

May 18, 2009

Regulatory Audit
U.S. Customs and Border Protection
2001 Cross Beam Dr.
Charlotte, North Carolina 28217

Regarding: Request for authorization to utilize alternative methods for storage.

Include your company name, address and IOR numbers here

Director of Regulatory Audit,

Company name would politely request authorization to utilize alternative storage methods. Desired alternative storage mediums would include DVD and/or CD ROM and secure server storage drives. Scanned copies of entry documentation will be maintained in a computer readable format that will prevent alteration, destruction, or deterioration of records. The alternative storage method will comply with CFR 163.5 (b)(2).

Company name will create and maintain operational and written procedures for the storage and maintenance of records archived utilizing the proposed alternative methods. Additionally, an effective labeling and indexing system will be implemented allowing for easy search-ability and retrieval of records. Per CFR 163.5 (b)(2)(iii) entry records will be maintained in their original formats for a period of 120 calendar days from the end of the release or conditional release period, which ever is later, or as required by regulation. Internal testing of records and alternative storage systems will be conducted at minimum on an annual basis. One working copy and one back up copy of records maintained in the alternative storage method will be stored in a secure location for the required periods as indicated in CFR 163.4. Our record keeping will adhere to Customs standards (i), (ii), (iii), (iv), and (vi) as provided in 19 CFR 163.5 (referenced as 19 CFR 163.4 in your response).

Per statutory requirement, The Director of Regulatory Audit will be notified in advance of any planned deviations, changes or amendments to the alternative storage methods described above. The alternative storage method will comply with the standards set forth in the above mentioned sections.

Please feel free to contact me directly if you have any additional questions, comments, or concerns. Copies of the original request and your response have been included for your review.

Kindest Regards,