

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2015-0002
 Schedule Status Approved

 Agency or Establishment Bureau of Customs and Border Protection
 Record Group / Scheduling Group Records of the Bureau of Customs and Border Protection
 Records Schedule applies to Agency-wide
 Schedule Subject Incident-Activated Audio/Video Recordings Records
 Internal agency concurrences will be provided No

Background Information

This schedule covers incident-activated non-surveillance audio/video recordings created by United States Customs and Border Protection law enforcement personnel using cameras to include, but not limited to body-worn, mobile, and vessel-mounted cameras during the course of their official duties. Recordings are the result of law enforcement-related events that require on-duty law enforcement personnel to activate a camera such as a body-worn, mobile, and vessel-mounted camera recording device. The recordings result in the creation of an audio/video file. Audio/Video files may be determined to have evidentiary or non-evidentiary value.

The recorded data will result in two types of audio/video files: 1) audio/video files that have no evidentiary value; and 2) audio/video files that have evidentiary value. For use in this schedule, the following definitions apply:

Non-Evidentiary- Audio/Video recorded by law enforcement personnel during the normal course of the performance of their duties determined to have no evidentiary value.

Evidentiary- Any recorded data that may have material or probative value, or may have bearing on any criminal, administrative, civil, or other legal proceeding. Audio/Video Files determined to have evidentiary value shall be preserved under established rules of evidence with the associated case file.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

0001

Outline of Records Schedule Items for DAA-0568-2015-0002

Sequence Number	
1	Incident-Activated Audio/Video Recordings Records
1.1	Non-Evidentiary Audio/Video files Disposition Authority Number: DAA-0568-2015-0002-0001

Records Schedule Items

Sequence Number	
1	Incident-Activated Audio/Video Recordings Records
1.1	Non-Evidentiary Audio/Video files
	Disposition Authority Number DAA-0568-2015-0002-0001
	Audio/Video recorded by law enforcement personnel during the normal course of the performance of their duties determined to have no evidentiary value. (Note: Upon determination that audio/video files are evidence or have a high likelihood or degree of potential to become evidence in an evidentiary proceedings, the audio/video files will be transferred to the applicable file and subject to the disposition schedule covering the file.
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? No
	Explanation of limitation Include only audio/video files only.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
	Do any of the records covered by this item exist as structured electronic data? Yes
	Disposition Instruction
	Cutoff Instruction Cutoff in 90 days from the recording termination date of the event.
	Retention Period Destroy immediately after cutoff
	Additional Information
	GAO Approval Required and Received

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/14/2015	Certify	Avis King	Supervisory, Management and program Analyst	Office of Administration - Administrative Services Program Management Office
01/28/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
01/29/2016	Submit For Certification	Dana Kegler	Records Management Specialist	Department of Homeland Security - Customs Border Protection
02/08/2016	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
04/22/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/25/2016	Submit For Certification	Dana Kegler	Records Management Specialist	Department of Homeland Security - Customs Border Protection
07/25/2016	Certify	Dana Kegler	Records Management Specialist	Department of Homeland Security - Customs Border Protection
07/27/2016	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/27/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

07/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/29/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist