



**U.S. Customs and  
Border Protection**

OCT 20 2011

MEMORANDUM FOR: Directors, Field Operations  
Office of Field Operations

Director, Preclearance  
Operations

FROM: Executive Director (b) (6), (b) (7)(C)  
Admissibility and Passenger Processing

SUBJECT: Port Copies of A-Files

This memorandum serves as a reminder that ports of entry are required to maintain port copies of A-Files in accordance with the procedures in the Records Handbook for all enforcement actions for the Self-Inspection Program and other purposes. These can be hard copies or scanned electronic copies. The electronic records created in (b) (7)(E) or any other electronic system, do not qualify as a port copy of an A-File. Port copies, whether hard copies or scanned copies, must be of signed and completed original forms.

Ports of entry must retain the port copies of (b) (7)(E). The port copies of A-Files must be stored in an approved manner (b) (7)(E).  
(b) (7)(E)

Please ensure that this memorandum is disseminated to all ports of entry within your jurisdiction. Should you have any questions or require additional information, please contact (b) (6), (b) (7)(C) Director, Enforcement Programs at (b) (6), (b) (7)(C)

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