

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1 33 78 1</b>	
DATE RECEIVED <b>21 MAR 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>March 23, 1978</i>	<i>James E. O'Neil</i> Archivist of the United States

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

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

2. MAJOR SUBDIVISION  
**Office of Administration**

3. MINOR SUBDIVISION  
**Management Analysis Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Myles Schulberg**

5. TEL EXT  
**566-8131**

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3-15-78	<i>Myles Schulberg</i>	for Chief, Documentation Systems Branch		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	<p><del>Reference is made to our SF 115 submissions of 12/10/76 and 4/1/77 (copies attached).</del></p> <p>Through administrative oversight, the subject of the submissions was limited to the "Consumption Entry," however the justification for an 8 year retention period as legally necessitated by Title 19 CFR, paragraphs 22.46 and 171.1 (b) (1), pertains also to the following other types of entries:</p> <p>Warehouse Withdrawal for Consumption* Warehouse or Rewarehouse** Appraisalment*** Mail**** Informal*****</p> <p>Request is herein made for approval of an 8 year retention period (1 year on-site and 7 years at the FRC) for the above listed types of entries in our Records Control Manual.</p> <p>*pages 169 (ENT, section 7, item 9) and 218 (FOR, section 2, item 5) **pages 168 (ENT, section 7, items 4, 5) and 218 (FOR section 2, item 4) ***page 163 (ENT, section 2, items 1, 2) ****page 284 (MAI, section 9, item 9) *****page 165 (ENT, section 4, item 1)</p>			

115-107

*Revised with agreement of Myles Schulberg 3/21/78 JB*  
*See attached pages.*  
*Sent to agency, RCV, all FRCs - 3/24/78 JJ*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*9 items*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC 1 36 78 1	
DATE RECEIVED	2 - MAR 1978
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.	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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

**A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Reference is made to our SF 115 submissions of 12/10/76 and 4/1/77.</p> <p>Through administrative oversight, the subject of the submissions was limited to the "Consumption Entry," however the justification for an 8 year retention period as legally necessitated by Title 19 CFR, paragraphs 22.46 and 171.1 (b) (1), pertains also to the following other types of entries:</p> <p style="padding-left: 40px;">Warehouse Withdrawal for Consumption                      Warehouse or Rewarehouse                      Appraisement                      Combined Rewarehouse and Withdrawal for Consumption                      Informal</p> <p>Request is herein made for approval of an 8 year retention period (1 year on-site and 7 years at the FRC) for the above listed types of entries in our Records Control Manual. A list of pen and ink changes and amended manual pages are attached.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">CHANGES TO ENTRY DOCUMENT ITEMS IN THE RECORDS CONTROL MANUAL OF THE CUSTOMS SERVICE.</p> <p>Page 163, ENT 2, Item 1; Page 168, ENT 7, Item 5. Delete the phrase "New York and Chicago" from the records description; decrease the retention at location to 1 year, increase retention at FRC to 7 years.</p> <p>Page 163, ENT 2, Item 2; Page 168, ENT 7, Item 6. Delete both items.</p> <p>Page 165, ENT 4, Item 1; Pages 168-169, ENT 7, Items 1 and 9; Page 218, FOR 2, Items 4 and 5. Decrease the retention at location to 1 year; increase retention at FRC to 7 years.</p> <p>Pages 168-169, ENT 7, Items 7, 8, and 9. Re-number as 6, 7, and 8.</p>		

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	V A L U E	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	D I S P O S	RETENTION AT FRC	D I S P O S
1	Appraisement Entry (New York and Chicago)	T	CF 7500	1/2 years	TR	7 years	D
<del>2</del>	<del>Appraisement Entry (All Other Regions)</del>	<del>T</del>	<del>CF 7500</del>	<del>3 years</del>	<del>D</del>		

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:

DISPOSITION CODES:

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

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

ITEM NO.	RECORD DESCRIPTION	V C O D E	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	D I S P O S	RETENTION AT FRC	D I S P O S
1	Informal Entry	T	CF 5119 CF 5119-- A	1/2 years	D	7 years	

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 (F)

**DISPOSITION CODES:**

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

ITEM NO.	RECORD DESCRIPTION	VC A O L D E U E	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DIS P O S	RETENTION AT FRC	DIS P O S
1	Combined Rwarehouse Entry and Withdrawal for Consumption, and Permit	T	CF 7519	<sup>1</sup> / <sub>2</sub> years	D	7 years	
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 - GAO Copy	T T	CF 7521	3 years 3 years	D 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 Rwarehouse Entry (N.Y. and Chicago)	T	CF 7502 CF 7502-B	<sup>1</sup> / <sub>2</sub> years	TR	<sup>7</sup> / <sub>8</sub> years	D
<del>6</del>	<del>Warehouse or Rwarehouse Entry (All Others)</del>	<del>T</del>	<del>CF 7502 CF 7502-B</del>	<del>3 years</del>	<del>D</del>		
<del>6</del> <sup>6</sup> / <sub>7</sub>	Warehouse or Rwarehouse Entry (PERMIT)	T	CF 7502-A CF 7502-C	3 years	D		
<del>7</del> <sup>7</sup> / <sub>8</sub>	Warehouse Withdrawal Conditionally Free of Duty, and Permit - Administrative Copy - GAO Copy	T T	CF 7506	3 years 3 years	D TR	7 years and 3 months (Record Group 217)	D

7 WAREHOUSE ENTRIES AND WITHDRAWALS (Cont'd.)

RECORD RETENTION VALUES & RETENTION VALUE CODES:				DISPOSITION CODES:					
-NON-RECORD MATERIAL (NR)		-TEMPORARY RECORD VALUE (T)		-PERMANENT RECORD VALUE (P)		-DESTROY (D)		-TRANSFER TO FRC (TR)	
ITEM NO.	RECORD DESCRIPTION	VC AD L D E	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	DIS POS	RETENTION AT FRC	DIS POS		
988	Warehouse Withdrawal for Consumption - Duty Paid	T	CF 7505	1 7 years	D	7 years			

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 privileged/non-privileged 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	V C O D E	FORM IDENTIFICATION NO.	RETENTION AT LOCATION	D I S P O S	RETENTION AT FRC	D I S P O S
1	Application - Permit - Special License Unloading - 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	<sup>1</sup> / <sub>2</sub> years	D	7 years	
5	Warehouse Withdrawal for Consumption - Duty Paid	T	CF 7505	<sup>1</sup> / <sub>2</sub> years after cancellation/expiration	D	7 years	