cancellation/ expiration	D		
2	Corporate Surety Power of Attorney	T	CF 5297	3 years after cancellation/ expiration	D		
3	Federal Personal Surety Bond Files	T		15 years (See GRS 6, Item 7.)	D		

3 CLASSES OF BONDS

COVERAGE:

Includes material on all classes of bonds used for Customs purposes.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	All Classes of Customs Bonds. (Customs Forms 3173, 3581, 3583, 3587, 3588, 3855, 4615, 7303, 7547, 7549, 7553, 7555, 7557, 7559, 7561, 7563, 7563A, 7567, 7569, 7571, 7581, 7587, 7591, 7593, 7595, 7597, 7599, 7601, 7603, 7605, 7609, 7611)	T	CF's	3 years after cancellation/ expiration	D		
2	Bonding of Importers Vehicles	T	IRS-2982	3 years after cancellation/ expiration	TR	To IRS	
3	Immigration and Naturalization Bonds	T	I-30	3 years after cancellation/ expiration	TR	To Dept. of Justice	

1 GENERAL

COVERAGE:
Includes material on Customs operations in border districts, and relations with contiguous foreign countries not covered under any other secondary subjects of this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

2 ARRIVAL AND ENTRY PROCEDURES

COVERAGE: Includes material on such matters as vehicle/vessel arrivals; passengers arriving in vehicles/vessels at border ports; entry of merchandise arriving at border ports; and exchanges of wood workers, harvesting machinery and crews, and other farm labor.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 BAGGAGE

COVERAGE: Includes material on procedures for dealing with baggage arriving from contiguous countries, inward manifests of baggage car, and examination of baggage in foreign territory.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Inward Manifest of Baggage Car	T	CF 7533-A	3 years	D		

4 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS

5 DUAL SCREENING PROCEDURES

COVERAGE: Includes material concerned with Customs immigration dual screening, and procedures for handling run-throughs at border ports of entry.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Joint Annual Inspectio of Dual Screening (Report)	T			2 years	TR		RETAIN		

6 (RESERVED)

VERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 INTERNATIONAL TRAFFIC

COVERAGE: Includes material dealing with bridges and tunnels; vehicles/trains/trucks, buses/taxicabs in international traffic; saddle horses; stolen automobiles/trailers/airplanes returned from Mexico and Canada; theatrical effects, and buses and trucks carrying such effects.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Inward Manifest of Vessel Under 5 Tons, Train, Car, Ferry, Vehicle, etc.	T	CF 7533	3 years	D		

8 IN-TRANSIT PROCEDURES

COVERAGE: Includes material on intransit/transit manifests, and procedures for entry of merchandise/commercial travelers' samples/livestock handling in contiguous countries; transportation entry/manifest of goods; final port of exportation.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods	T	CF 7512-C	3 years	D		
2	U. S. - Canada Transit Manifest	T	CF 7512-B	3 years	D		
3	U. S. Customs In-Transit Manifest	T	CF 7533-B	3 years	D		
4	United States Customs In-Transit Manifest	T	CF 7533-C	3 years	D		

9 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

10 SEALED VESSELS AND VEHICLES

COVERAGE: Includes material on procedures for handling sealed vessels and vehicles.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1. GENERAL

COVERAGE: Includes material relating to licensing and regulation of Customhouse brokers and to Customs relationships with Customhouse brokers, agents, and attorneys not under any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

2 AGENTS AND ATTORNEYS

COVERAGE: Includes material concerning practices of agents and attorneys before the Bureau of Customs, and the regulation of such practices.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 CUSTOMHOUSE BROKERS

COVERAGE: Includes material on applications for individual/partnership licenses and examinations; identification/designation/obligations of Customhouse brokers; records kept and microfilmed by Customhouse brokers; and listings of areas covered on brokers' examinations; suspension/revocation/cancellation of brokers' licenses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Application for Customhouse Brokers License (Individual)	T		CF 3123	6 years after revocation of license or death of broker	D				
2	Application for Customhouse Brokers License (Partnership)	T		CF 3125	6 years after revocation of license	D				
3	Files and Records Relating to the Licensing of Customhouse Brokers	T			6 years after revocation of license	D				
4	Identification Card of Licensed Customhouse Broker	T		CF 3143	6 years after revoked or death of broker	D				
5	License for Customhouse Broker	T		CF 3131	6 years after revocation of license or death of broker	D				
6	Record of Transactions of Licensed Customhouse Broker	T		CF 3079	6 years	D		(This record is maintained by the broker.)		

4 POWERS OF ATTORNEY

COVERAGE: Includes material on issuance/revocation of corporate surety power of attorney; corporation power of attorney;designations of power of attorney; power of attorney for other than corporations/for entry of merchandise, and for signature authorizations. (For filing of protests, see: PRO-2)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Authorization by Carriers and others for Agents and other persons to sign documents	T			3 years	D				
2	Corporate Surety Power of Attorney	T		CF 5297	3 years after cancellation/expiration	D				
3	Powers of Attorney	T		T.D. 272	3 years	D				
4	Powers of Attorney - Designation, etc.	T			3 years	D				
5	Power of Attorney for Other Than Corporation	T		CF 5291	3 years	D				
6	Power of Attorney to File Protests	T		CF 5295	3 years	D				

1 GENERAL

COVERAGE:

Includes material concerned with budget policies, budget administration and employment reports not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Employment of Pick-up Laborers	T			1 year	TR		3 years	D	
2	Special Report on Employment	T			1 year	TR		3 years	D	

2 ALLOTMENTS

COVERAGE: Includes material relating to registers of allotment transactions, requests for and advice on allotments and financial plans, and analyses of financial plans.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Request for and Advice of Allotment and Financial Plan	T	CF 4825	3 years	TR	7 years and 3 months	D

3 APPROPRIATIONS

COVERAGE:

Includes material concerning appropriations ledgers, position allocations, appropriation symbols, and appropriation policies and procedures.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

4 ESTIMATES AND JUSTIFICATIONS

COVERAGE: Includes material concerning the use of budget estimates for planning, and the use of field estimates.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Budget Estimates and Planning	P		3 years	TR	RETAIN	
2	Employment Ceiling	T		1 year	D		
3	Lump Sum Payments Applied	T	IRS Form 3624	1 year	D		
4	Leave Without Pay Report	T	IRS Form 3113	1 year	D		
5	Apportionment and Reapportionment Schedule	T	SF 132	2 years after close of FY (See GRS-5, Item-6)	D		
6	Budget Preparation and Administration	T		3 years	TR	RETAIN	

5 REPORTS

COVERAGE:

Includes material concerning reports and summary reports on authorized HQ/FLD positions and trust fund employees, projections of salary increases, pay period and year-to-date action reports, and employees in special grade categories.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Budget Progress Report	T		3 years	D		
2	Budget Status Report	T		3 years	D		
3	Program and Performance Report	P		3 years	TR	RETAIN	
4	Monthly Action Report by Type and Grade	T	RCS-BU 40-1	2 years	D		
5	Y-T-D Action Report by Type and Grade	T	RCS-P	2 years	D		
6	Budget Projection Within Grade and Trainee Increases	T	RCS-P	2 years	D		
7	Budget Projection Total Salary Increases	T	RCS-BU 70-2	2 years	D		
8	Semi-Annual Budget Reports (i.e. Position Title, Grade, Pay Plan, etc.) RCS-BU - 90-1,0000,0100, 0200, 0300, 0400, 0500, 0600, 0700, 0800, 0900, 1000,	T	RCS-BU	2 years	TR	3 years	D
9	Current PP Actions Listing	T	RCS-BU 1100	2 years	D		
10	Report of Number of Employees in Special Grade Categories	T	RCS-BU 1400	2 years	D		

6 SPECIAL BUDGETS

COVERAGE: Includes material concerning funds for inspection for the Department of Agriculture, export control budgets, and reimbursables in budgets.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE:

Includes material concerning cartage and lighterage policies and regulations not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

2 CARTAGE PROCEDURES

COVERAGE:
Includes material relating to procedures and reporting matters concerned with cartage and cartage bonds.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Review of Cartmen's Bonds Reports	T		1 year	D		

3 CARTMEN AND LIGHTERMEN

COVERAGE: Includes material relating to the obtaining of licenses, the suspension and revocation of licenses, and the identification of cartmen and lightermen.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for Identification Card	T	CF 3078	Until 5 years after revocation of license	D		
2	Fingerprint Chart	T	SF 87	Until 5 years after revocation of license	D		
3	Identification Card of Licensed Cartman or Lighterman or Employee thereof	T	CF 3873	Until 5 years after revocation of license	D		
4	License for Cartmen and/or Lightermen	T	CF 3587	Until 5 years after revocation	D		

GOVERNMENT CARTAGE AND LIGHTERAGE

COVERAGE: Includes material concerning contracts for cartage of imported merchandise, and documentation for goods cartered and lightered.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Contract Between the United States of America and (Contract for Cartage of Imported Merchandise)						
	- Administrative Copy	T	CF 3083	3 years	D		
	- GAO Copy	T		3 years	TR	12 years	D
2	Delivery Ticket	T	CF 6043	3 years	D		

5 IMPORTER'S CARTAGE AND LIGHTERAGE

COVERAGE: Includes material relating to the marking of vehicles and lighters, and control procedures for the movement of cartage and lighterage vehicles.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to the tariff classification of imported merchandise, case and project inventories, and legal precedent cross references not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Case and Project Inventory (Attorney)	T	RCS-LI 0301	Until updated	D		
2	Case and Project Inventory (Inquirer)	T	RCS-LI 0302	Until updated	D		
3	Case and Project Inventory (Priority)	T	RCS-LI 0303	Until updated	D		
4	Edit Exceptions	T	RCS-LP 0101	Until updated	D		
5	Keyword Directory	T	RCS-LP 0901	Until updated	D		
6	Keyword Update	T	RCS-LP	Until superseded	D		
7	Legal Inventory Card to Tape Error List	T	RCS-LI 0101	1 year	D		
8	Legal Inventory Unpostable Data	T	RCS-LI 0501	1 year	D		
9	Legal Precedent Cross Reference	T	RCS-LP 0501	Until obsolete	D		
10	Stem Word Work Sheet	T	RCS-LP 1101	Until updated	D		

2 COMMODITY CLASSIFICATION

COVERAGE: Includes material relating to rules of interpretation and commodities classified as: animal and vegetable; wood, paper and printed matter; textile fibers; chemicals; non-metallic minerals; metals; and specific miscellaneous and nonenumerated products.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	CIE and ORR Letters relating to Classification of Commodities						
	- Record Copy (CIE)(ORR)	P		UNTIL OBSOLETE	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		
2	Files Relating to Policy and Precedents in Commodity Classifications	P		20 years	TR	RETAIN	
3	Memorandum Re: Oral Inquiry - Tariff Classification	T	CF 4309	3 years	D		
4	ORR Rulings						
	- Record Copy	P		20 years	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		
5	Reply to Inquiry - Tariff Classification and Rate of Duty	T	CF 4311 CF 4313	3 years	D		
6	Treasury Decisions relating to Commodity Classification						
	- Record Copy	P		20 years	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		

3 INSULAR POSSESSIONS

COVERAGE: Includes material on merchandise from insular possessions; verification of origin, classification and entry, shippers' declarations of import tax, IRS requirements and taxes, duties on foreign-grown coffee, and withdrawals from warehouses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate of Origin Covering Articles Shipped from Insular Possessions (Except Puerto Rico) to the United States	T	CF 3229	2 years	D		
2	Report of Customs Duty Collected on Foreign Coffee imported into P. R. under Sec. 319 TA/30, for information of Government of P. R.	T		3 years	D		
3	Shipments of Merchandise from Puerto Rico to the United States (Report)	T		2 years	D		
4	Status of Coffee Stamps Used (Report)	T		2 years	D		

4 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

5 TRADE AGREEMENTS

COVERAGE: Includes material relating to reciprocal trade agreements, Phillipine trade agreements, trade agreements affecting or relating to classification of merchandise, and trade agreements and tariff information summary reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Summary of Trade and Tariff Information	P			RETAIN					

1 GENERAL

COVERAGE: Includes material relating to entry of articles/goods/merchandise conditionally free of duty or subject to reduced rates not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Entry and Manifest of Merchandise Free of Duty, Carriers' Certificate and Release	T	CF 7523	3 years	D		
2	Documentation of Development of Regulations on Free Importations and Conditionally Free Entries	P		RETAIN			

2 CONDITIONALLY FREE - SPECIFIC COMMODITIES (ARRANGE ALPHABETICALLY BY COMMODITY)

COVERAGE: Includes material on clearance of containers/instruments of international traffic/works of art/artistic antiques/original paintings/game killed by U.S. residents/tea admitted free of duty under bond/metallic articles imported for manufacture by smelting.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Abstract of Manufacturing Records (Wool or Hair)	T	CF 7531-B	3 years	D		
2	Permit to Import Game	T	PW DL 19	3 years	D		
3	Transfer Certificate of Wool or Camel Hair Imported Conditionally Free of Duty	T	CF 7531-A	3 years	D		

3 ARTICLES EXPORTED AND RETURNED

COVERAGE: Includes material relating to articles improved abroad and not improved abroad; substantial containers or holders, articles exported for alterations, personal effects taken abroad, and articles exported and returned to the U.S.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate of Registration	T	CF 4455	3 years	D		
2	Change of Ownership	T	CF 3347-B	3 years	D		
3	Declaration for Free Entry of Returned American Products and/or Certificates of Exportation	T	CF 3311	3 years	D		
4	Declaration of Consignee when Entry is Made by an Agent	T	CF 3347-A	3 years	D		
5	Declaration of Owner	T	CF 3347	3 years	D		

4 ARTICLES EXPORTED FOR EXHIBITION

COVERAGE: Includes material on merchandise exhibition/examination/experimentation for scientific or experimental purposes; exhibition in connection with any circus or menagerie, public exposition, fair or conference.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

5 ARTICLES FOR INSTITUTIONS

COVERAGE: Includes material relating to articles belonging to religious, educational, scientific, and other institutions; declarations and certificates of delivery for articles for institutions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate of Delivery of Imported Merchandise	T	CF 7543	3 years	D		
2	Declaration for Free Entry of Articles for Colleges, Religious Institutions, etc.	T	CF 3321	3 years	D		

6 PRODUCTS OF AMERICAN FISHERIES

COVERAGE: Includes material relating to import taxes and other regulations for products of American fisheries.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

7 RESCUE AND RELIEF EQUIPMENT

COVERAGE: Includes material concerned with provisions for rescue and relief equipment.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 STRATEGIC MATERIALS OBTAINED BY BARTER OR EXCHANGE

COVERAGE: Includes material relating to importation of strategic materials obtained by barter or exchange.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

9 TEMPORARY IMPORTATIONS UNDER BOND

COVERAGE: Includes material on animals brought in for temporary exhibition; cigars, cigarettes, liquor entered as samples; temporary importation bonds for articles brought in by professional artists/lecturers/scientists; and professional equipment/tools of trade.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

10 THEATRICAL EFFECTS, MOTION PICTURE FILMS, AND COMMERCIAL TRAVELERS' SAMPLES

COVERAGE: Includes material relating to commercial travelers' samples taken abroad; theatrical effects and motion picture films taken abroad and returned; and declarations of entry for these for temporary/permanent exhibition.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate in Connection with Importation of Films	T	CF 3291	3 years	D		
2	Declaration of Entry of Theatrical Effects for Temporary Use or of Works of Art, Etc., for Temporary or Permanent Exhibition	T	CF 3325	3 years	D		

11 TRADE FAIRS

COVERAGE: Includes material relating to trade fair entries.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Special Customs Invoice	T		CF 5515	3 years	D				
2	Trade Fair Entries	T			3 years	D				

12 U.S. GOVERNMENT IMPORTATIONS

COVERAGE: Includes material concerned with importations by various U.S. agencies, and the importation of certain strategic materials and emergency purchases of war materials abroad.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

13 AIRCRAFT/VESSEL SUPPLIES AND EQUIPMENT WITHDRAWALS

COVERAGE: Includes material relating to withdrawals of aircraft supplies and equipment from bonded warehouses, and withdrawals of alcoholic beverages, tobacco products and beer as vessel supplies and equipment; bunker coal and fuel oil; permits of lading for vessel supplies and equipment.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for Withdrawal of Bonded Stores for Fishing Vessel and Certification Use	T	CF 5125	3 years	D		
2	Beer for Exportation (Vessel Supplies)	T	IRS 1689	3 years	D		
3	Bunker Coal or Fuel Oil Laden on Vessels Cleared for Foreign Countries (Report)	T	Commerce 563	2 years	D		
4	Drawback on Beer Exported (Vessel Supplies)	T	IRS 1582-B	3 years	D		
5	Notice of Removal of Cigars, etc.	T	IRS 2150	3 years	D		
6	Withdrawal of Spirits, Specially Denatured Spirits, or Wines for Exportation (Vessel Supplies)	T	IRS 206	3 years	D		

14 ARTICLES ASSEMBLED ABROAD OF FABRICATED COMPONENTS OF U.S. ORIGIN

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to administrative, procedural, and enforcement aspects of copyrights, patents, trademarks and tradenames not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

2 COPYRIGHTS, RECORDATION, OR RENEWALS OF

COVERAGE: Includes material concerned with the recordation, renewal, and infringement of copyrights. (For investigative material, see INV-25)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Copyright Case Files	P		RETAIN			
2	Importations of Copyrighted Books in English Language	T		1 year	D		
3	Recordations, Facsimiles and Accompanying Exhibits; Renewals	T		6 months after expiration of unrenewed period of copyright protection	D		

3 PATENTS

COVERAGE:

Includes material concerned with patents.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Patents Case Files	P			RETAIN					
2	Patent Surveys and Exhibits	T			1 year after expiration of unextended survey	D				

4 TRADEMARKS

COVERAGE: Includes material relating to recordation/renewals of trademarks; and service/certification/collective marks.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Recordations, Facsimiles and Accompanying Exhibits; Renewals	T		6 months after expiration of unrenewed period of trademark protection	D		
2	Trademarks Case Files	P		RETAIN			

5 TRADENAMES

COVERAGE: Includes material concerned with the recordation of tradenames and infringement matters.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Recordations and Accompanying Exhibits	T		UNTIL OBSOLETE	D		
2	Tradenames Case Files	P		RETAIN			

1 GENERAL

COVERAGE: Includes material relating to containerization of cargo not covered by any other secondary subjects under this primary category, such as overall containerization reports. (For international traffic requirements see BOR-7.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Containerization Reports	T			3 years	D				

2 CONTAINER STATIONS

COVERAGE: Includes material relating to requirements and procedures for establishing/identifying/operating container stations; and the controls for devanning/inspecting/releasing/forwarding of containerized cargo.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Listing of Container Stations - Nationwide	P		3 years	TR	RETAIN	

3 MANIFESTS

COVERAGE: Includes material relating to vessel and aircraft container manifests. (Also see AIR-4, BAG-1, VES-5.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

4 TIR CARNET

COVERAGE: Includes material relating to the in-bond movement of merchandise under international auspices.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

5 EXAMINATION

OVERAGE: Includes material relating to the handling of container examinations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

1 GENERAL

COVERAGE: Includes material on provisions of drawback allowances/payment not covered by any other secondary subject under this primary category, such as: claims and verification of claims, certifications of delivery/importation/exportation, refunds of import tax, disposition/records of drawback entries and liquidations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

DESTROY (D)
TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for a Rate of Drawback	T	CF 4477	3 years	D		
2	Certificate of Delivery of Alcohol-Tax Paid	T	CF 7545	3 years	D		
3	Certificate of Delivery of Imported Merchandise	T	CF 7543	3 years	D		
4	Monthly Report of Drawback Allowances (Sugar Report)	T	SU-19	2 years	D		
5	Notice of Lading of Supplies and Equipment with Benefit of Drawback	T	CF 7515	3 years	D		
6	Notice of Transfer of Articles to a Foreign Trade Zone with Benefit of Drawback	T	CF 7513	3 years	D		
7	Record of Drawback Charges Against Import Entry	T	CF 4497	3 years	D		
8	Report of Drawback	T	Commerce 549	2 years	D		
9	Records of the Establishment of Drawback Rates	P		5 years	TR	RETAIN	

2 ARTICLES MANUFACTURED OR PRODUCED FROM IMPORTED OR SUBSTITUTED MERCHANDISE

COVERAGE: Includes material relating to exportation of articles with benefit of drawback, merchandise substitution for drawback purposes, and the certification of importation/receipt/delivery/manufacture of articles under these drawback provisions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate of Delivery of Imported Merchandise	T	CF 7543	3 years	D		
2	Certificate of Manufacture and Delivery	T	CF 7577-A CF 7577-B	3 years	D		
3	Drawback Entry and Certificate of Manufacture for Exported Articles	T	CF 7575-A CF 7575-B	3 years from date of payment	D		
4	Drawback Entry for Exported Articles Manufactured Under Sec. 313(a) or (b), Tariff Act of 1930, from Imported or Substituted Merchandise	T	CF 7573	3 years from date of payment	D		
5	Extract from Certificate of Manufacture of Merchandise Intended for Exportation with Benefit of Drawback	T	CF 4537	3 years	D		
6	Notice of Exportation of Articles with Benefit of Drawback	T	CF 7511-A CF 7511-B	3 years	TR	5 years	D
7	Request for Records of Importation	T	CF 7537	3 years	D		

3 EXTRACTS AND PREPARATIONS

COVERAGE: Includes material related to drawback on distilled spirits and beer exported, on flavoring extracts, on medicinal and toilet preparations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate of Manufacture and Delivery (Merchandise Exported with Benefit of Drawback of Tax on Domestic Alcohol)	T	CF 7585	3 years	D		
2	Drawback Entry and Certificate of Manufacture for Tax-Paid Alcohol	T	CF 7583	3 years from date of payment	D		
3	Drawback Entry for Tax-Paid Alcohol	T	CF 7579	3 years from date of payment	D		
4	Extract from Certificate of Collector of Internal Revenue on Tax-Paid Alcohol	T	CF 4551	3 years	D		

4 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

5 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISFOS	CODE

6 (RESERVED)

OVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 REJECTED MERCHANDISE

COVERAGE: Includes material relating to drawback on merchandise not conforming to sample or specification, and to application for exportation and drawback entry covering rejected merchandise.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Drawback Entry Covering Rejected Merchandise	T		CF 7539	3 years	D				

1 GENERAL

COVERAGE: Includes material relating to enforcement procedures/techniques not covered by any other secondary subject under this primary category, such as: Law enforcement personnel, authority to use firearms, etc.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Daily Record and Report of Assignment of Inspectors, Customs Patrol Officers, Laborers, Etc.	T	CF 6005	2 years	D		
2	Treasury Decisions and Legislative Files Concerning Enforcement						
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		

2 COMPENSATION OF INFORMERS

COVERAGE: Includes material concerning compensation claims/awards for original information, records of information received/purchased from informers, and lists of allowance to informers, and status of special employees.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Claim for and Award of Compensation for Original Information	T		CF 4623	3 years	D				
2	Memorandum of Information Received	T		CF 4621	3 years	D				

3 CIVIL AND CRIMINAL PROCEDURES

COVERAGE:
Includes procedural material on custody of seized merchandise, summons/citations to appear/testify/produce documents, subpoenas, civil cases, criminal case reports, smuggling penalties, sworn statements, court testimonies/decisions, and recording of conversations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Citation to Appear, to Testify, and to Produce Documents, Etc.	T	CF 3115	3 years	D		
2	Civil Cases Pending for more than 6 Months (Report)	T		3 years	D		
3	Report of Civil Cases Referred to U.S. Attorney, case files and related materials	T		3 years	D		
4	Subpoenas	T		3 years	D		
5	Summons to Appear	T	CF 4603	3 years	D		

4 FINES, PENALTIES, AND FORFEITURES (EXCEPT UNDER THE EXPORT CONTROL LAWS; SEE EXP-3)

COVERAGE: Includes material on appraisement of property subject to forfeiture, compromised claims, petitions for relief, remissions of fines/penalties/forfeitures, abandonment and assent to forfeiture of prohibited or seized merchandise, intent to forfeit, and penalty dispositions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Immigration Fines	T		G-251	3 years	TR		7 yrs. and 3 mos. (Record Group 217)	D	
2	Notice and Account of Fines, Penalties, and Forfeitures, and Receipt	T		CF 5113	3 years	TR		7 yrs. and 3 mos. (Record Group 217)	D	
3	Notice of Abandonment and Assent to Forfeiture of Prohibited or Seized Merchandise and Certificate of Destruction	T		CF 4607	3 years	D				
4	Notice of Penalty or Liquidated Damages Incurred and Demand for Payment (Vessels)	T		CF 5955-A	3 years	D				
5	Notice of Seizure and Intention to Forfeit	T			3 years	D				
6	Penalty Disposition (Supplemental)	T		Mar. Adm. 267-A	3 years	TR		7 yrs. and 3 mos. (Record Group 217)	D	
7	Penalty Disposition (Vessel Penalty)	T		Mar. Adm. 267	3 years	TR		7 yrs. and 3 mos. (Record Group 217)	D	
8	Petition For Remission or Mitigation of Forfeitures and Penalties Incurred	T		CF 4609	3 years	D				
9	Record of Fines, Penalties, and Forfeitures	T		CF 5211	3 years	TR		7 yrs. and 3 mos. (Record Group 217)	D	

5 AIR SECURITY

COVERAGE: Includes material relating to hijacking; Sky Marshal Program; weapons and explosives; gambling paraphernalia, liquor, gems/jewelry/watches and movements, and air passenger manifests.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Sky Marshal Program Plans and Procedures Records	P		3 years	TR	RETAIN	

6 IDENTIFICATION CARDS

COVERAGE:

Includes material relating to applications/suspensions/revocations of identification cards of nonweapon carriers, and types of identification cards of licensed Customhouse brokers.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for Identification Card	T	CF 3078	3 years after revocation	D		
2	Identification Card (for Non-Weapon Carriers)	T	CF 3135	3 years after revocation	D		
3	Identification Card of Licensed Customhouse Broker	T	CF 3143	6 years after revocation	D		
4	Identification Card	T	CF 3873	3 years after revocation	D		

7 NARCOTICS CONTROL PROCEDURES

COVERAGE: Includes procedural material relating to seizure/inventory/shipment of narcotics and dangerous drugs, distribution/disposition of seized narcotics and dangerous drugs, Narcotics Control Act, review of illegal narcotics traffic in U.S., and cooperation with other agencies/foreign states.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Inventory of Narcotic Drugs on Hand	P		3 years	TR	RETAIN	
2	Annual Report of Narcotics Seized, and Available for Distribution	P		3 years	TR	RETAIN	
3	Destruction of Narcotic, Marihuana, and Controlled Substance	T		3 years	D		
4	Monthly Report of Narcotic Violators	T		2 years	D		
5	Monthly Report of Persons Registering as Narcotic Addicts or Violators	T		2 years	D		
6	Monthly Report of Seizures of Narcotics, Marihuana and Dangerous Drugs	T	CF 3145	3 years	D		
7	Report of Seizures of Narcotic Drugs	T	Bur. Nar. 138	3 years	D		
8	Schedule of Drugs Shipped to Drugs Disposal Committee	T	Bur. Nar. 173	3 years	D		
9	Legal Importation of Narcotics		Bur. Nar. 35	7 years	D		

8 SEARCHES AND SEIZURES

COVERAGE: Includes material on enforcement of laws for searches/seizures of property (gold/alcoholic beverages/vehicles/vessels/aircraft/arms/munitions of war, etc.), and relates to search procedures/documentation and inventory/disposition/distribution/claims of seized property.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Affidavit for Search Warrant	T	CF 4599	3 years	D		
2	Annual Inventory of Seized Merchandise	P		3 years	TR	RETAIN	
3	Annual Report of Seizures for Violations of Customs Laws	P	CF 3067	3 years	TR	RETAIN	
4	Arrest Seizure Report	T	CF 4622	3 years	D		
5	Disposal of Seizures	T	Register 451x	3 years	D		
6	Docket Sheet	T		3 years	D		
7	Notice of Penalty or Liquidated Damages Incurred and Demand for Payment	T	CF 5955-A	3 years	D		
8	Notice of Sale and Catalog of Seized, Unclaimed and Abandoned Merchandise	T		3 years	D		
9	Order to Transfer Merchandise for Public Auction (Sale)	T	CF 5251	3 years	D		
10	Receipt for Seized Goods	T	CF 4655	3 years	TR	7 years and 3 months (Record Group 217)	D
11	Record and Schedule of Seized Goods Sold	T	CF 5179	3 years	D		
12	Record of Personal Searches	T		5 years	D		

8 Searches and Seizures (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
13	Report of Alcoholic Beverages Available for Distribution by GSA	T			3 years	D				
14	Report of Forfeited Personal Property or Seized Property Subject to Forfeiture through Judical Proceedings	T			3 years	D				
15	Report of Seizure and/or Detention of Gold Coins, Gold Coin Jewelry, and Gold Medals	T		FM 310	3 years	D				
16	Report of Seizures - Other Activities	T		CF 3157	3 years	D				
17	Search Warrant	T		CF 4601	3 years	D				
18	Seizures	T		Register 441x	3 years	D				
19	Seizure Report	T		CF 5955	3 years	D				

9 SUSPECT LISTS

COVERAGE: Includes material on suspect lookout lists, soundex system, detention orders, actions taken in regard to Customs suspects, requests to pick up passports, fugitives, National Crime Information Center, and major criminal index.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Lookout Notice - Suspect	T	CF 4596 CF 4596-A	2 years	D		

10 (RESERVED)

COVERAGE.

RECORD RETENTION VALUES
& RETENTION VALUE CODES

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	PETENTION AT FRC	DISPOS	CODE

11 VIOLATIONS

COVERAGE: Includes material on enforcement of laws relating to false declarations/invoicing/manifesting/marking of merchandise, and on fraudulent documents.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

12 CARGO SECURITY

COVERAGE: Includes material relating to security of international cargo at docks, airports and other areas. Contains information regarding violations; i.e., the illegal removal of such cargo from lading, unlading, or storage areas.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

13 FRAUD

COVERAGE: Includes material on fraud investigations under Section 592, Tariff Act, developed from invoices reviewed by Import Specialists, Agents, etc.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

14 COMMERCIAL COMPLIANCE

COVERAGE- Includes material relating to commercial compliance (e.g. marking, trademarks, and other requirements governing the admission of merchandise.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

1 GENERAL

COVERAGE: Includes material on requirements and procedures for entry of merchandise not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application, Invoice Entry and Permit to Release Dutiable Merchandise from Sea Stores for Consumption	T	CF 5122	3 years	D		
2	Application and Permit to Ship Liquors and Articles of Puerto Rico Manufacture to the United States	T	IRS 487-B	2 years	D		
3	Authorization to Segregate Perishable Merchandise on the Pier, or at Importer's Premises, and Report of Customs Officer	T	CF 4377	3 years	D		
4	Carrier's Certificate and Release Order	T	CF 7529	3 years	D		
5	Certificate of Disposition of Imported Merchandise	T	CF 3227	3 years	D		
6	Certificates of Origin Transmittal	T		3 years	D		
7	Consolidated Error List	T	RCS-AR 7506	3 years	D		
8	Cycle Control Card	T	CF 5100	3 months	D		
9	Entry Record						
	- GAO Copy	T	CF 5101	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
	- Administrative Copy	T		3 years	D		
10	Fundamentals of Duty Assessment (Manual)						
	- Record Copy	P		RETAIN			

1 GENERAL (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
10	- Reference Copy	T		UNTIL OBSOLETE	D		
11	Import Transmittal Memorandum	T	Commerce 23-164	1 year	D		
12	Importer Name and Address Register Alphabetic	T	RCS-AR 2015 (6)	1 year	D		
13	Importer Name and Address Register - Numerical	T	RCS-AR 2015(6)	1 year	D		
14	Invoice Details for Cotton Fabrics and Linens	T	CF 5519	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
15	Invoice Details for Footwear	T	CF 5523	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
16	Lien Notice (for Freight and Certificate of Claimant	T	CF 3485	3 years	D		
17	Monthly Report of Last Entry Number	T	Commerce 23-163	1 year	D		
18	Notification of/or Application for Importer's Number or Notice of Change of Name or Address.	T	CF 5106	1 year	D		
19	Record of Consumption Entries - Duty Paid on Entry	T	CF 5152	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
20	Report of Duplicate or Missing Document	T		1 year	D		
21	Report of Oil Imported Pursuant to Presidential Proclamation No. 3290	T		3 years	D		

1 GENERAL (Cont'd)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
22	Special Customs Invoice (Filed with Entry Package	T	CF 5515	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
23	Status of Formal Entry Number	T	RCS-ARC 2	1 year	D		
24	Summary of Entered Values	T	CF 6417 CF 6417-A	3 years	D		

2 ENTRY BY APPRAISEMENT

COVERAGE:
Includes material concerned with the entry of merchandise, the value of which cannot be declared.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Appraisement Entry (New York and Chicago)	T	CF 7500	3 years	TR	5 years	D
2	Appraisement Entry (All Other Regions)	T	CF 7500	3 years	D		

3 ENTRY FOR CONSUMPTION

COVERAGE:

Includes material on the requirement and procedures for the entry and release of merchandise for consumption in the U.S., including immediate delivery procedures.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application and Special Permit for Immediate Delivery	T	CF 3461	3 years	D		
2	Consumption Entry (New York Region Only)	T	CF 7501, 7501-B	1 year	TR	7 years	D
3	Consumption Entry (Chicago Region Only)	T	CF 7501, 7501-B	3 years	TR	5 years	D
4	Consumption Entry (All Other Regions)	T	CF 7501, 7501-B	3 years	D		
5	Consumption Entry Permit	T	CF 7501-A,C	3 years	D		
6	Record of Consumption Entries - Duty Paid on Entry	T	CF 5151-B	3 years	D		
7	Record and Schedule of Duitable and Free Entries	T	CF 5171	3 years	TR	7yrs. and 3 mos. (Record Group 217)	D
8	Schedule of Free Entries	T	CF 5151	3 years	D		

4 INFORMAL ENTRIES

COVERAGE: Includes material concerned with the entry of merchandise on any type of informal entry or declaration.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Informal Entry	T	CF 5119 CF 5119-A	3 years	D		

5 IMMEDIATE DELIVERY

COVERAGE: Includes material concerned with delivery of merchandise prior to the filing of an appropriate entry, and commodities excluded from the immediate delivery program.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

6 UNCONDITIONALLY FREE ENTRIES

COVERAGE: Includes material relating to the entry of merchandise which is unconditionally free of duty and not subject to any quota or internal revenue tax.

RECORD RETENTION VALUES & RETENTION VALUE CODES.

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Entry and Manifest of Merchandise Free of Duty, Carrier's Certificate and Release	T	CF 7523	3 years	D		

7 WAREHOUSE ENTRIES AND WITHDRAWALS

COVERAGE: Includes material on the requirements and procedures relating to the entry of merchandise into warehouses without payment of duty, and the withdrawal of merchandise for consumption, exportation or rewarehousing.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Combined Rewarehouse Entry and Withdrawal for Consumption, and Permit	T		CF 7519	3 years	D				
2	Duty Paid Warehouse Withdrawal for Consumption (PERMIT)	T		CF 7505-A	3 years	D				
3	Entry for Bonded Manufacturing Warehouse and Permit									
	- Administrative Copy	T		CF 7521	3 years	D				
	- GAO Copy	T			3 years	TR		7 yrs. and 3 mos. (Record Group 217)		D
4	Order to Release Merchandise on Order of the Warehouse Proprietor	T		CF 7505-B	3 years	D				
5	Warehouse or Rewarehouse Entry (N.Y. and Chicago)	T		CF 7502 CF 7502-B	3 years	TR		5 years		D
6	Warehouse or Rewarehouse Entry (All Others)	T		CF 7502 CF 7502-B	3 years	D				
7	Warehouse or Rewarehouse Entry (PERMIT)	T		CF 7502-A CF 7502-C	3 years	D				
8	Warehouse Withdrawal Conditionally Free of Duty, and Permit									
	- Administrative Copy	T		CF 7506	3 years	D				
	- GAO Copy	T			3 years	TR		7 years and 3 months (Record Group 217)		D

7 WAREHOUSE ENTRIES AND WITHDRAWALS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
9	Warehouse Withdrawal for Consumption - Duty Paid	T		CF 7505	3 years	D				

1 GENERAL

COVERAGE:

Includes material on the administration and enforcement of Export Control laws not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE ( )
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)
-OTHER (O)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for Exportation of Articles Under Special Bond	T	CF 3495	3 years	D		
2	Notice of Removal of Cigars and Cigarettes from Export Warehouse	T	IRS-2150	3 years	D		

2 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 ENFORCEMENT

COVERAGE: Includes material relating to general provisions for enforcement of Export Control laws; fines, penalties, and forfeitures initiated under Export Control regulations and laws of all other government agencies.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

4 EXPORT CLEARANCE AND DESTINATION CONTROL

COVERAGE: Includes material which encompasses information relating to the portion of the Export Control Program dealing with control on the destination of cargo after departure from the port of entry.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Notice of Diversion	T	1627A	1 year	D		
2	Pro Forma List of Export Declaration for Shipments to Canada (and) Bond to Produce Manifest and Shipper's Export Declarations for Goods Exported to Canada	T	CF 7303	3 years	D		
3	Shipper's Export Declaration	T	Commerce 7513	3 years	D		
4	Shipper's Export Declaration						
	- Original	T	Commerce 7525-V	3 years	D		
	- 3rd Copy	T		1 year	D		
5	Shipper's Export Declaration Transmittal for Shipments by Vessel and Air	T	Commerce FTD-13	3 years	D		
6	Shipper's Export Declaration Transmittal for Shipments Other Than by Vessel or Air	T	Commerce FTD-14	3 years	D		
7	Shipper's Export Declaration Correction Form	T	Commerce FTD-7403	3 years	D		
8	Transmittal of Export Declaration	T	KC-1024 (USDA)	1 year	D		

5 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

6 LICENSES

COVERAGE: Includes information regarding procedures and policies relating to all types of Export Control licenses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Department of Commerce Export License	T	CF 3495	3 years	D		
2	Export Licenses (Other Agencies)	T		Return to Issuer When Expired			

7 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

9 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

10 REPORTS OF EXPORT CONTROL ACTIVITIES

COVERAGE: Includes material relating to periodic reports of export control activities.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Monthly Report of Export Control Activities	T		1 year	D		

1 GENERAL

COVERAGE: Includes material on facilities management and its operations not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Contractors Payroll	T			3 years		D			

2 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 OPERATIONS AND MAINTENANCE

COVERAGE: Includes material on maintenance and operation of buildings, and entrances to buildings.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Job Order, GSA Public Building Service	T		GSA 1354	3 years	D				
2	Maintenance of Radio Equipment (Report)	T			3 years	D				

4 REAL PROPERTY

COVERAGE: Includes material on real estate acquisition/disposal/inventory/rentals; reports of Federal property holdings; inventory/reviews of real property; and land value estimates of land with negligible acquisition cost.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Report of Federal Real Property						
	- Record Copy	P	GSA 1166	3 years	TR	RETAIN	
	- Administrative Copy	T		3 years	D		
2	Disposals and Inventory	T		3 years	D		
3	Estimated Present Day Values of Land Having Negligible Acquisition Cost	T		3 years	D		
4	Real Estate Rentals (Report)	T		3 years	D		
5	Review of Real Property (Report)	T		3 years	D		
6	Surplus Real Property	T	GSA 1100	3 years	D		

5 RENTS AND UTILITIES

COVERAGE: Includes material on rent for Customs living quarters, utilities for Customs facilities, established rates for living quarters in government-owned or leased premises.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Established Rates for Living Quarters in Government Owned or Leased Premises	T		3 years	D		
2	Rent for Customs Living Quarters	T		3 years	D		
3	Utilities for Customs Facilities	T		3 years	D		

6 SPACE ALLOCATION AND UTILIZATION

COVERAGE: Includes material on authorization, acquisition, construction, maintenance, alteration, drawings, parking facilities, leased space, occupancy of quarters, and surrounding grounds of Customs-occupied facilities.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Agency Space Report	T		SF 111	2 years	D				
2	Agency Space Report for Metropolitan Area of Washington, D.C.	T		SF 111A	2 years	D				
3	Net Space Requirements for Future Federal Building Construction	T		GSA 144	2 years	D				
4	Plans, Proposals, Drawings, etc., related to Space	T			2 years after termination or when lease cancelled	D				
5	Report of Space Use by Building	T		SF 123	2 years	D				
6	Request for Space	T		SF 81	2 years	D				
7	Requests related to Space	T			2 years	D				
8	Space Assignment Record	T		GSA 65	UNTIL OBSOLETE	D				
9	Statistical Data Sheet for Space Occupied by Customs	T		SD-1 SD-2 SD-3	2 years	D				

7 ENGINEERING

COVERAGE: Includes material on engineering blueprints/drawings/plans for Customs facilities and space; GSA renovation plans, natural beauty program; public works; construction projects and status reports; materials handling; and reports of expenditures, budget projections, etc., for construction.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Blueprints, Drawings, Plans of Customs Facilities and Space	T		UNTIL OBSOLETE	D		
2	GSA Renovation Plans	T	GSA 1108	2 years	D		
3	Public Works Projects and Programs (Report)	T		2 years	D		
4	Quarterly Report on Status of Construction Projects	T		1 year	D		
5	Summary Report of Expenditures for Direct Federal Works in the Current Year, Budget Year and three Succeeding years						
	- Record Copy	P		RETAIN			
	- Administrative Copy	T		3 years			

8 PROCUREMENT

COVERAGE: Includes material on requirements and procedures for procurement of property and services required by Customs; including the advertising for bids, and the awarding of contracts.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Amendment of Solicitation/Modification	T	SF 30	3 years	D		
2	Annual Vehicle Report	T	SF 80	3 years	D		
3	Application for Assignment of Identification Number to Vehicle	T	CF 4657	3 years	D		
4	Award/Contract						
	- Administrative Copy	T	SF 26	3 years	TR	3 years (GRS 3, Item 4)	D
	- GAO Copy	T		3 years	TR	12 years	D
5	Biennial Operation Cleanup Report	T		2 years	D		
6	Customs Locks Records	T		UNTIL OBSOLETE	D		
7	Dun and Bradstreet Services (Report)	T		1 year	D		
8	Fiscal Year Report of Operation of Customs Vehicle or Vessel	T	CF 4659B	3 years	D		
9	Fuel Oil Contracts						
	- Administrative Copy	T	GSA 300	3 years	TR	3 years (GRS 3, Item 4)	D
	- GAO Copy	T		3 years	TR	12 years	D
10	GSA Bid Form						
	- Administrative Copy	T	GSA 1118	3 years	TR	3 years	D
	-GAO Copy	T		3 years	TR	12 years	D
11	Invitation, Bid, and Award (Construction, Alteration, or Repair)						
	- Administrative Copy	T	SF 19	3 years	TR	3 years (GRS 3, Item 4)	D

8 PROCUREMENT (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
	-GAO Copy	T		3 years	TR	12 years	D
12	Mileage Record	T	GSA 494M	3 years	D		
13	Motor Vehicle Accident Records	T		6 years	D		
14	Multiuse Standard Requisition/Issue System Document	T	SF 344	3 years	D		
15	Negotiated Contracts in Amounts Exceeding $2,500 (Report)						
	- Administrative Copy	T		3 years	TR	3 years (GRS 3, Item 4)	D
	- GAO Copy	T		3 years	TR	12 years	D
16	Printing Plant Report and Plant Inventory	T		3 years	D		
17	Procurement by Civilian Executive Agencies (Report)	T	SF 37	3 years	D		
18	Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property	T	SF 121	3 years	D		
19	Record of Operation of Customs Vehicle or Vessel	T	CF 4659	2 years	D		
20	Report of Auto Miles Driven by Customs Employees	T		2 years	D		
21	Report of Excess Personal Property	T	SF 120	3 years	D		
22	Report of Private Vehicles Used on Official Business	T		2 years	D		

8 PROCUREMENT (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
23	Request for Quotations	T		SF 18	3 years	D				
24	Requisition on the Public Printer	T			4 years	D				
25	Safety-Miles of Motor Vehicle Operation (Report)	T			2 years	D				
26	Solicitation, Offer, and Award									
	- Administrative Copy	T		SF 33	3 years	TR		3 years (GRS 3, Item 4)	D	
	- GAO Copy	T			3 years	TR		12 years	D	
27	Supply Activity Report	T		GSA 1473	3 years	D				
28	Tabulation Sheet of Bids Submitted for Supplies, Services, Etc.	T		CF 4809	3 years	D				
29	Transfer Order, Excess Personal Property	T		SF 122	3 years	D				

9 NONEXPENDABLE PROPERTY ITEMS

COVERAGE: Includes material on acquisitions, disposition, transfer, inventory, utilization of nonexpendable property; excess or surplus personal property; maintenance, mileage, disposition, reports of vehicles; communication equipment, boats, aircraft, badges, and technical investigative equipment.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Inventory Tally	T	CF 34A/B	3 years	D		
2	Nonexpendable Property Inventories	T	TAB - 10 RCS-AP 3000 3200 3600	3 years	D		
3	Office Machine Record	T	CF 36	1 year	D		
4	Property Accountability Coding Document - Input to Computer	T	CF 32	3 years	D		
5	Property Account Physical Inventory	T	CF 38	3 years	D		
6	Property Transfer Authorization	T	CF 33	3 years	D		
7	Receipt for, or Record of Transfer of Nonexpendable Property	T	CF 3047	3 years	D		
8	Receipt for Property Assignment	T	CF 35	3 years	D		
9	Report of Personal Property for Sale	T	SF 126	3 years	D		
10	Summary Report of Exchange/Sale of Property	T		3 years	D		
11	Report of Vehicles, Vessels, or Aircraft Transactions	T	CF 50	3 years	D		

10 UNIFORMS

COVERAGE: Includes material on uniform reports/allowances/revisions/inventory; and on maintenance/distribution/return of Customs employees' uniforms.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Uniform Report	T		3 years	D		
2	Certificate of Eligibility to Receive Uniform Allowance	T	SF 33	3 years	D		

11 SAFETY

COVERAGE: Includes material on all aspects of safety relating to Customs personnel and equipment.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

TEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Accident Prevention Program	T		2 years	D		
2	Annual Report of Accident Prevention	T		2 years	D		
3	Physical Hazards in Office	T		2 years	D		
4	Safety Program	T		2 years	D		

12 TELECOMMUNICATIONS MANAGEMENT

COVERAGE:
Includes material regarding policies and service information on communication facilities supporting the Customs mission. These facilities include telephone, data, facsimile, audio, and other corollary items installed, or in planning status.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

1 GENERAL

COVERAGE: Includes material relating to fiscal matters not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Forms Issue Record	T		CF 5102	2 years after forms listed thereon have been used	D				

2 APPROPRIATIONS ACCOUNTING

COVERAGE: Includes material on appropriated funds/accounting controls; i.e., accrued expenditures/allotment/budget/obligations/seized property controls; appropriations reports; general ledgers/registers; reimbursements; collection/expenditure summaries; and transaction statements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Accounting Report (Appropriations)	T	IRS 2978 IRS 2980	3 years	TR	2 years	D
2	Detail Listing by Employee of Selected Object Classes (Payroll)	T	RCS-AA 9A00	3 years	D		
3	General Register	T	CF 4865	3 years	D		
4	Invalid Port of Duty Codes (IRS Payroll)	T	RCS-AA 9000	3 years	D		
5	Lapsed Appropriation (1010 Account) (Report)	T		3 years	TR	2 years	D
6	Listing of Unmatched Details	T	RCS-AA 6800	3 years	D		
7	Memoranda relating to Appropriation Reimbursable Account	T		3 years	D		
8	Post of Duty Codes With Related Activity and District and Port Codes	T	RCS-AA 9300	3 years	D		
9	Regional Adjustment Entries	T	RCS-AA 6406	3 years	D		
10	Report of Accrual Factors	T	RCS-AA 4900	3 years	D		
11	All Other Appropriation Accounting Records not specifically listed in this category (see GRS-7)	T		3 years	TR	7 years	D

3 CLAIMS

COVERAGE: Includes material on injury/damage/tort claims, bankruptcy, beneficiary designations, unpaid compensation claims, examination of claimants/torts, instruction for filing claims, public creditors' claims, and freight loss records.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Bankruptcy, matters relating to	T		3 years	TR	7 years	D
2	Claim for Injury or Damage	T	SF 95	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
3	Claim for Unpaid Compensation of Deceased Civilian Employee	T	SF 1155	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
4	Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation	T	SF 1153	3 years	TR	7 yrs. and 3 mos.	1
5	Claims Index Files (Original)	T		10 years	D		
6	Designation of Beneficiary	T	SF 1152	3 years	TR	7 years	D
7	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	T	SF 1154 SF 1154-A	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
8	Freight Records--Government Losses in Shipment Act	T		4 years	TR	6 years	D
9	Tort Claims	T		5 years	D		

4 COLLECTIONS AND DEPOSITS

COVERAGE: Includes material relating to the collection of monies; i.e., duties, taxes; fees, charges, penalties and all other funds; the control, accounting for, and deposit of monies; and the records relating to these. (Also see: GRS-6)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Account of Salable Customs Forms	T	CF 4911	1 year	TR	3 years	D
2	Accounts Receivable on Hand as of Close of Month	T		1 year	TR	3 years	D
3	Alphabetic Importer Listing	T	RCS-AR 9601	1 year	D		
4	Analysis of Confirmed Deposits (Reports)	T		3 years	D		
5	Annual Inventory of Salable Customs Forms	T		3 years	D		
6	Application for Certificate of Overtime	T	CG 830	3 years	D		
7	AW 9 Error Listing	T	RCS-AA 51-E	1 year	D		
8	AW 10 Error Listing	T	RCS-AA 51-E	1 year	D		
9	Batch Control	T	RCS-AR 0001	1 year	D		
10	Bulletin Notices	T	RCS-AR 7713	3 years	D		
11	Cancellations/Voids/CR - ADP Tape	T	461x	3 years	D		
12	Canceled Bills	T	Register 461x	3 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
13	Cash Receipt						
	- Record Copy	T	CF 5104	3 years	D		
	- Cashier's Copy	T		3 years	D		
14	Certificate of Deposit	T	Form 4	3 years	D		
15	Certificate of Deposit ADP Tape	T	421x	3 years	D		
16	Certificate of Deposit	T	Register 421x	3 years	D		
17	Certificate of Destruction (Salable forms)	T		3 years	D		
18	Certificate of Overtime	T		3 years	D		
19	Certificate of Deposit Report	T	RCS-AR 8320	3 years	D		
20	Collection of Excise Taxes on Importations from Virgin Islands (Report)	T		3 years	D		
21	Collections to Deposit Fund Account 15X6696 (Report)	T		3 years	D		
22	Confirmed Certificate of Deposit Register	T	CF 4861	3 years	D		
23	Conscience Money Collections (Report)	T		3 years	D		
24	Consolidated Error List In-Bond Shipments	T	RCS-AR 7506	3 years	D		
25	Consolidated Statement of Accountability (Report)	T		3 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
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-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
26	Corrections of Allocated Items Register	T	CF 4865	3 years	TR	7 years	D
27	Cross-Reference Listing of File Copies	T	RCS-AM 5500	UNTIL SUPERSEDED	D		
28	Customs Collections by District (Report)	T		3 years	D		
29	Customs Collections and Payments by Regions and Districts - Table 24	T		3 years	D		
30	C. C. by Batch	T	RCS-AR 0101	1 year	D		
31	C. C. by Port and Type Document	T	RCS-AR 0201	1 year	D		
32	C D Shortages	T	RCS-AR 1101 1401	1 year	D		
33	C D - 5189 Update	T	RCS-AR 1801	1 year	D		
34	Entry Master Update	T	RCS-AR 1201	UNTIL SUPERSEDED	D		
35	Entry Number and Liquidation Cycle Report (final report of each FY)	T	RCS-AR PR-1	3 years	TR	10 years	D
36	Error List	T	RCS-AR 0301	1 year	D		
37	E 2 List with Serial Errors	T	RCS-AA 53-E	1 year	D		
38	Estimated Reimbursements	T	Register 221x	4 years	D		
39	Extract Importer Listing	T	RCS-AR 9401	3 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
40	Extraneous Accounts Listing	T	RCS-AR 3600	2 years	D		
41	Final Notice of Moneys Due	T	CF 4619	4 years	D		
42	Formal Demand on Surety Regular Report	T	RCS-AR 7002	2 years	D		
43	Formal Demand on Surety Over 140 Days	T	RCS-AR 7003	2 years	D		
44	Formal Entry Liquida- Statistics	T	RCS-AR 4701	2 years	D		
45	GAO Notices of Exception	T		1 year	D		
46	GAO Relief and Debit Vouchers - ADP Tape	T	431x	2 years	D		
47	Importer Address Update Listing	T	RCS-AR 0401	1 year	D		
48	Importer Number/Formal Entry Cross-Reference	T	RCS-AR 1701	2 years	D		
49	In-House Report	T	RCS-AA 3200 3600	2 years	D		
50	IRS Collection Report	T	RCS-AR 8424	2 years	D		
51	Insurance Deduction Report	T		2 years	D		
52	Internal Revenue Batch Control Proof List	T	RCS-AA 7500	1 year	D		
53	Invalid Paid Mail Entry Claims	T	RCS-AM 0800	3 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
54	Inventory List of Sales Publications	T		1 year	TR	3 years	D
55	Inventory of Customs Receipt Forms	T		1 year	TR	3 years	D
56	Journal Tape Control List	T	RCS-AR 6201 501	3 years	D		
57	Liquidation Statistics (Cumulative)	T	RCS-AR 5401	2 years	D		
58	Mail Entry Collection Report	T	RCS-AM 0101	3 years	D		
59	Mail Entry Consolidated Error List	T	RCS-AM 7506	2 years	D		
60	Mail Entry Forms Issue by Port	T	RCS-AM 1900	3 years	D		
61	Mail Entry Locator Listing	T	RCS-AM 5000	2 years	D		
62	Mail Entry Refunds Duplicate Listing	T	RCS-AM 2801	3 years	D		
63	Mail Entry Statement		RCS-AM 1403	3 years	D		
64	Mail Entry Statement Exception List	T	RCS-AM 1404	3 years	D		
65	Mail Entry Statistical Report	T	RCS-AM 4601	3 years	D		
66	Mail Entry Supporting List Collections Report	T	RCS-AM 1002	3 years 1002	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
67	Miscellaneous Bill Form	T	CF 6084A	1 year	TR	3 years	D
68	Miscellaneous Bills	T	Register 301x	1 year	TR	3 years	D
69	Miscellaneous Bills	T	RCS-AR 8112	1 year	TR	3 years	D
70	Miscallaneous Bills -ADP Tape	T	301x	1 year	D		
71	Monthly Report of Collections	T	RCS-ARC 8522	3 years	D		
72	Monthly Report of Reimbursement	T	RCS-AA 6440	3 years	D		
73	National Summary Surety Report	T	RCS-AR 7101	3 years	D		
74	Non-Processed Work Tickets	T	RCS-AA 6430	2 years	D		
75	Notice of Entries Liquidated	T	RCS-AR 4201	2 years	D		
76	Numeric Importer Listing	T	RCS-AR 9501	2 years	D		
77	Offset Refund List	T	RCS-AR 5901	2 years	D		
78	Paid Protests	T	RCS-AR 2701	1 year	TR	3 years	D
79	Plain Labels	T	RCS-AR 4301	1 year	D		
80	Position Schedule Bond	T		3 years	TR	7 years	D
81	Preclearance Cost Report	T		3 years	D		
82	Pre-Edit Exception List	T	RCS-AR 0909	3 years	TR	7 years	D

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
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-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
83	Proration of Aircraft Overtime Cost	T	RCS-AA 4835	1 year	TR	3 years	D
84	Reconciliation of Cash	T		3 years	D		
85	Records of Collections for Other Agencies	T		3 years	D		
86	Record of Valuables Shipped Under the Government Losses in Shipment Act - Original	T		3 years	TR	7 years	D
87	Refunds Proof List	T	RCS-AR 7919	UNTIL SUPERSEDED	D		
88	Register of Reimbursement Assignments	T	CF 6081	1 year	TR	3 years	D
89	Reimbursable Bills	T	RCS-AR 8112	1 year	TR	3 years	D
90	Reimbursable Services Port and Party in Interest	T	RCS-AA 6445	1 year	TR	3 years	D
91	Reimbursable Services Performed for U.S. Coast Guard (Report)	T		1 year	TR	3 years	D
92	Reimbursable Services Rendered, by Reg, Dist and Port	T	RCS-AA 6440	1 year	TR	3 years	D
93	Report of Confirmed Certificates of Deposit	T	RCS ARC 901	3 years	D		
94	Report of Duties and Other Accounts Outstanding 90 days After Due	T	CF 5259	3 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
95	Report of Warehouse Withdrawals	T	RCS-AR 7028	3 years	D		
96	Request and Authorization of Nonreimbursable Overtime and Report of Time Worked	T		3 years	D		
97	Sales Agent Adjustment Request to Superintendent of Documents	T	SD 209	3 years	D		
98	Sales Agent Order Blank	T	SD 181-60	3 years	D		
99	Statement as to Sales of Publications	T	Commerce S-600-47	3 years	D		
100	Statement of Services Rendered	T	CF 3854	1 year	TR	3 years	D
101	Status of Formal Entries	T	RCS-AR 4401	2 years	D		
102	Status of Formal Entries (Detail)	T	RCS-AR 5701	2 years	D		
103	Status of Serially Numbered Bills	T	RCS-AR 3	3 years	D		
104	Status of Surety Liability Report	T	RCS-AR 7201	2 years	D		
105	Summary of Customs Collections	T	RCS-AR 5101	3 years	D		
106	Supplemental Bills	T	RCS-AR 8112	1 year	TR	3 years	D
107	Suspense Report (W)	T	RCS-AR 8739	2 years	D		
108	Suspense Report (M)	T	RCS-AR 8739	2 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
109	Transaction List	T	IRS 3923	3 years	D		
110	Transfer of Collections	T	RCS-AR 3701	3 years	D		
111	Transfer of Collections, Detail	T	RCS-AR 3700	3 years	D		
112	Transfer of Collections, Summary	T	RCS-AR 3700	3 years	D		
113	Unmatched Importer Listing	T	RCS-AA 2200	2 years	D		
114	Unmatched Transaction	T	RCS-AA 68	3 years	D		
115	User Charges Report	T	RCS-ARC1 RCS-AR K800	2 years	D		
116	Validating Machine Reconciliation Sheet (Original)	T		3 years	TR	7 years	D
117	Validating Machine Tape (Original)	T		3 years	TR	7 years	D
118	Work Ticket	T	CF 6082	3 years	D		
119	Work Ticket Adjustment Coding Sheet	T	CF 6082A	3 years	D		
120	1911 Comparative Earnings Report	T	RCS-AA 6610	2 years	D		
121	1911 Overtime Earnings Statement	T	RCS-AA 6446	3 years	D		
122	1911 Finder Card Error List	T	RCS-AA 6800	1 year	D		
123	1166 Refund Extract	T	RCS-AR 2801	2 years	D		

4 COLLECTIONS AND DEPOSITS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
124	All accounting records regarding collections and deposits (i.e. collection voucher, certificates of deposit, cash receipts and related documents, etc.) not specifically listed in this category are retained for the purpose of GAO audit.	T			3 years	TR		7 yrs. and 3 mos.	D	

COVERAGE: Includes material on all Customs payments/disbursements; i.e., employee wages/allowances; advertising; pay differentials; foreign allowances/applications/grants; refunds; overseas expenditures/currency conversions; imprest fund; savings bonds; unvouchered travel expenses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Accounting Report Employee Wages and Allowances	T	IRS 2980	1 year	TR	3 years	D
2	Certification of Overtime (Agent's Pay Differential)	T		3 years	D		
3	Certificate of Settlement of Account	T	GAO 143	3 years	D		
4	Check Issue Proof Listing	T	RCS-AR 7919	3 years	D		
5	Claim for Reimbursement of Expenditures on Official Business	T	SF 1164	1 year	TR	3 years	D
6	Comprehensive Payroll Listing	T	IRS 2979	3 years	D		
7	Consolidated Bond Report	T		1 year	TR	3 years	D
8	Customs Collections and Payments by Regions and Districts - Table 24	T		3 years	D		
9	Debit Voucher						
	- Original	T	TUS-5504	1 year	TR	3 years	D
	- Copy	T		2 years	D		
10	Designation of Check and Bond Agent	T	RO-134	1 year	TR	3 years	D
11	Earnings of Customs Employees Assigned to the USAID	T		1 year	TR	3 years	D

5 PAYMENTS AND DISBURSEMENTS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
12	Employer's Quarterly Tax (Report)	T		2 years	D		
13	Federal Outlays by Geographic Locations (Report)	T		3 years	D		
14	Foreign Allowances, Application, Grant, and Report	T	SF 1190	3 years	TR	7 years	D
15	Geographic Distribution of Payrolls (Report)	T		3 years	D		
16	International Transactions by the Federal Government (Report)	T		3 years	TR	7 years	D
17	Invoices, Involving Disbursements	T		1 year	TR	3 years	D
18	Itemized Schedule of Deferred Tax	T		1 year	TR	3 years	D
19	Notice of Levy by Internal Revenue Service	T	IRS 688	1 year	TR	3 years	D
20	Notice of Refund	T	CF 5269	2 years	D		
21	Order for Supplies or Services	T	SF 147	2 years	D		
22	Overseas Expenditures and Foreign Currencies Available for Conversion (Report)	T		2 years	D		
23	Payroll Report of Federal Civilian Employment	T		2 years	D		
24	Quarterly Report of Employment and Wages	T	DE 4807	3 years	D		

5 PAYMENTS AND DISBURSEMENTS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
25	Quarterly Verification of Class B Imprest Fund	T		3 years	D		
26	Recommendation and Designation of Agent to Receive and Deliver Checks and Savings Bonds	T	SF 1195	Until Cancelled	D		
27	Record and Notice of Refund	T	CF 5269-A CF 5259-B	1 year	TR	3 years	D
28	Record and Schedule of Refunds	T	CF 5193 CF 5193-A	1 year	TR	3 years	D
29	Record of Imprest Fund Transactions	T		1 year	TR	3 years	D
30	Refunding Internal Revenue Collections (Report)	T		1 year	TR	3 years	D
31	Refunds on Duties and Taxes, Set Offs	T		1 year	TR	3 years	D
32	Request for and Designation of Cashier	T	SF 211	Until Cancelled	D		
33	Request for Issuance of Replacement Check Due to Error in Name and/or Designation of Payee	T	SF 1147	Until issuance of replacement check	D		
34	Request for Recovery of Debt Due the United States	T	SF 2805	1 year	TR	3 years	D
35	Request for Wage and Separation Information	T	ES 931	Until answer is provided	D		

5 PAYMENTS AND DISBURSEMENTS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
36	Request to Mail Returned or Held Check	T	SF 1664R	Until Receipt of Check	D		
37	Sale of Government Property - General Sale Terms and Conditions	T	SF 114	UNTIL SUPERSEDED	D		
38	Savings Bond Program	T		4 years	D		
39	Schedule of Cancelled Checks	T	SF 1098	3 years	D		
40	Schedule of Undeliverable Checks for Credit to Government Accounts	T	SF 1185	3 years	D		
41	Special Address for Refund Checks	T	CF 4811	UNTIL SUPERSEDED	D		
42	State Income Taxes Quarterly and Annual Returns	T	SF 1017C	4 years	D		
43	Telephone and Telegraph Bills	T	SF 145	2 years	D		
44	Transmittal for Transportation Schedules and related Basic Documents	T	SF 1186	2 years	D		
45	Unvouchered Travel Expenses (Report)	T		3 years	D		
46	U. S. Government Bill of Lading	T	SF 1103 SF 1103A	3 years	D		
47	United States Tax Exemption Certificate	T	SF 1094	4 years	D		
48	Withholding Statement Federal Taxes	T	W-4	4 years	D		

5 PAYMENTS AND DISBURSEMENTS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
49	Tax Exemption Certificates	T		4 years	D		
50	All Accounting Records Regarding Payments and Disbursements; i.e., Public Vouchers for Advertising, Journal Vouchers, All Public Vouchers, Reimbursement Vouchers, Statements of Transaction, etc.	T		3 years	TR	7 yrs. and 3 mos.	D

) EMPLOYEES COMPENSATION

:OVERAGE: Includes documents used for processing overtime wages and salaries of :ustoms employees for nonreimbursable assignments.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

TEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 (RESERVED)

COVERAGE

RECORD RETENTION VALUES & RETENTION VALUE CODES·

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES·

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 TRAVEL AND TRANSPORTATION

COVERAGE: Includes material on travel authorization/vouchers, estimates of travel expenses, foreign travel, application/accounts for advance of funds, refunds of unused transportation requests, transportation request accountability records, and government losses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application and Account for Advance of Funds	T	SF 1038	1 year	TR	3 years	D
2	Authorization to Perform Travel	T	CF 48[illegible]5	1 year	TR	3 years	D
3	Claim for Reimbursement for Expenditures on Official Business	T	SF 1164	1 year	TR	3 years	D
4	Monthly Estimates of Travel Expenses	T		1 year	D		
5	Report of Foreign Travel	T		2 years	D		
6	Report of Joint CSC- OMB Survey of OMB Circular A-56	T		2 years	D		
7	Reports Relating to Transportation Services	T		2 years	D		
8	Request for Refund of Unused Transportation Requests	T	SF 1170	1 year	TR	3 years	D
9	Transmittal for Transportation Schedules and Related Documents	T	SF 1186	2 years	D		
10	Transportation Request Accountability Record	T	SF 1120	1 year	TR	3 years	D
11	Travel Voucher	T	SF 1012	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
12	United States of America Transportation Request	T	SF 1169	1 year	TR	3 years	

9 REIMBURSABLE ASSIGNMENTS

COVERAGE: Includes documents used for processing reimbursable overtime wages and salaries of Customs employees.

RECORD RETENTION VALUES & RETENTION VALUE CODES·

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES.

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS

10 OTHER REVENUE ACCOUNTING

COVERAGE: Includes computer printouts and other tools of the automated revenue system used for liquidating, correcting, issuing and collecting bills.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES.

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FPC	DISPOS	CODE

1 GENERAL

COVERAGE. Includes material relating to Customs control of merchandise in Foreign Trade Zones not covered by any secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Case files relating to establishment of Foreign Trade Zones	P			3 years	TR		RETAIN		
2	Correspondence files relating to treatment of merchandise in Foreign Trade Zones	T			3 years	D				
3	Files Relating to Development of Regulations on Treatment of Merchandise in Foreign Trade Zones	P			3 years	TR		RETAIN		

2 CUSTOMS CONTROL

COVERAGE: Includes material on control provisions for Foreign Trade Zones; i.e., entry/admission/exportation/destruction/manipulation/manufacture/exhibition of merchandise in zones, and priviledged/non-priviledged domestic/foreign merchandise.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application - Permit - Special License Unlading - Lading - Over - time Services	T	CF 3171	5 years after cancellation or expiration	D		
2	Combined Rewarehouse Entry and Withdrawal for Consumption, and Permit	T	CF 7519	3 years after cancellation/expiration	D		
3	Summary of Entered Values	T	CF 6417	3 years	D		
4	Warehouse or Rewarehouse Entry	T	CF 7502	3 years	D		
5	Warehouse Withdrawal for Consumption - Duty Paid	T	CF 7505	3 years after cancellation/expiration	D		

1 GENERAL

COVERAGE: Includes material relating to International Operations other than Border Operations (See BOR-1) not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

2 CABINET COMMITTEE INTERNATIONAL NARCOTICS CONTROL (CCINC)

COVERAGE: Includes material relating to the Cabinet Committee International Narcotics Control (CCINC).

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 CUSTOMS COOPERATION COUNCIL (CCC)

COVERAGE: Includes material relating to the Customs Cooperation Council (CCC)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

4 ECONOMIC COMMISSION FOR EUROPE (ECE)

COVERAGE: Includes material relating to the Economic Commission for Europe (ECE).

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to the lading/unlading/disposition of cargo not covered by any other secondary subject under this primary category, such as: manuals for inspectors, and records of permits/orders received and disposed.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Statistical records and reports relating to inspectional services									
	- Annual Summaries	P			5 years	TR		RETAIN		
	- Other	T			2 years	D				
2	Cargo Security Program Plans and Procedures	P			3 years	TR		RETAIN		

2 LADING AND UNLADING

COVERAGE: Includes material on requirements for lading/unlading of merchandise, baggage and passengers; i.e., special licenses, delivery tickets, general order files/ledgers, delayed discharge, cargo diversion/releases/transshipments, and wrecked vessel and derelict cargo.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application and Permit to Allow Unpermitted Cargo to Remain Upon Wharf Beyond 5-day Period	T	CF 3189	3 years	D		
2	Application Permit - Special License Unlading-Lading-Overtime Services	T	CF 3171	5 years	D		
3	Daily Record and Report of Assignment of Inspectors, Customs Port Investigators, Laborers, etc.	T	CF 6005	2 years	D		
4	Delivery Ticket (General Order Merchandise)	T	CF 6043	3 years	D		
5	General Order Files and Ledgers	T		3 years	D		
6	Quantity Control Records; Cargo Accountability and Anti-theft/pilferage						
	- Program Plans/Procedures	P		5 years	TR	RETAIN	
	- Operational Records	T		3 years	D		
7	Records of Goods Sent to General Order Stores	T	CF 5209	3 years	D		

3 UNCLAIMED AND ABANDONED MERCHANDISE

COVERAGE: Includes material relating to notices/catalogs/proceeds of sale of seized/unclaimed/abandoned merchandise, detention of and hearings on merchandise, destruction/transfer/storage of forfeited, abandoned and unclaimed merchandise.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Advertising Order and Public Voucher for Advertising, (matter related to)	T	SF 1143 SF 1143A	1 year	TR	3 years	D
2	Catalog of Sale of Seized, Unclaimed and Abandoned Merchandise	T		2 years	D		
3	Notice of Detention and Hearing	T	FD 777	1 year	D		
4	Order to Destroy and Record of Destruction of Forfeited, Abandoned, or Unclaimed Merchandise	T	CF 4613	3 years	D		
5	Order to Transfer Merchandise for Public Auction (Sale)	T	CF 5251	3 years	D		
6	Record and Schedule of Abandoned Goods Sold	T	CF 5165	3 years	TR	7 yrs. (Record Group 217)	D
7	Record and Schedule of Unclaimed, Abandoned and Seized Goods Sold	T	CF 5163	3 years	TR	7 yrs. (Record Group 217)	D

1 GENERAL

COVERAGE: Includes material concerning intelligence operations not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Customs Fugitive Report	T		CF 59	UNTIL OBSOLETE/ REVISED	D				
2	Customs Fugitive Status Verification	T		CF 60	UNTIL OBSOLETE/ REVISED	D				

2 CADPIN (CUSTOMS ADP INTELLIGENCE NETWORK)

COVERAGE: Includes material relating to the inputs, outputs, and operational aspects of this automated intelligence network.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	CADPIN Hit Log	T		1 year	D		

3 INTELLIGENCE ANALYSIS

OVERAGE: Includes material concerning procedures and documentation of the analysis of intelligence inputs and outputs.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 DRAWBACK

COVERAGE: Includes material on drawback investigations, investigative cases relating to drawback, and material relating to drawback investigations not warranting opening a case.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Files Relating to Drawback Investigations	T		5 years after last report	D		
3	Investigative Files Relating to Drawback Rates	T		5 years after revocation of rate	D		
4	Summary Statistical Information Relating to Drawback Investigations (Original copy)	P		RETAIN			

2 CLASSIFICATION

COVERAGE: Includes material on classification investigations, investigative cases relating to classification, and material relating to classification investigations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Card Indexes	P			RETAIN					
2	Investigative Files Relating to Classification	T			5 years	D				
3	Summary Statistical Information Relating to Classification Investigations (Original Copy)	P			RETAIN					

3 MARKET VALUE

COVERAGE: Includes material on market value investigations, investigative cases relating to market value, and material relating to market value not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Market Value	T		5 years	TR	5 years	D
3	Summary Statistical Information Relating to Market Value Investigations (Original copy)	P		RETAIN			

4 SMUGGLING, DIAMONDS AND JEWELRY

COVERAGE: Includes material on diamond and jewelry smuggling investigations, investigative cases and material relating to such smuggling investigations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Smuggling (Diamonds and Jewelry)	T		10 years	TR	20 years	D
3	Summary Statistical Information Relating to Smuggling (Diamonds and Jewelry) - Original copy	P		RETAIN			

5 SMUGGLING, LIQUOR

COVERAGE: Includes material on liquor smuggling investigations, investigative cases relating to smuggling of liquor, and material relating to such smuggling investigations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files relating to Smuggling (Liquor)	T		10 years	TR	20 years	D
3	Summary Statistical Information Relating to Smuggling (Liquor) - Original copy	P		RETAIN			

6 SMUGGLING, NARCOTICS

COVERAGE: Includes material on narcotics smuggling investigations, investigative cases and material relating to such smuggling not warranting case credit, and international cooperation to suppress abuse of narcotics.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Card Indexes	P			RETAIN					
2	Investigative Files Relating to Smuggling (Narcotics)	T			10 years	TR		20 years	D	
3	Summary Statistical Information Relating to Smuggling (Narcotics) - Original Copy)	P			RETAIN					

7 SMUGGLING, ALL OTHER

COVERAGE: Includes material on all other smuggling investigations, investigative cases and material relating to smuggling investigations on those smuggling operations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Smuggling (All Other)	T		10 years	TR	20 years	D
3	Summary Statistical Information Relating to Smuggling (All Other) -	P		RETAIN			

8 UNDERVALUATION AND FALSE INVOICING

COVERAGE: Includes material on undervaluation/false invoicing investigations, investigative cases relating to such practices, and material relating to such practices not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Undervaluation and False Invoicing	T		5 years	TR	25 years	D
3	Summary Statistical Information Relating to Undervaluation and False Invoicing - Original Copy	P		RETAIN			

9 PROHIBITED IMPORTATIONS

COVERAGE: Includes material on prohibited importation investigations, investigative cases relating to prohibited importations, and material relating to such importations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Prohibited Importations	T		5 years	TR	25 years	D
3	Summary Statistical Information Relating to Prohibited Importations - Original Copy	P		RETAIN			

10 ORGANIZED CRIME

COVERAGE:

Includes material on investigations and investigative cases relating to organized crime and racketeering, material relating to such operations not warranting case credit, and correspondence on Strike Forces.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Organized Crime and Racketeering	T		10 years	TR	20 years	D
3	Summary Statistical Information Relating to Organized Crime and Racketeering - Original copy	P		RETAIN			

11 NAVIGATION, AIRPLANE, AND VEHICLE VIOLATIONS

COVERAGE: Includes material on vessel/airplane/vehicle violations, investigative cases relating to such violations, and material relating to investigations on such violations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Index	P		RETAIN			
2	Case Files on Vessels Used in Smuggling	P		5 years	TR	RETAIN	
3	Investigative Files Relating to Navigation, Airplane and Vehicle Violations	T		5 years	D		
4	Summary Statistical Information Relating to Navigation, Airplane and Vehicle Violation - Original copy	P		RETAIN			

12 MARKING OF MERCHANDISE (COUNTRY OF ORIGIN)

COVERAGE: Includes material concerned with merchandise marking investigations, investigative cases relating to the marking of merchandise, and investigations of the marking of merchandise not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Card Indexes	P			RETAIN					
2	Investigative Files Relating to the Marking of Merchandise (By Country of origin)	T			5 years	D				
3	Summary Statistical Information on Marking of Merchandise - original copy	P			RETAIN					

13 BAGGAGE DECLARATION VIOLATIONS

COVERAGE: Includes material on baggage declaration violation investigations, investigative cases relating to such violations and material relating to baggage declaration violations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Baggage Declaration Violations	T		5 years	D		
3	Summary Statistical Information Relating to Baggage Declaration Violations - original copy	P		RETAIN			

14 CUSTOMHOUSE BROKERS AND CUSTOMS ATTORNEYS

COVERAGE: Includes material on investigations of Customhouse Brokers and Customs attorneys, investigative cases, and material not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Card Indexes	P			RETAIN					
2	Investigative Files Relating to Customhouse Brokers and Customs Attorneys	T			5 years	D				

15 APPLICATIONS FOR LICENSES, BONDED CARTMEN, LIGHTERMEN, VESSELS UNDER 30 NET TONS

COVERAGE: Includes material on investigations and investigative material on license applications by bonded cartment, lightermen and for vessels under 30 net tons.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Applications for Licenses, Bonded Cartmen, Lightermen, and Vessels Under 30 Net Tons	T		5 years	D		

16 CUSTOMS BONDS

COVERAGE: Includes material on Customs bonds investigations, investigative cases relating to bonds, and material relating to bonds investigations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to Customs bonds	T		5 years	D		
2	Summary Statistical Information Relating to Customs Bonds - Original Copy	P		RETAIN			

17 PETITIONS FOR RELIEF

COVERAGE: Includes material on investigations and investigative cases on petitions for relief.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Petitions for Relief	T		5 years	D		
3	Summary Statistical Information Relating to Petitions for Relief - Original copy	P		RETAIN			

18 DERELICTIONS, PERSONNEL

COVERAGE: Includes material on violations of 18 USC, and reports of personnel conduct investigations. (See PER-2 for Conduct and Suitability).

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to Personnel Derelictions	T		5 years	TR	15 years	D
3	Report of Personnel Conduct Investigations	T	CF 4627	5 years	TR	15 years	D
4	Summary Statistical Information Relating to Personnel Derelictions - Original Copy	P		RETAIN			

19 CUSTOMS PROCEDURES

COVERAGE: Includes material on Customs Investigations Procedures.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to Customs procedures	T		5 years	D		

20 COLLECTIONS OF DUTIES AND PENALTIES

COVERAGE: Includes material on investigations and investigative cases relating to collections of duties and penalties.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Investigative files relating to collections of duties and penalties	T			5 years	D				
2	Summary Statistical Information Relating to Collections of Duties and Penalties	P			RETAIN					

21 DUMPING

COVERAGE: Includes material on dumping investigations, investigative cases relating to dumping, and material relating to dumping not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative files relating to dumping	T		5 years	TR	5 years	D
3	Summary Statistical Information Relating to Dumping - Original copy	P		RETAIN			

22 OTHER DEPARTMENTS, BUREAUS, AND AGENCIES - MATTERS RELATING TO

COVERAGE: Includes material on investigative assistance to various U.S. departments and agencies; Foreign Assets Control and Foreign Trade Zones; INTERPOL inquiries/actions; cooperation with State/local enforcement agencies, and foreign agencies.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to other departments, bureaus and agencies	T		5 years	TR	25 years	D
2	Assistance rendered to U.S. Secret Service for protection of President and family (Report)	T		5 years	D		

23 NEUTRALITY VIOLATIONS

COVERAGE: Includes material on the regulations and requirements of the Mutual Security Act of 1954, and investigations and investigative cases/material relating to ammunition, arms and implements of war.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to neutrality violations	P		5 years	TR	RETAIN	

24 THEFT, LOSS, DAMAGE AND SHORTAGE

COVERAGE: Includes material on investigations and investigative cases relating to theft/loss/damage/shortage; merchandise in "bad order"; particle shipments, and discrepancy reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to theft, loss, damage, and shortage of merchandise in Customs custody	T		5 years	TR	25 years	D
2	Discrepancy Report and Declaration	T		5 years	D		
3	Summary Statistical Information Relating to Theft, Loss, Damage and Storage Investigations	P		RETAIN			

25 TRADEMARKS AND COPYRIGHTS

COVERAGE: Includes material on trademark and copyright investigations, investigative cases relating to trademarks and copyrights, and material relating to trademarks and copyrights not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative files relating to trademarks and copyrights	T		5 years	D		

26 ILLEGAL EXPORTS

COVERAGE: Includes material on illegal export investigations, investigative cases relating to illegal exports, and material relating to such investigations not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative files Relating to Illegal Exports	T		5 years	TR	25 years	D

27 IRREGULAR DELIVERIES

COVERAGE: Includes material on irregular/short deliveries of bonded merchandise.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to irregular deliveries	T		5 years	D		
2	Report of Irregular or (Short) Delivery of Bonded Merchandise	T	CF 3851	5 years	D		

28 FEDERAL TORT CLAIMS

COVERAGE: Includes material on investifations and investigative cases relating to Federal tort claims.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to Federal tort claims	T		5 years	D		

29 PERSONNEL BACKGROUND INVESTIGATIONS

COVERAGE: Includes material relating to full field investigations, reports, and case files on such personnel investigations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative files relating to character and fitness investigations	T		Until 3 years after separation of employee	TR	72 years (See GRS 1, Item 1.)	D
2	Personnel Background Investigations - Reports case files, etc.	T		5 years after date of last action	TR	25 years	D
3	Report of Full Field Investigation	T	CF 4625	5 years	TR	25 years	D

30 CRIMINAL CASES, ALL OTHER (EXCEPT ORGANIZED CRIME)

COVERAGE: Includes material on all other criminal investigative cases and material relating to such investigative cases not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Card Indexes	P		RETAIN			
2	Investigative Files Relating to all Other Criminal Cases	T		5 years	TR	25 years	D

31 COUNTERVAILING DUTIES

COVERAGE: Includes material on countervailing duty investigations, investigative cases relating to countervailing duties, and material relating to these duties not warranting case credit.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Investigative Files Relating to Ascertainment of Countervailing Duties	T		5 years	TR	5 years	D

32 PERIODIC REPORTS

COVERAGE: Includes material on investigations activity/work/small arms qualifications/seizures and narcotics reports, inventories, status of cases on hand, Office of Investigations annual reports, and summaries of seizures/recoveries/arrests/dispositions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Activity Report (Enforcement Report)	T		5 years	D		
2	Office of Investigation Annual Report to the Commissioner	P		RETAIN			
3	Inventory and Use of Electronic and Related Devices, Equipment	T		5 years	D		
4	Seizures of Narcotics and Marihuana (Report)	T		5 years	D		
5	Small Arms Qualifications (Report)	T		5 years	D		
6	Statistical Reports	T		2 years	D		
7	Status of Cases on Hand 60 Days or Over (Report)	T		5 years	D		
8	Status of Cases Under Section 592 (Report)	T		5 years	D		
9	Training Summary	T	CF 6007	1 year	D		

1 GENERAL

COVERAGE: Includes material relating to liquidation of entries for merchandise imported into the U. S. not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Bulletin Notice of Entries Liquidated	T	CF 4333	3 years	D		
2	Bulletin Notice of Entries Liquidated, Dutiable	T	RCS AR 7713	3 years	D		
3	Bulletin Notice of Liquidation for Free Entries Liquidated "As Entered" and Permanent Exhibition Entries Liquidated "Free"	T	CF 4335	3 years	D		
4	Case Files Documenting Tariff Classification of Imported Merchandise	P		5 years	TR	RETAIN	
5	Case Files Relating to Establishment of Rates of Duty	P		5 years	TR	RETAIN	
6	Liquidated Entry Register	T	CF 4859 Register 401x	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
7	Notice of Entries Liquidated	T	CF 4333A	3 years	D		
8	Precedent Files Relating to Liquidation of Entries	P		RETAIN			
9	Progress Report on Liquidation Backlog	T		3 years	D		
10	Report of Changed Entries	T		3 years	TR	7 yrs. and 3 mos.	D

2 ARTICLES CONDITIONALLY FREE OR SUBJECT TO A REDUCED RATE

OVERAGE: Includes material relating to preferential rates, reciprocity of favorable treatment, trade agreements, and documentation for favorable treatment status.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 CONVERSION OF CURRENCY

COVERAGE: Includes material on exchange rates for foreign/U.S. currency; i.e., CIE publications on certified rates, proclaimed values, rate variances, and suspended certification.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Special Rates of Exchange	T		2 years	D		
2	C.I.E. Publications on Certified Rates, etc.	T		UNTIL SUPERSEDED OR OBSOLETE	D		

4 COUNTERVAILING AND DUMPING DUTIES

COVERAGE: Includes material relating to the liquidation of countervailing and dumping duties.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Case Files Relating to Imposition of Countervailing Duties	P		3 years	TR	RETAIN	
2	Case Files Relating to Findings of Dumping and Imposition of Dumping Duties	P		3 years	TR	RETAIN	
3	Dumping Duties Collected (Report)	T		2 years	D		

5 DUTIABLE VALUE OF IMPORTED MERCHANDISE

COVERAGE: Material relating to determination of dutiable value of imported merchandise for liquidation purposes; i.e., determination of quantities/packaging/currency conversion rates/dutiability.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

6 MANIPULATION

COVERAGE: Includes material relating to liquidation of warehouse entries, the goods of which have been cleaned, sorted, repacked or otherwise changed in condition.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Case Files Relating to Liquidation of Warehouse Entries after Manipulation of Goods	T			3 years	D				

7 QUOTA MERCHANDISE, RESTRICTED MERCHANDISE NOT LEGALLY MARKED

COVERAGE: Includes material relating to liquidation of entries for merchandise under any quota, restriction or prohibition; and goods subject to additional duties because of marking violations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 RELIEF FROM DUTIES ON MERCHANDISE LOST, STOLEN, DESTROYED, INJURED, ABANDONED, OR SHORTSHIPPED

COVERAGE:

Includes material on liquidation allowances, damage applications, casualty abatements/refunds, etc., in cases of merchandise which is lost, stolen, destroyed, injured, abandoned, or shortshipped.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Application for Allowance in Duties	T		CF 4315	3 years	D				
2	Application for Allowance for Excess of Weight	T		CF 4317	3 years	D				
3	Application for Allowance in Duty in Connection with Nonimportation of Perishable Merchandise	T		CF 4373	3 years	D				
4	Notice of Damage, Shortage, or samples Retained and Notice to Call for Samples	T		CF 6423	3 years	D				

9 RELIQUIDATION PROCEDURES

COVERAGE: Material relating to reliquidation of entries due to changes in duty rates, errors, excessive duty or tax paid, fraud, review or protest, rewarehousing decisions, inadmissibility of goods, and refund procedures.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Reliquidation of Mail Entries	T		2 years	D		
2	Rewarehousing Decisions of U.S. Customs Court	T		3 years after decision	D		

10 SPECIAL PROCEDURES FOR CERTAIN TYPES OF MERCHANDISE

COVERAGE:

Includes material relating to liquidation of entries for merchandise requiring special liquidating procedures; i.e., antiques, Philippine articles, Cuban imports, and commodities subject to Foreign Assets Control.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

11 SUSPENDED LIQUIDATION

COVERAGE: Material relating to suspension of liquidation awaiting determination of admissibility of goods, production of missing documents, entries for warehoused goods under tariff rate quotas and IRS taxes.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

12 TAXES ON IMPORTS UNDER THE INTERNAL REVENUE CODE

COVERAGE: Includes material relating to excise taxes and compensating taxes.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

13 VERIFICATION OF LIQUIDATION

COVERAGE: Includes material relating to statistical verification procedures, Customs Statistical Manual, and transmittal of statistical documents.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Liquidation of Entries Quarterly Evaluation Report	T	CF 5511	2 years	D		
2	Statistical Manual						
	- record copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- files documenting amendments	P		UNTIL OBSOLETE	TR	RETAIN	
	- superseded editions	NR		None	D		
	- reference copy	T		UNTIL OBSOLETE	D		

14 WINES, DISTILLED SPIRITS, AND MALT BEVERAGES

COVERAGE: Includes material relating to the computation of revenue taxes on wines, distilled spirits, and malt beverages.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

15 OTHER SPECIAL DUTIES

COVERAGE: Includes material relating to special duties imposed by Presidential Proclamation; i.e., discriminating duties, surtaxes, false antiquity claims, etc.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to entry and Customs processing of foreign mail and parcels not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Dissatisfied Addresees	T		2 years	D		
2	Mail Statistics Work Sheets	T		2 years	D		
3	Penalty Mail Reports	T		2 years	D		
4	Post Office Support Records (Registered and Insured Mail, etc.)	T		1 year	D		
5	Statistical Reports on Mail Handled	T		2 years	D		
6	Warning Notice to Postmaster to Submit Parcel to Customs	T	CF 3441	2 years	D		

2 CONDITIONALLY FREE MERCHANDISE IN MAIL

COVERAGE: Includes material on gifts/designs/sketches/public documents arriving in mail, articles from insular possessions arriving by mail, authorization to deliver conditionally free mail, importations valued under $10.00 in mail, labels/labelling of tourist purchases.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Declaration for Free Entry of Gifts and/or Authorization to Postmaster to Deliver Mail Importation Conditionally Free of Duty	T	CF 3342	2 years	D		

3 DECLARATIONS AND INVOICES

COVERAGE: Includes material relating to declaration and invoicing requirements and procedures; i.e., foreign declarations, commercial invoices, multiple package shipments, notices to forward invoice, and notice of repeated failure to comply.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Notice to Importer of Shipment Held for Invoice	T	CF 3431	2 years	D		

4 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

5 EXPORTATIONS BY MAIL

COVERAGE: Includes material relating to requirements of exportation by mail under Customs supervision; i.e., exportation without payment of duty, waiver of right to withdraw parcel from mail, export entries/withdrawals for exportation.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

6 FORMAL ENTRY OF MAIL IMPORTATIONS

COVERAGE: Includes material relating to formal entry requirements for mail importation; i.e., value of shipment, notice of formal entry, splitting of shipments, sealed parcels containing articles valued over $250, Notices to U.S. Postal Service.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Correspondence Regarding Mail Importations	T			2 years	D				
2	Notice to Addressee of Arrival of Mail Shipment	T		CF 3509	2 years	D				

7 GOVERNMENT AND DIPLOMATIC MAIL

COVERAGE: Includes material on clearance of shipment via mail to officials/armed forces of foreign states, release of diplomatic mail, books for U.S. Government arriving in mail, parcel post marked for copyright, and prohibitions on merchandise in diplomatic pouches.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Clearance of Shipment for Armed Forces of Foreign Governments in Mails	T		2 years	D		
2	Diplomatic Release (Mail)	T		2 years	D		

8 INTERNAL REVENUE REQUIREMENTS

COVERAGE: Includes material relating to Internal Revenue requirements; i.e., use of tax stamps, notification to addressee, prepaid taxes, special examination and marking requirements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

9 MAIL ENTRIES

COVERAGE: Relates to requirements for mail entries; i.e., value of goods, unconditionally free goods, applicable duty rates, noncommercial shipments, and procedures for processing undeliverable parcels, uncollectable duties, etc.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Cross-reference Listing of File Copies	T	RCS-AM 5500	UNTIL SUPERSEDED	D		
2	Invalid Paid Mail Entry Claims	T	RCS-AM 0800	3 years	D		
3	Mail Entry Collection Report	T	RCS-AM 0101	3 years	D		
4	Mail Entry Consolidated Error List	T	RCS-AM 7506	3 years	D		
5	Mail Entry Exception List	T		3 years	D		
6	Mail Entry Forms Issue by Port	T	RCS-AM 1900	3 years	D		
7	Mail Entry Refunds Duplicate Listing	T	RCS-AM 2801	3 years	D		
8	Mail Entry Locator Listing	T	RCS-AM 5000	2 years	D		
9	Mail Entry (Record copy)	T	CF 3419	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
10	Mail Entry Schedule - Dutiable	T	POD 2932	3 years	TR	7 yrs. and 3 mos. (Record Group 217)	D
11	Mail Entry Schedule - Free	T	POD 2933	3 years	D		
12	Mail Entry Statement	T	RCS-AM 1403	3 years	D		
13	Mail Entry Statement Exception List	T	RCS-AM 1404	3 years	D		

9 MAIL ENTRIES (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
14	Mail Entry Statistical Report	T	RCS-AM 4601 4602	3 years	D		
15	Mail Entry Supporting List for Collections Report	T	RCS-AM 1002	3 years	D		
16	Mail Entry Void and Error Correction Card	T	CF 3420	3 years	D		

10 MILITARY MAIL

COVERAGE: Includes material on gifts/commercial shipments in military mail, mail arriving from Army/fleet post offices, transfer of military mail to the military, and military property received through the mail.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Declaration for Free Entry of Gifts and/or Authorization to Postmaster to Deliver Mail Importation Conditionally Free of Duty	T	CF 3342	3 years	D		
2	Military Police Receipt for Military Property Received Through Mails	T	19-31 Dept. of Army	2 years	D		

11 RESTRICTED AND PROHIBITED MERCHANDISE IN MAIL

COVERAGE: Includes material relating to fireworks, gold, alcoholic beverages, firearms, seizure and disposition of mail parcels, and prohibited items found in mail.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Disposition of Prohibited Items Found Moving in the Mail	T		2 years	D		
2	Release of Imported Firearms	T		2 years	D		

12 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

13 SEGREGATION AND EXAMINATION

COVERAGE: Includes material on segregation and screening of mail parcels, opening, repacking and sealing, and return to U.S. Postal Service after Customs examination.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Notice to Postmaster (of Dutiable Character of Package)	T	CF 3435	2 years	D		

1 GENERAL

COVERAGE: Includes material relating to organization and management of Customs activities and programs not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Hours of Service	T		2 years	D		
2	Reports, Minutes, etc., of Conferences and Staff Meetings	T		2 years	D		
3	Significant Activities Reports	P		5 years	TR	RETAIN	
4	Staff Meetings and Conferences at Bureau Headquarter's division or higher levels; agenda, minutes and supporting papers	P		5 years	TR	RETAIN	

2 CUSTOMS PLANS AND PROGRAMS

COVERAGE: Includes material relating to the evaluation of Customs plans and programs, field program standards, and reports of annual plans and goals.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Annual Plans and Goals; Reports, etc.									
	- Bureau Headquarters	P			RETAIN					
	- Field Offices	T			UNTIL OBSOLETE	D				

3 METHODS AND PROCEDURES STUDIES

COVERAGE: Includes material relating to studies of the methods and procedures of Customs programs and operations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Methods and Procedures Studies and Reports	P		5 years	TR	RETAIN	

4 MANAGEMENT SURVEYS

COVERAGE:
Includes material relating to field surveys and inspections, and operations officers; survey reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Evaluation Program Documents	T		3 years	D		
2	Field Surveys and Inspections; Reports and Follow-up	P		5 years	TR	RETAIN	
3	Operations Officers' Survey Report	P		5 years	TR	RETAIN	

5 STATISTICS

COVERAGE: Includes material on all Customs consolidated statistical reports; i.e., activity/operations/foreign trade/protest/appeals/seizures/vessel movement/ drawback payments/carrier and passenger entry/entry and liquidation transaction reports; trade zone activity, personnel statistics.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	All consolidated statistical reports (not specifically listed in this category) prepared at headquarters offices, port, district, region, bureau, etc. - original copy	P		5 years	TR	RETAIN	
2	Daily Report of Transactions	T		2 years	D		
3	Foreign Trade Reports	T	SM 705 FM 563 FT 900-E 900 985 986 600 975 780 790	1 year	D		
4	Passengers Arriving (By District)	T		5 years	TR	25 years	D
5	Quarterly Report of Invoices on Hand Over 30 Days	T	CF 5557	3 years	D		

6 LEGISLATION AND LEGISLATIVE LIAISON

COVERAGE: Includes material relating to bills before Congress, and appearance as witness before Congress.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Senate/House Bills Material Relating to Imports and Import Statistics	T			5 years	D				

7 MANAGEMENT IMPROVEMENT

COVERAGE: Includes material concerning cost reduction/management improvement reports, field inputs and reports to Treasury as outputs.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Cost Reduction/Management Improvement Progress Report	P		5 years	TR	RETAIN	
2	Cost Reduction/Management Improvement Report	P	CF 2	5 years	TR	RETAIN	
3	Report of Significant Projects	T		2 years	D		

8 MANPOWER UTILIZATION

COVERAGE: Includes material relating to abolishment of positions, work assignment schedules, establishment of additional positions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Employee Work Assignment Schedules	T		1 year	D		
2	Positions Abolished (Report)	T		2 years	D		
3	Position Management and Control Documents	T		2 years	D		
4	Staffing Studies Files	T		2 years	D		

9 ORGANIZATION AND POSITION MANAGEMENT

COVERAGE: Includes material relating to organization charts and reports, functional statements and staffing charts, reorganizations, field offices/region boundaries, and position management.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Federal Organizational Manual (Report)	P		RETAIN			
2	Functional and Staffing Charts (Record Copy)	P		RETAIN			
3	Organization Listings	T	RCS-BU 2000	2 years	D		
4	Organization Report	T		2 years	D		
5	Organization Studies	T		2 years	D		

10 PUBIC RELATIONS

COVERAGE: Includes material on improving services to the public, and requests from the public.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Appointment of Information Aides (Report)	T		1 year	D		
2	Biographical Files	T		RETAIN UNTIL UPDATED	D		
3	Courtesy of the Port Requests, VIP Instructions, etc.	T		1 year	D		
4	Improved Services to the Public Report	T		2 years	D		
5	Improving Communications and Contacts with the Public, Reports, etc.	T		2 years	D		
6	Information Services Project Case Files	T		1 year	D		
7	Interview Files	T		2 years	D		
8	Materials Relating to Public Relations; News Releases, Speaking Materials, etc.	P		4 years	TR	RETAIN	
9	Public Service Announcement Campaigns	P		RETAIN			

11 RELATIONSHIPS WITH OTHER AGENCIES

COVERAGE: Includes material on USAID activity/progress reports, disaster planning, Federal Executive Council matters, Immigration/Naturalization workload reports, minutes of conferences/meetings with other agencies.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Activity Reports (USAID Reports)	T		2 years	D		
2	Disaster Planning						
	- Originating Office Copy	P		RETAIN			
	- Reference Copy	T		UNTIL OBSOLETE/SUPERSEDED	D		
3	Federal Executive Council	P		RETAIN			
4	Immigration Workload Report	T	Immigration G22.1	2 years	D		
5	Minutes of Meetings with Other Agencies	P		RETAIN			
6	Monthly Weather Report	T	Weather Bureau WB-612-14	1 year	D		
7	Progress Report (USAID Report)	T		2 years	D		

12 MANAGEMENT RESEARCH

COVERAGE: Includes material relating to research to identify and evaluate new ideas, techniques, practices, systems and relationships for improving effectiveness of Customs operations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Bibliographies in Management Textbooks	T		3 years	D		

13 WORK MEASUREMENT

COVERAGE: Includes material relating to the gathering of statistical data on the measurement of work and manpower capabilities to provide guidelines to improve effectiveness of performance.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

14 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

15 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

16 PERFORMANCE MANAGEMENT SYSTEM

COVERAGE: Includes material relating to an analytical system for the evaluation and measurement of Federal program results within Customs, particularly the interdiction of narcotics and dangerous drugs.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	PMS Planning and Supporting Documents	P			5 years	TR		RETAIN		
2	Quarterly Reports to OMB on PMS	P			5 years	TR		RETAIN		

17 DELEGATIONS OF AUTHORITY

COVERAGE:

Includes all correspondence, directives, and significant documents relating to the process of delegation at all levels of the Customs Service for authority to appoint persons to certain positions, sign documents, make organizational changes, procure, travel and perform duties in other areas of responsibility.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Delegation of Authority Records	P			RETAIN					

1 GENERAL

COVERAGE: Includes material relating to marking, labeling, packing, and stamping of merchandise imported into the U.S. not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Merchandise Marking Requirements	T	CF 3475	2 years	D		
2	Notice of Redelivery - Markings, etc.	T	CF 4647	2 years	D		

2 MARKING AND LABELING - SPECIFIC COMMODITIES

COVERAGE: Includes material relating to special marking and labeling requirements for specific commodities and exceptions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Circularized Rulings Including Customs Information Exchange Materials Relating to Marking and Labeling						
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		

3 PACKING AND STAMPING

COVERAGE: Includes material relating to red strip stamps, packing and stamping for exportation of liquors/beer/cigarettes/distilled spirits/wines/malt beverages, and repacking and manipulation requirements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application to Ship Liquors of Puerto Rican Manufacture to the United States	T	IRS 487-B	3 years	D		
2	Cigarettes or Beer for Exportation	T	IRS 1689	3 years	D		
3	Importer's Basic Permit to Import Distilled Spirits, Wine, and Malt Beverages	T	IRS 1631	3 years	D		
4	Importer's Report of Strip Stamps	T	IRS 96	3 years	D		
5	Notice of Diversion of Red Strip Stamps for Imported Distilled Spirits	T	IRS 1627A	3 years	D		
6	Requisition for Red Strip Stamps	T	IRS 428	3 years	D		
7	Statement to Accompany Requisition for Red Strip Stamps to be sent Abroad	T	IRS 1627	3 years	D		

1 GENERAL

COVERAGE: Includes material relating to national defense/emergency preparedness matters not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Category Vessels, DOD Waivers	T		10 years	TR	40 years	D
2	Certification and Report of Customs Employees Who Are Members of the Ready Reserve	T		2 years	D		
3	Reserve Status Report (Key Employees)	T	DD 1286	2 years	D		

2 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 CIVILIAN DEFENSE

COVERAGE: Includes material relating to civil defense identification cards, vehicle civil defense markers, and CONELRAD Alert.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

4 CLASSIFIED DEVICES FOR EXAMINING CARGO AND BAGGAGE

COVERAGE: Includes material relating to classified devices used in examining baggage, cargo, and persons.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

5 CLASSIFIED INFORMATION

COVERAGE: Includes material relating to Confidential information, authority to classify information, security of classified information, and logs of classified material.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Log of Classified Material	P			RETAIN					

6 PORT SECURITY PROGRAM

OVERAGE: Includes material relating to matters of physical security of ports; i.e., fences, gates, buildings, equipment, building contents, protective personnel and devices.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 RELOCATION PROGRAM

COVERAGE: Includes material on mobilization matters, relocation cadres, emergency preparedness, vital records protection, and emergency Civil Service registration.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Emergency Preparedness (Report)	T		2 years	D		
2	Emergency Relocation Plan						
	- Originating Office Copy	P		RETAIN			
	- Reference Copy	T		UNTIL OBSOLETE/ SUPERSEDED	D		
3	Relocation Cadres for the Washington Headquarters	T		2 years	D		
4	Vital Records Protection Status Report	T	GSA 2034 GSA 2035	2 years	D		

8 OTHER DEFENSIVE MEASURES

COVERAGE: Includes material relating to Atomic Weapons Materials Act; strategic information, and shipments to offices and personnel in Soviet bloc countries.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES.

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Shipments to Offices and Personnel of Soviet-bloc Countries	T		2 years	D		

1 GENERAL

COVERAGE: Includes material on all administration and operation matters of the Customs personnel program not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTRO (D)
- TRANSF R TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Civil Service Commission Inspections material	T			UNTIL SUPERSEDED	D				

2 CONDUCT AND SUITABILITY

COVERAGE: Includes material on complaints against Customs personnel, confidential statements of employee financial interests, adverse actions/appeals, outside emplo-ment, nonsensitive position investigations, prohibited activities. (Also see SEC 4 for reassignment, supervision, and termination of personnel for security reasons.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Adverse Actions	T		1 year	TR	15 years	D
2	Complaints Against Customs Personnel	T		1 year	D		
3	Confidential Statement of Employees and Financial Interest	T	TD 3087	2 years after employee leaves position/ agency	D		
4	Disciplinary Action Against Customs Employees	T		5 years	TR	15 years	D
5	Employee Appeals	T		5 years	TR	15 years	D
6	Employee's Application to Engage in Outside Employment	T	CF 3031	3 years	D		
7	Holding State or Local Offices	T		3 years	D		
8	Investigation of Non-sensitive Positions	T		RETAIN while employee is employed		NOT COVERED (See FPM Ch. 736, Sub. Ch. 5-2)	
9	Letters of Indebtedness	T		3 years	D		
10	Policital Activities of Federal Employees	T		3 years	D		
11	Report of Personnel Conduct Investigation	T	CF 4627	5 years	TR	15 years	D
12	Tax Checks	T	TD 4002	4 years	D		

3 EMPLOYEE DEVELOPMENT

COVERAGE: Includes material on training; i.e., intern programs, upward mobility, employee skills/interests surveys and inventories, MUST Program, firearms/general agents/language/interagency training programs, and training material and courses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Skills Inventory	T		3 years	D		
2	Employee Skills and Interest Survey	T	CF-3	UNTIL SUPERSEDED	D		
3	Employee Skills and Interest Updating Survey	T	CF-4	UNTIL SUPERSEDED	D		
4	Interagency Training	T		3 years	D		
5	MUST Program	T		3 years	D		
6	Report of Appointment	T	CF-7	1 year	D		
7	Reports Related to Employee Development and Training	T		3 years	D		
8	Small Arms Qualifications (Report)	T		1 year	D		
9	Training Chart	T	CF-11	3 year	D		
10	Training Material and Courses for Customs Employees	P		RETAIN			
11	Training Summary	T	CF 6007	3 years	D		

4 EMPLOYEE RELATIONS AND SERVICES

COVERAGE: Includes material on health/life insurance, injury/unemployment/disability compensation, employee-management cooperation, reemployment rights, Veterans' Preference, retirement/social security, professional societies/associations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Accident Prevention Program	T		2 years	D		
2	Annual Report of Accident Prevention	T		2 years	D		
3	Application for Augmented Compensation for Disability	T	CA-4a	2 years	D		
4	Application for Motor Vehicle License	T	TD 2770	2 years	D		
5	Career and Conditional Employment	T		Until 30 days after Separation of Emp.	TR	See GRS 1, Item 1.	D
6	Claim for Compensation on Account of Injury	T	CA-4	Until 30 days after Separation of Employee	TR	See GRS 1, Item 1.	D
7	Employee Appointments	T		See GRS 1, Items 4 and 5			
8	Employee's Report of Injury or Disease	T	CA-1	2 years	D		
9	Employment of Experts	T		2 years	D		
10	Excepted Service in Military	T		2 years	D		
11	Grievances	T		5 years	TR	15 years	D
12	Health Program records	T		3 years	TR	3 years	D
13	Health Record Case Files	T		6 years	D		

4 EMPLOYEE RELATIONS AND SERVICES (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
14	Investigation Report of Motor Vehicle Accident	T	SF 91-A	2 years	TR	4 years	D
15	Job Evaluation Under Prevailing Rate System	T		2 years	D		
16	Life Insurance	T		4 years	D		
17	Notice of Claim	T	SF 96	2 years	D		
18	Obligations and Draft Deferments	T		1 year	D		
19	Official Superior's Report of Accident	T	CA-2	2 years	TR	4 years	D
20	Operator's Report of Motor Vehicle Accident	T	SF 91	2 years	TR	4 years	D
21	Physical Fitness Inquiry for Motor Vehicle Operators	T	SF 47	2 years	D		
22	Reduction in Force	T		2 years	D		
23	Reemployment Rights	T		2 years	D		
24	Report of Accident Other than Motor Vehicle	T	SF 92-A	2 years	TR	4 years	D
25	Report of Termination of Injury	T	CA-3	2 years	D		
26	Request for Treatment of Injury Under U.S. Compensation Act	T	CA-16	4 years	D		
27	Request for Treatment When Cause of Injury in Doubt	T	CA-17	4 years	D		
28	Restoration of Employment after Military Duty	T		2 years	D		

4 EMPLOYEE RELATIONS AND SERVICES (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
29	Safety; Personnel	T	TD 2748	2 years	D		
30	Separations - Nondisciplinary Suitability	T		3 years	D		
31	Statement of Witness	T	SF 94	2 years	D		
32	Supervisor's Report of Accident (Other than Motor Vehicle)	T	SF 92	2 years	TR	4 years	D
33	Time and Attendance Report and Daily List of Absentees	T	CF 3013	3 years	D		
34	Unemployment Compensation	T		2 years	D		

5 IN-SERVICE PLACEMENT

COVERAGE: Includes material on Merit Promotion Plan, economic/educational opportunity programs, mutual transfers, internal placements, vacancy/selection notices, and promotion examinations/registers.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Federal Participation in Economic and Educational Opportunity Programs (Report)									
	- Feeder reports	T			2 years	D				
	- Consolidated report	P			RETAIN					
2	Merit Promotion Plan	T			2 years	D				
3	Mutual Transfers	T			2 years	D				
4	Notice of Selection	T			1 year	D				
5	Position Vacancy Notices	T			1 year	D				
6	Promotions and Internal Placement	T			2 years	D				
7	Promotion Register	T			2 years	D				

6 LEAVE

COVERAGE: Includes material on various types of leave requirements, procedures, reports and documentation; i.e., administrative/sick/annual/compensatory/advance/court leave, leave without pay, applications/records of leave, leave itinerary and time/attendance records.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Application for Leave	T		SF 71	1 year (Except for leave taken immediately prior to separation)	D TR		a 10 years after date of last entry or: b Retain with Official Personnel Folder.		D D
2	Customs Employees Appearing as Witnesses in Court	T			2 years	D				
3	Leave Record	T		SF 1137	3 years	TR		See GRS 2, item 9		D
4	Record of Compensatory Leave	T		TD 2788	3 years	D				
5	Record of Leave Date Transferred	T		SF 1150	2 years	D				
6	Time and Attendance	T		TD 2384 SF 1136	3 years	D				

7 PERFORMANCE EVALUATION PROGRAM

COVERAGE: Includes material relating to ratings, appeals to performance evaluation ratings, and personnel evaluation profiles.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Certification of Annual Assignment of Performance Rating	T		CF 3001	3 years	D				

8 PERSONNEL MANAGEMENT

COVERAGE:
-- Includes material relating to evaluation of field personnel operations, personnel management evaluation plans and progress reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Personnel Management Evaluation Plan	T		3 years	D		
2	Personnel Progress Report	T		3 years	D		

9 PERSONNEL NEEDS; FORCE REQUIREMENTS

COVERAGE: Includes material relating to the essentiality of positions, and to ceiling authorizations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Certificate of Essentiality	T		2 years	D		
2	Personnel Ceiling Authorization	T		3 years	D		
3	Seasonal Personnel Authorization	T		3 years	D		

10 PERSONNEL RECORDS AND REPORTS

COVERAGE: Includes material on accessions/separations/vacancies, salary distribution, grade structure, overtime, women employees, youth opportunity, personnel background/histories/evaluation files.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Employee Record	T	SF-7-B	UNTIL EMPLOYEE SEPARATES/ TRANSFERS	D		
2	Official Personnel Folder (Including all documents and records listed in Appendix A, Chapter 293, Federal Personnel Manual)	T	SF 66	Retain while employee is employed. Transfer to: National Personnel Records Center (NPRC), (CPR), St. Louis, Mo., 30 days after employee is separated. (Also see: Federal Personnel Manual 293).	TR	75 years after birth of employee or 60 years after date of earliest document in folder if date of birth cannot be ascertained, provided employee has been separated for at least five years.	
3	Personnel Evaluation Profile (GS-1811)	T	CF 6	5 years	TR	25 years	D
4	Service Record Card	T	SF-7	3 years after separation/ transfer	D		
5	All other Personnel Records and Reports not specifically listed in this category	T		2 years (See GRS-1)	D		

11 PERSONNEL ACTIONS, EXCEPT IN-SERVICE PLACEMENT

COVERAGE: Includes material on corrective actions, notification of request for personnel action, retirement reports, Presidential Appointments, reduction-in-force separations, Whitten Amendment policies and instructions. (Also see PER 5, In-Service Placement, for more specific reference on certain internal personnel activities.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Appointments of Key Customs Officers	T		UNTIL SUPERSEDED	D		
2	Corrective Action	T		1 year	D		
3	Merit Promotion Selections	T	CF 61	2 years	D		
4	Notification of Personnel	T	SF 50	See GRS 2, Item 11			
5	Request for Personnel Action	T	SF 52	2 years	D		
6	Retirement Reports and Registers	T		4 years	D		

12 RECRUITMENT AND SELECTION, EXCEPT IN-SERVICE PLACEMENT

COVERAGE: Includes material on information for new employees; i.e., qualifications, requirements, testing, certification of eligibility, applications, veterans' readjustment appointments, reemployment reserve list, recruitment sources/drives/literature, CSC list of active register.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Applicants Resume File	T		2 years	D		
2	Certificates of Eligibles	T		2 years	D		
3	Qualifications for Specific Positions	T		2 years	D		
4	Request for Certification	T	SF 39	2 years	D		
5	Selection through Competitive Examination	T		2 years	D		
6	Travel and Transportation for Recruitment and Internal Placement	T		2 years	D		

13 SPECIAL INCENTIVES AND AWARDS

COVERAGE: Includes material on letters of appreciation, commendations, employee suggestions, performance/length of service/retirement awards, and special awards and citations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Acknowledgement of Suggestion	T	TD 4010	2 years	D		
2	Action on Suggestion	T	TD 4008 (reverse)	2 years	D		
3	Employee Suggestion	T	TD 4008	2 years	D		
4	Incentive Awards Program Annual Report	T	SF 69	3 years	D		
5	Monthly Suggestion Status Report	T		3 years	D		
6	Recommendation for Special Action or Service or Superior Performance Award	T	TD 4009	3 years	D		
7	Special Citations and Awards	T		3 years	D		

14 PAY ADMINISTRATION

COVERAGE: Includes material relating to pay adjustments, premium pay, payroll coding, ax checks, compensation payments, allowances and differentials, pay rates and sys-cems, salary limitations, and uniform-allowance payments.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Allowances and Differentials Payable in Foreign Areas	T		3 years	D		
2	Allowances for Uniform	T		3 years	D		
3	Overseas Allowances and Post Differentials	T		3 years	D		
4	Pay Adjustment - Wage Board Employees	T		2 years	D		
5	Pay Administration	T		2 years	D		
6	Payroll Coding	T		2 years	D		
7	Pay Rates and Systems	T		2 years	D		
8	Pay Under the Classified Act System	T		2 years	D		
9	Request, Authorization and Report for Overtime and Holiday Pay, Act of 1945	T	CF 4815	3 years	D		
10	Request for Tax Check	T	TD 4002	3 years	D		
11	Step Increases	T	SF 1126	2 years	D		
12	Payroll Adjustment Request	T	CF 120	2 years	D		

15 CLASSIFICATION OF POSITIONS

COVERAGE: Includes material relating to position descriptions, position descriptic maintenance reviews, supergrade positions, General Schedule, wage systems, administrative pay plans, foreign service local positions, and classifications under other systems.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

DESTROY (D)
TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Classification Appeals	T		UNTIL SUPERSEDED	D		
2	Classification Under Other Systems	T		2 years	D		
3	Cancelled Position Description	T	OF-8	5 years	D		
4	Positions Maintenance Review	T		5 years	D		
5	Supergrade Report	T		2 years	D		
6	Whitten Amendment Report	T		2 years	D		

16 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

COVERAGE: Includes material relating to contract compliance, and to EEO Program reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Program Summary Report	P		2 years	TR	RETAIN	
2	Contract Subject to Reporting Requirements Under EO 11246	T		2 years	D		
3	EEO Monthly Contract Compliance Report	T		2 years	D		
4	Reports Related to the Equal Employment Opportunity Program	T		2 years	D		
5	Quarterly Narrative Report on Women	T		2 years	D		
6	Youth Opportunity Program Reports, Case Files, etc.	T		2 years	D		

17 LABOR-MANAGEMENT RELATIONS

COVERAGE: Includes materials dealing with employee organizations, union matters such as unit recognition, representation, conflicts, collective procedures, negotiated rights/benefits, etc.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR) (NR)
- TEMPORARY RECORD VALUE (T) (T)
- PERMANENT RECORD VALUE (P) (P)

DISPOSITION CODES:

- DESTROY (D) (D)
- TRANSFER TO FRC (TR) (TR)

ITEM NO	ITEM NO	RECORD DESCRIPTION	RECORD VALUE	VC ARTIFACT IDENTIFICATION	FORM NO	RETENTION LOCATION	DISPOSITION CODE	DISPOSITION CODE	RETENTION AFTER FRC	DISPOSITION CODE	DISPOSITION CODE
1		Contingency Planning	T			5 years	D	D			
2		Exclusive Recognition	P			RETAIN					
3		Grievances	T	T		3 years	D	D			
4		Labor-Management Relations Training	T	T		3 years	D	D			
5		National Consultation Rights	T	T		5 years	D	D			
6		Negotiated Agreements	P	P		RETAIN					
7		Reports of Significant Activities	T	T		3 years	D	D			
8		Unfair Labor Practice Charges	P	P		RETAIN					

18 SPECIAL EMPHASIS PROGRAMS

COVERAGE: Includes material relating to individual programs with special employment procedures prescribed by the Civil Service Commission and by Executive Orders.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to public information matters not covered by any other secondary subjects under this category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

2 MEDIA CONTACTS

COVERAGE: Includes material relating to all contacts with the news media.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 PHOTOS

COVERAGE: Includes material relating to stills, slides, and motion pictures.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

4 INFORMATION SERVICE PROJECTS

COVERAGE: Includes background material and clippings on major current Customs information activities.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to planning and research programs and special studies not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

2 PLANNING - PROGRAMMING - BUDGETING SYSTEM

COVERAGE: Includes material relating to procedures, requirements, goals, and reports of the Planning - Programming - Budgeting System and provisions for the collection, review and evaluation of PPBS data.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Planning - Programming - Budgeting System Reports	P		3 years	TR	RETAIN	

3 CUSTOMS RANDOM TIME SAMPLING SYSTEM

COVERAGE: Includes material concerning the Customs Random Time Sampling System, its operating procedures and reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	All Customs Random Time Sampling System Reports	T		2 years	D		

4 OPERATIONS RESEARCH AND SYSTEMS DEVELOPMENT

COVERAGE: Includes material relating to the use of the scientific method, especially mathematical models, to solve operational problems in Customs.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to the U.S. Customs Court; i.e., appeals and protests to court decisions not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Applications Filed Under Section 520, Tariff Act of 1930	T		3 years	D		
2	Customs Court Appeal Decisions	P		RETAIN			
3	Transmittal Card for Sample for Protest or Reappraisement	T	CF 6433	3 years	D		

2 PROTESTS

COVERAGE: Includes material relating to protests; i.e., reports of information relative to protests, powers of attorney to file protests, antidumping protests and stipulations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Control Copy of Formal Protest	T		3 years	D		
2	Customs Protest and Summons Information Report	T	CF 6445	3 years after final court action	D		
3	Protest	T	CF 19	3 years after final court action	D		
4	Report of Collector on Protest	T	CF 4297	3 years	D		
5	Report of Information Relative to Protests	T	CF 4299	3 years	D		
6	Report of Protest	T		3 years	D		

3 PROTEST ON VALUE

COVERAGE: Includes material relative to protest on value of merchandise, notices of advance, formal appeals, indices of appeals, notices of appraisement or reappraisement.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Appeal of Collector of Customs or Consignee for Reappraisement by a Judge of the U.S. Customs Court	T	CF 4305	3 years	D		
2	Appeals Ledger	P	CF 4339	RETAIN			
3	Control Copy of Formal Appeal	T		3 years	D		

4 APPLICATION FOR REVIEW

COVERAGE: Includes material relating to requirements, procedures, form and limitations on filing applications for review, appeals and protests; i.e., administrative review, judicial review, limits on discussion, stipulations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Application for Further Review of Protest	T		CF 20	3 years	D				

1 GENERAL

COVERAGE: Includes material relating to administrative and operating procedures concerning entry of merchandise subject to quota, quota priorities, proclamations and reports, tariff rates and trade agreements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Report of Commodities Imported Under the Quota Provisions of Trade Agreements	T	CF 3161	3 years	D		
2	Wax Importations	T		3 years	D		

2 SPECIFIC QUOTAS BY COMMODITY

COVERAGE: Includes material concerning individual commodities for which specific quotas have been established.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

1 GENERAL

COVERAGE: Includes material relating to restricted and prohibited importation/exportation of certain commodities not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

2 RESTRICTED AND PROHIBITED MERCHANDISE - SPECIFIC COMMODITIES

COVERAGE: Includes material concerning restricted and prohibited importation/exportation of specific commodities.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Atomic Energy Commission Import and Export Licenses	T		RETURN TO ISSUING AGENCY WHEN EXPIRED			
2	Declaration of Importation of Animals	T	ANH-17-29	3 years	D		
3	Declaration of Importation of Horses	T	AIQ-29	3 years	D		
4	Import License	T	USDA FAS 203	RETURN TO ISSUING AGENCY WHEN EXPIRED			
5	Import Meat and Meat Products	T	MI 410	3 years	D		
6	Importation of Motor Vehicles Subject to Federal Motor Vehicle Safety Standards	T	HS-7	3 years	D		
7	Notice of Food and Drug Shipment	T	FD 755	2 years	D		
8	Notice of Food and Drug Shipments in Mails (Detention Notices)	T	FD 777	2 years	D		
9	Notice of Food and Drug Shipments in Mails (Notice of Release)	T	FD 772(a)	2 years	D		
10	Notice of Food and Drug Shipment in Mails (Release Notice)	T	FD 779	2 years	D		

2 RESTRICTED AND PROHIBITED MERCHANDISE - SPECIFIC COMMODITIES (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
L1	Notice of Sampling	T		2 years	D		
L2	Notice to Owners/Import of Dogs	T	PHS 2963	2 years	D		
L3	Office of Domestic Gold and Silver Operations (Gold Regulations)	T	Form 310	2 years	D		
L4	Oil Import Record	T	TC 611	3 years	D		
L5	Plant and Plant Products Refused Entry	T	PQ 906	2 years	D		
L6	Plant Quarantine Report	T		2 years	D		
L7	Report of Seizure or Detention of Gold and Gold Articles	T		2 years	D		
18	Tea Chop List and Release Permit	T	FD 1	2 years	D		

3 CONVICT LABOR

COVERAGE: Includes material relating to restrictions and prohibitions against the importation of merchandise produced by convict, indentured or forced labor.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Reports of Findings Concerning Use of Convict, Forced, or Indentured Labor	T		5 years	TR	5 years	D

16 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

COVERAGE: Includes material relating to contract compliance, and to EEO Program reports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Program Summary Report	P		2 years	TR	RETAIN	
2	Contract Subject to Reporting Requirements Under EO 11246	T		2 years	D		
3	EEO Monthly Contract Compliance Report	T		2 years	D		
4	Reports Related to the Equal Employment Opportunity Program	T		2 years	D		
5	Quarterly Narrative Report on Women	T		2 years	D		
6	Youth Opportunity Program Reports, Case Files, etc.	T		2 years	D		

4 COMMODITY CREDIT CORPORATION EXPORTS

COVERAGE: Includes material concerning restricted and prohibited importation of commodities exported under the Commodity Credit Corporation export program.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

5 FOREIGN EXCESS PROPERTY

COVERAGE: Includes material concerning restricted importation of foreign excess property.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

6 DISCRIMINATING COUNTRIES, MERCHANDISE FROM

COVERAGE:

Includes material concerning restricted and prohibited importation of merchandise from countries which discriminate against the United States.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

7 MAIL CONVEYED CONTRARY TO LAW

COVERAGE: Includes material concerning restricted and prohibited importation of mail conveyed contrary to law, such as letters enclosed in freight and express shipments from foreign countries.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 MUTUAL DEFENSE AGREEMENTS, EXPORTATIONS UNDER

COVERAGE: Includes material relating to restricted exportation under the Mutual Defense Agreements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

9 UNFAIR COMPETITION, MERCHANDISE INVOLVED IN

COVERAGE: Includes material relating to restricted and prohibited importation of merchandise involved in unfair competition by reason of claimed patent infringement and as described by the Federal Trade Commission Act.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Circularized rulings including CIE materials relating to unfair competition						
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		

10 FOREIGN ASSETS CONTROL, MERCHANDISE SUBJECT TO

COVERAGE: Includes material relating to restricted importation of merchandise licensed or authorized by the Office of Foreign Assets Control.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Licenses	T		Return to Issuing Agency When Expired			

'1 OBSCENE OR SEDITIOUS MATERIAL; ABORTIFACIENTS

VERAGE: Includes material concerning prohibited importation of merchandise or publications which may by obscene, immoral, seditious or treasonous; prohibited abortifacients; disposition of forfeited obscene material, and contested cases.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Circularized rulings including CIE materials relating to obscene or seditious material						
	- Record Copy	P		UNTIL OBSOLETE	TR	RETAIN	
	- Reference Copy	T		UNTIL OBSOLETE	D		
2	Records of Litigation under 19 U.S.C 1305	T		UNTIL 1 YEAR after conclusion of court case	TR	2 years	D

12 LIQUOR

COVERAGE: Includes material regarding restricted and prohibited importation of alcoholic beverages and their transportation to/importation into states.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Circularized instructions regarding state liquor laws and regulations									
	- Record Copy	P			UNTIL OBSOLETE	TR		RETAIN		
	- Reference Copy	T			UNTIL OBSOLETE	D				

13 FIREARMS AND AMMUNITION

COVERAGE: Includes material concerning restricted and prohibited importation of firearms and ammunition, and applications for license for those articles.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for License for Firearms	T		3 years	D		

14 EXPLOSIVES AND EXPLOSIVE DEVICES

COVERAGE: Includes material regarding restricted and prohibited importations of explosives and explosive devices and their transportation to or importation into states.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

1 GENERAL

COVERAGE: Includes material relating to Customs security and the transmission/handling/safeguarding of classified material; guard assignment/service control, and emergency plans not covered by any other secondary subjects under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Emergency Plan Test Files	P		RETAIN			
2	Guard Assignment Files	T		3 years	D		
3	Guard Service Control Files	T		1 year	D		
4	Security Classification Files	T		2 years	D		
5	Top Secret Document Accounting Files	T		5 years after documents shown on forms are downgraded/transferred/destroyed	D		

2 ROSTER OF SENSITIVE POSITIONS AND INCUMBENTS (CRITICAL AND NONCRITICAL)

COVERAGE: Includes material relating to a roster of positions, either critical or noncritical, determined to be sensitive, and the names of the incumbents of those positions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 CLEARANCE (TOP SECRET, SECRET, CONFIDENTIAL, CRYPTO, COSMIC AND "Q")

COVERAGE: Includes material relating to the varying degrees of security clearances (TOP SECRET, SECRET, CONFIDENTIAL; CRYPTO, COSMIC AND "Q"), ACCESS TO CLASSIFIED FILES AND PERSONNEL SECURITY CLEARANCE CASES.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Access to Classified Information Files	T		2 years	D		
2	Personnel Security Clearance Case Files	T		5 years	TR	25 years	D

4 REASSIGNMENT, SUSPENSION, AND TERMINATION

COVERAGE: Includes material on the reassignment, suspension and termination of Customs personnel as a result of security considerations.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

5 FORMS, FILES AND RECORDS

COVERAGE: Includes material pertaining to the design and maintenance of security related forms, files and records, e.g., classified documents inventory.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Classified Document Inventory Files	T			2 years	D				

6 SECURITY AND AUDIT

COVERAGE: Includes material relating to investigations conducted in the areas of Personnel Derelictions and EEO complaints, Federal Tort Claims and full field investigations; security surveys regarding the storage and protection of classified information and investigations regarding loss, compromise or leakage of such information.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

7 SECURITY INSPECTIONS

COVERAGE: Includes material concerning the inspection of Customs facilities and property for security purposes and the investigation of fires, accidents, and explosions.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Facilities Survey and Inspection Files	T		3 years	D		
2	Fire, Accident and Explosion Investigation Files	T		2 years	D		
3	Security Violation	T		Until 2 years after completion of corrective/disciplinary action	D		

1 GENERAL

COVERAGE: Includes material relating to entry, sampling, weighing, and testing of certain commodities which are not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

2 SPECIAL PROCEDURES - SPECIFIC COMMODITIES

COVERAGE: Includes material relating to such commodities as cotton, ores and crude metals; petroleum products; coffee; wool and hair; sugars, syrups, and molasses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Abstract of Manufacturing Records (Wool or Hair)	T	CF 7531-B	3 years	D		
2	Certificate of Origin (Coffee Grown in U.S.)	T	CF 4470	3 years	D		
3	Certificate of Re-Export (Coffee grown in Country Other than U.S.)	T	CF 4469	3 years	D		
4	Importations of Offshore Refined Sugar and Molasses (Report)	T		2 years	D		
5	Invoice Details for Cotton Fabrics and Linens	T	CF 5519	3 years	D		
6	Notice of Percentage Clean Yield and Grade of Wool or Hair	T	CF 6451	2 years	D		
7	Petroleum Gauging Activities (Report)	T		3 years	D		
8	Status of Coffee Stamps Used (Report)	T		2 years	D		
9	Sugar Sample Can Ticket	NR	CF 6469	NONE	D		
10	Transfer Certificate of Wool or Camel Hair Imported Conditionally Free of Duty under Item 306.00, TSUS, or Wastes, Noiles, or Yarns Produced Therefrom	T	CF 7531-A	3 years	D		

1 GENERAL

COVERAGE: Includes material relating to measuring/gauging/sampling/weighing merchandise not covered by any other secondary subject under this primary category; i.e., bottling tank inventories, emission spectograph samples and product formulae.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Batch Record	T			3 years	TR		7 years	D	
2	Bottling Record	T			3 years	TR		7 years	D	
3	Bottling Tank Inventory	T			3 years	TR		7 years	D	
4	Operations Report of Division of Technical Services	T			2 years	TR		8 years	D	
5	Product Formulae	T			2 years	TR		8 years	D	
6	Quarterly Report on Raw Sugar	T			2 years	TR		8 years	D	
7	Sample Logs	T			2 years	TR		8 years	D	
8	Summary Record Cards (Special Commodities)	T			2 years	TR		8 years	D	

2 MEASURING, GAUGING, SAMPLING, AND WEIGHING

COVERAGE: Includes material relating to Measuring, Gauging, Sampling and Weighing techniques.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Annual Report of Weighing Equipment	T	CF 6033	3 years	D		
2	Annual Test of Weighing Equipment	T		3 years	TR	5 years	D
3	Certificate of Weight, Gauge, or Measure of Merchandise	T	CF 5987	3 years	D		
4	Customs Gauge Report	T	IRS 696	3 years	D		
5	Dock List of Daily Sampling	T	CF 6483	1 year	D		
6	Import Sample Report	T	FD 784	2 years	D		
7	Notice of Damage, Shortage, or Samples Retained and Notice to Call for Samples	T	CF 6423	3 years	D		
8	Record of Samples Received	T		2 years	TR	8 years	D
9	Report of Weight, Gauge or Measure	T	CF 6001	3 years	D		
10	Tank-Farm Plans, Gauging Tables, etc.	P		RETAIN			
11	Technical Services Sample Information Cards	P		RETAIN			

3 (RESERVED)

COVERAGE:

RECORD RETENTION VALUES
& RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

4 CUSTOMS LABORATORIES

COVERAGE: Includes material relating to the operation and function of the individual laboratories; e.g., Customs laboratory reports, imports sample testing, workload analysis, technical information on equipment, and instruments. (See CLA 2 Commodity Classification in regard to the classification and product specifications for individual commodities.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Customs Laboratory Record Card	T	CF 6485	5 years	TR	15 years	D
2	Customs Laboratory Record Card for Coal-Tar Colors, Dyes, etc.	T	CF 6486	5 years	TR	15 years	D
3	Customs Laboratory Report (Annually)	P	TS 8	5 years	TR	RETAIN	
4	Customs Laboratory Report (Monthly)	T	TS 8	2 years	TR	8 yrs. and 3 mos.	D
5	Laboratory Report	T	CF 6415	2 years	TR	3 years	D
6	Laboratory Report; Coal-Tar Colors, Dyes, etc.	T	CF 6418	2 years	TR	3 years	D
7	Records of All Receipts and Disbursements of Controlled Drugs	T		3 years	TR	7 yrs. and 3 mos.	D
8	Sugar Control Laboratory Record	T		3 years	D		

1 GENERAL

COVERAGE: Includes material relating to entry/withdrawal of merchandise, baggage, and household effects for transportation in bond not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	ADP in Bond	T		RCS-IB 46	3 years	D				
2	Application and Permit to Manipulate, Examine, Sample or Transfer Goods in Customs custody	T		CF 3499	3 years	D				
3	Batch Control Total Recap	T		RCS-IB 0203	3 years	D				
4	Consolidated Error List In-Bond Shipments	T		RCS-AR 7506	3 years	D				
5	Cross-Reference Listing of In-Bond Numbers by Code of Port Receiving Shipment	T		RCS-IB 2800	3 years	D				
6	Duplicate Error Card Listing	T		RCS-IB 0202	3 years	D				
7	Forms Issue Range Listing	T		RCS-IB 1400	3 years	D				
8	In-Bond Consolidated Error List	T		RCS-IB 7506	3 years	D				
9	In-Bond Statistical Summary by Port	T		RCS-IB 2200	3 years	D				
10	In-Bond Transaction Report	T		RCS-IB 0201	3 years	D				
11	Incorrect In-Bond Numbers	T		RCS-IB 0600	3 years	D				
12	Invalid In-Bond Transactions	T		RCS-IB 1800	3 years	D				

2 BAGGAGE AND HOUSEHOLD EFFECTS

COVERAGE: Includes material relating to the forwarding of baggage and household effects for transportation in bond; i.e., in-transit to foreign countries, to another port of entry, through foreign territory.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	In-Transit Baggage Card	T	CF 7524	1 year	D		
2	In-Transit Baggage Tag	T	CF 6049	1 year	D		
3	Manifest of Baggage Shipped in Bond	T	CF 7520	2 years	D		

3 EXPORTATION FROM CUSTOMS CUSTODY

COVERAGE: Includes material relating to the exportation of merchandise of which duties have been paid and which has remained continuously in Customs custody since importation.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D

4 EXPORTATION UNDER WAREHOUSE WITHDRAWALS FOR TRANSPORTATION

COVERAGE: Includes material relating to the exportation of merchandise which has been entered into a warehouse and which has been withdrawn solely for exportation.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D

5 IMMEDIATE EXPORTATION

COVERAGE: Includes material relating to the exportation of merchandise arriving at and exported from the same port.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D

6 IMMEDIATE TRANSPORTATION WITHOUT APPRAISEMENT

COVERAGE: Includes material relating to merchandise moved from the port of arrival or from general order to another port for entry and appraisement, or other disposition.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D

7 SPECIAL MANIFESTS

COVERAGE: Includes material relating to transportation in bond other than by common carrier.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 TRANSPORTATION AND EXPORTATION

VERAGE: Includes material relating to the movement of merchandise exported at a port other than the port of arrival.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D

9 WAREHOUSE AND REWAREHOUSE WITHDRAWALS FOR TRANSPORTATION

COVERAGE: Includes material relating to warehouse withdrawals for transportation to another port for entry.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D

10 WAREHOUSE WITHDRAWALS FOR EXPORTATION OR FOR TRANSPORTATION AND EXPORTATION

COVERAGE: Includes material relating to the withdrawal of goods from warehouse for direct exportation or transportation in bond to another port for exportation.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Notice of Removal of Tobacco Products from Warehouse for Export	T	IRS 2150	2 years	D		
2	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	T	CF 7512	2 years	TR	3 years	D
3	Withdrawal for Export	T	IRS 206	2 years	D		

1 GENERAL

COVERAGE: Includes material relating to the entry, clearance, and operation of vessels in the foreign, domestic and coastwise trades not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
	NOTE: ALL RECORDS RELATING TO THE DOCUMENTATION OF VESSELS SHOULD BE TRANSFERRED TO THE U. S. COAST GUARD						
1	Discrepancy Report and Declaration	T	CF 5931	3 years	TR	5 years	D
2	Marine Activity Monthly Report	T	CF 3065	2 years	D		
3	Precedent Files Relating to Vessels	P		RETAIN			
4	Logbook's of Customs Vessels	P		RETAIN			

2 LEGISLATION AND WAIVERS

COVERAGE: Includes material relating to legislation and waivers as they refer to marine activity.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

3 COASTWISE TRADE

COVERAGE: Includes material on vessels entitled to engage in coastwise trade, and requirements/controls of coastwise trade.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Permit to Proceed	T	CF 1385 CF 1300	5 years	D		

4 YACHTS AND PLEASURE BOATS

COVERAGE: Includes material concerning yachts, pleasure boats and their licensing, and licensing of foreign-flag yachts to cruise in U.S. waters.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for Cruising License	T		1 year	D		
2	Arrival of Private Aircraft and Yachts	T	Dept. of Justice NW-221	3 years	D		
3	License to Foreign-Flag Yacht to Cruise on the Waters of the U.S.	T		1 year	D		

5 ENTRANCE AND CLEARANCE

COVERAGE: Includes material on the arrival, entrance and clearance of vessels.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Boarding/Dock Pass	T	CF 3093	2 years	D		
2	Certificate of Discharge (Pratique)	T	PHS 122	5 years	D		
3	Clearance of Vessel in the Foreign Trade Zone	T	CF 2130	5 years	D		
4	Combined Inspector's Certificate of Sealing Vessel's Stores; Certificate of Release from Under Seal; Application of Master	T	CF 3203	5 years	D		
5	Daily Record of Entry of Vessels in Foreign Trade	T	CF 3167	2 years	D		
6	Declaration of Foreign Repairs to Vessels or Aircraft	T	CF 3415	5 years	D		
7	Discrepancy Report and Declaration	T	CF 5931	5 years	D		
8	Entrance of Vessel in the Foreign Trade	T	CF 2131	5 years	D		
9	General Declaration	T	CF 1301	5 years	D		
10	Inward Foreign Manifest	T	CF 7527-A CF 7527-B	5 years	D		
11	Inward Manifest of Vessel Under 5 Tons, Train, Car, Ferry, Vehicle, etc.	T	CF 7533	3 years	D		

5 ENTRANCE AND CLEARANCE (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
12	Outward Foreign Manifest	T	CF 1374	5 years	D		
13	Permit to Proceed	T	CF 1385	5 years	D		
14	Permit to Touch and Trade	T	CF 1379	2 years	D		
15	Record of Vessels Engaged in Foreign Trade-Clearance or Granted Permit to Proceed	P	CF 1401 CF 1401 A	RETAIN			
16	Record of Vessels Engaged in Foreign Trade-Entered or Arrived Under Permit to Proceed	P	CF 1400 CF 1400 A	RETAIN			
17	Ships Stores Declaration	T	CF 1303	3 years	D		
18	Vessel Utilization and Performance Report	T	Commerce Form 578 MA-721 MA-722	TRANSMIT TO MARITIME ADMINISTRATION			

6 INTERNATIONAL VESSEL TREATIES AND AGREEMENTS

COVERAGE: Includes material relating to International Vessel Treaties and Agreements.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

7 FISHERIES

COVERAGE: Includes material relating to the activity of foreign-flag fishing vessels in U.S. waters and their entry into U.S. ports.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

8 FORMS (MARINE FORMS ONLY)

COVERAGE:

Includes material concerning Customs forms as they relate to foreign and domestic vessels and marine activity.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

9 PASSENGERS AND CREW

COVERAGE:
Includes material relating to passengers and crewmen of vessels.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Crew's Effects Clearance	T	CF 1304	5 years	D		
2	Passenger/Crew List	T	I-418	3 years	D		
3	Report of Examination of Passenger Vessel	T	CF 1492	5 years	D		

10 SALVAGE, DREDGING, AND TOWING

COVERAGE: Includes material relating to the salvage, dredging and towing of foreign-flag or foreign-built vessels while they are in U.S. territory.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

11 TONNAGE TAX

COVERAGE: Includes material relating to payment of, exemptions from, and applications for refund of tonnage tax; bills and receipts for navigation fees and light money.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Application for Refund of Tonnage Tax	T		3 years	D		
2	Certificate of Payment of Tonnage Tax (Record copy)	T	CF 1002	5 years	D		

12 DUTIABILITY OF VESSELS

COVERAGE: Includes material relating to the dutiability of "articles," "machinery," "former vessels," the classification of which has not been determined.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

13 DUTIABILITY OF EQUIPMENT AND REPAIRS

COVERAGE: Includes material relating to the dutiability of equipment purchases for/ or repairs made in a foreign country upon commercial American Vessels, and refund or remission of duty.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE
1	Vessel/Aircraft Foreign Repair or Equipment Purchase Entry (N. Y., Chicago and San Francisco)	T	CF 7535	2 years	TR	6 years	D
2	Vessel/Aircraft Foreign Repair or Equipment Purchase Entry (All Others)	T	CF 7535	3 years	D		

14 VESSELS LESS THAN 30 NET TONS

COVERAGE: Includes material relating to Vessels Less Than 30 Net Tons.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

GENERAL

VERAGE: Includes material on Customs bonded warehouses not covered by any other secondary subject under this primary category.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Annual Inventory of Seized, General Order, and Regularly Warehoused Merchandise at Headquarters	T			3 years	D				
2	Order to Release Merchandise on Order of Warehouse Proprietor	T		CF 7505 B	3 years	D				
3	Record of Bonded Merchandise Received, Permitted, and Delivered from Warehouse	T		CF 5215	3 years	D				
4	Records and Reports of Warehouse Officer Assignments	T			3 years	D				

COVERAGE: Includes material relating to Customs warehouse officer reports, certification by warehouse proprietor and warehouse ledgers.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE

MANIPULATION

VERAGE: Includes material relating to permits to manipulate, repack, examine, sample, or transfer goods in warehouse under supervision.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

-NON-RECORD MATERIAL (NR)
-TEMPORARY RECORD VALUE (T)
-PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

-DESTROY (D)
-TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Application and Permit to Manipulate, r amine, Sample or Transfer Goods in Customs Custody	T		CF 3499	3 years	D				

4 MANUFACTURING WAREHOUSE

COVERAGE: Includes material relating to the establishment of manufacturing warehouses, receiving domestic materials, removing manufacturing materials, waste and by-products for consumption, and cigar manufacturing warehouses.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO.	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE
1	Application to Receive Domestic Materials	T		CB 3A	3 years	D				
2	Application to Remove Manufacturing Materials	T		CB 4	3 years	D				
3	Entry for Bonded Manufacturing Warehouse	T		CF 7521	3 years	D				

5 SMELTING AND REFINING WAREHOUSE

COVERAGE: Includes material on requirements for establishment of such warehouses, allowances for wastages, withdrawals, manufacturers' records, loss statements, and smelting/refining operations in separate establishments.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- -NON-RECORD MATERIAL (NR)
- -TEMPORARY RECORD VALUE (T)
- -PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- -DESTROY (D)
- -TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS CODE	RETENTION AT FRC	DISPOS CODE

6 DUTY FREE STORES

COVERAGE: Includes materials relating to Duty Free Stores.

RECORD RETENTION VALUES & RETENTION VALUE CODES:

- NON-RECORD MATERIAL (NR)
- TEMPORARY RECORD VALUE (T)
- PERMANENT RECORD VALUE (P)

DISPOSITION CODES:

- DESTROY (D)
- TRANSFER TO FRC (TR)

ITEM NO	RECORD DESCRIPTION	VALUE	CODE	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DISPOS	CODE	RETENTION AT FRC	DISPOS	CODE