

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0002

## Request for Records Disposition Authority

Records Schedule Number      DAA-0568-2016-0002  
Schedule Status                Returned Without Action

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                Border Security Records  
Internal agency concurrences will be provided      No

Background Information            One of the main purposes of Customs and Border Protection is to secure America's Southwest, Northern, and certain costal borders by coordinating the use of operational capabilities and assets of the U.S. Border Patrol and other offices. CBP's goal is to prevent terrorists and terrorist weapons, illegal aliens, smugglers, narcotics, and other contraband from moving across the border of the United States.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	10

### GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0568-2016-0002**

## Outline of Records Schedule Items for DAA-0568-2016-0002

Sequence Number	
1	Border Patrol Agent Activity Report Files Disposition Authority Number: DAA-0568-2016-0002-0001
2	CBP Law Enforcement Operations Files
2.1	Law Enforcement Administrative Case Files Disposition Authority Number: DAA-0568-2016-0002-0002
2.2	Non-Criminal Law Enforcement Operations Case Files Disposition Authority Number: DAA-0568-2016-0002-0003
2.3	Criminal Case Files Disposition Authority Number: DAA-0568-2016-0002-0004
3	Alien Detention Center Case Files Disposition Authority Number: DAA-0568-2016-0002-0005
4	Alien Apprehension Case Files Disposition Authority Number: DAA-0568-2016-0002-0006
5	Law Enforcement Training and Qualification Records Disposition Authority Number: DAA-0568-2016-0002-0007
6	Seized Evidence Management Files Disposition Authority Number: DAA-0568-2016-0002-0008
7	Inter-Organization Operational Law Enforcement Event Disposition Authority Number: DAA-0568-2016-0002-0009
8	Equine Service Records Disposition Authority Number: DAA-0568-2016-0002-0010

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0002

## Records Schedule Items

Sequence Number															
1	<p data-bbox="367 410 915 440"><b>Border Patrol Agent Activity Report Files</b></p> <p data-bbox="367 463 1138 493">Disposition Authority Number      DAA-0568-2016-0002-0001</p> <p data-bbox="367 517 1498 1287">The records contain information or documentation related to the duty performance of Border Patrol agents in the performance of their duties in their assignments during each day's mission responsibilities. These records include, but are not limited to: logs, forms, sworn statements, affidavits, depositions, transcripts, translations, interviews (notes or audio/visual items), services rendered, alien apprehensions and processing by Border Patrol agents responding to illegal or unauthorized entry into the United States or its territories encountered while on duty. Information contained in these individual reports consist of the broad range of activities such as time of assignment, territory covered, vehicle and law enforcement devices employed, number and kinds of individuals encountered, apprehensions, arrests, use of force, firearms and explosives activities (incoming and executed), detention actions, transport/transfer actions, medical or "first responder" actions, and all other incidents or events encountered while deployed. Included in these files are the line agent reports, shift supervisor and other managerial reports for each day, week, month, quarterly reports, or other operational mission documentation. Various records may or may not serve as input documents for electronic, audio visual, or other hardcopy systems maintained or owned by other Federal agencies or included in criminal proceedings, deportations, immigration or refugee records, or case files. Copies of the records that become a part of those files shall assume the character and disposition of those record collections.</p> <table data-bbox="367 1310 915 1591"><tr><td data-bbox="367 1310 558 1340">Final Disposition</td><td data-bbox="769 1310 915 1340">Temporary</td></tr><tr><td data-bbox="367 1364 500 1393">Item Status</td><td data-bbox="769 1364 915 1393">Withdrawn</td></tr><tr><td data-bbox="367 1417 669 1447">Is this item media neutral?</td><td data-bbox="769 1417 824 1447">Yes</td></tr><tr><td data-bbox="367 1470 743 1591">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="769 1470 812 1500">No</td></tr></table> <p data-bbox="367 1625 672 1655"><b>Disposition Instruction</b></p> <table data-bbox="367 1683 1430 1772"><tr><td data-bbox="367 1683 565 1713">Cutoff Instruction</td><td data-bbox="769 1683 1430 1713">Cut off information at the end of each fiscal year.</td></tr><tr><td data-bbox="367 1736 565 1766">Retention Period</td><td data-bbox="769 1736 1166 1766">Destroy 5 year(s) after cutoff.</td></tr></table> <p data-bbox="367 1806 669 1836"><b>Additional Information</b></p> <table data-bbox="367 1864 954 1893"><tr><td data-bbox="367 1864 537 1893">GAO Approval</td><td data-bbox="769 1864 954 1893">Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Withdrawn	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Cutoff Instruction	Cut off information at the end of each fiscal year.	Retention Period	Destroy 5 year(s) after cutoff.	GAO Approval	Not Required
Final Disposition	Temporary														
Item Status	Withdrawn														
Is this item media neutral?	Yes														
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No														
Cutoff Instruction	Cut off information at the end of each fiscal year.														
Retention Period	Destroy 5 year(s) after cutoff.														
GAO Approval	Not Required														

2

**CBP Law Enforcement Operations Files**

These records contain information or documentation related to CBP law enforcement mission operations. These records (maintained as case files by subject/issue/event) include, but are not limited to memoranda, correspondence, and program information involved in detecting and preventing illegal entry of aliens into the United States; helping to maintain borders and ports that work in facilitating the flow of legal immigration and goods while preventing the illegal trafficking of people and contraband; patrolling nearly 6,000 miles of Mexican and Canadian international land borders and over 2,000 miles of costal waters surrounding the Florida Peninsula and the island of Puerto Rico; and protecting our Nation by reducing the likelihood that dangerous people and capabilities enter the United States between and at the ports of entry. Agents maintain surveillance, follow up leads, respond to electronic sensor alarms and aircraft sightings, and interpret and follow tracks. Some of the major activities include maintaining traffic checkpoints along highways leading from border areas, conducting city patrol and transportation check, and anti-smuggling investigations. Agents use a variety of equipment and methods to accomplish the mission requirements in diverse terrain, monitor electronic sensors at strategic locations along the border to detect people or vehicles entering the country illegally, deploy video monitors and night vision scopes to detect illegal entries and patrol the border in vehicles, boats, afoot, on horseback, all-terrain motorcycles, bicycles, and snowmobiles. As law enforcement officials, agent operations include, but are not limited to: "linewatch operations" near the international boundaries and coast lines to prevent the illegal entry and smuggling of aliens into the United States; intercepting aliens who do enter the U.S. illegally before they can escape from border areas; detecting and interpreting disturbances in natural terrain conditions indicating the presence or passage of people, animals, or vehicles illegally entering the U.S.; operating traffic checkpoints on major highways leading away from the border to detect and apprehend illegal aliens attempting to travel further into the interior of the United States after evading detection at the border and detect illegal narcotics trafficking; detecting, preventing, and apprehending terrorists, undocumented aliens, and smugglers of aliens (human trafficking) at or near the land border; performing multifaceted humanitarian and security activities as refugees, migrants, and other aliens arrive at the U.S. border seeking entry; participating in specific task force and special operations activities; and arresting people illegally entering the country and conducting criminal activities.

2.1

**Law Enforcement Administrative Case Files**

Disposition Authority Number      DAA-0568-2016-0002-0002

Documents and information relating to routine administrative reporting, actions, and activities.

Final Disposition                      Temporary

Item Status                              Withdrawn

Is this item media neutral?          Yes

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0002

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-36-86-1 / 162/60
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off case files at the end of the year when the case is closed.
	Retention Period	Destroy 4 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
2.2	<b>Non-Criminal Law Enforcement Operations Case Files</b>	
	Disposition Authority Number	DAA-0568-2016-0002-0003
	Documentation and information pertaining to actions that do not indicate the activity involved includes an arrest, transfer, detention, or associated activity citing a violation of criminal statutes.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-36-86-1 / 162/60
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off case files at the end of the year when the case is closed.
	Retention Period	Destroy 19 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
2.3	<b>Criminal Case Files</b>	
	Disposition Authority Number	DAA-0568-2016-0002-0004

# WITHDRAWN – RETURNED WITHOUT ACTION

Documentation and information pertaining to actions that indicate the activity involved includes an arrest, transfer, detention, or associated activity citing a violation or criminal statutes.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-36-86-1 / 162/60

## Disposition Instruction

Cutoff Instruction Cut off cases at the end of the year when the case is closed.

Retention Period Destroy 90 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## Alien Detention Center Case Files

Disposition Authority Number DAA-0568-2016-0002-0005

The records contain information or documentation related to the operation and detention of alien individuals in custody at Border Patrol facilities. Case file includes, but is not limited to: forms, sworn statements, affidavits, depositions, transcripts, translations, interviews (notes or audio/visual items), medical treatment and services rendered, property/assets inventory and/or financial instruments created about or collected from individuals maintained in Border Patrol detention facilities for illegal or unauthorized entry into the United States or its territories at controlled checkpoints or uncontrolled border locations. The various records may or may not serve as input documents for electronic, audio visual, or other hardcopy systems maintained or owned by other Federal agencies or included in criminal proceedings, deportations, immigration, or refugee records or case files. Copies of the records that become a part of those files shall assume the character and disposition of those record collections.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

3

# WITHDRAWN – RETURNED WITHOUT ACTION

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electronic format(s) other than e-mail and word processing?

## Disposition Instruction

Cutoff Instruction                      Cut off case file information at the end of each fiscal year for the specific alien detention facility.

Retention Period                      Destroy 10 year(s) after cutoff.

## Additional Information

GAO Approval                      Not Required

## Alien Apprehension Case Files

Disposition Authority Number      DAA-0568-2016-0002-0006

These records contain information or documentation related to individuals while in the custody of CBP agents and facilities, from the point of detection, through apprehension and final transfer to competent interment locations that are not contained, but related to the apprehension by CBP agents or cooperating law enforcement personnel in the Alien File. Case file includes, but is not limited to: forms, sworn statements, affidavits, depositions, transcripts, translations, interviews (notes or audio/visual items), medical treatment and services rendered, property/assets inventory and/or financial instruments created about or collected from individuals apprehended for illegal or unauthorized entry into the United States or its territories at controlled checkpoints or uncontrolled border locations. The various records may or may not serve as input documents for electronic, audio visual, or other hardcopy systems maintained or owned by other Federal agencies or included in criminal proceedings, deportations, immigration or refugee records, or case files. Copies of the records that become a part of those files shall assume the character and disposition of those record collections.

Final Disposition                      Temporary

Item Status                      Withdrawn

Is this item media neutral?              Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?              No

## Disposition Instruction

Cutoff Instruction                      Cut off case file information at the end of each fiscal year for the specific alien individual.

Retention Period                      Destroy 7 year(s) after cutoff

## Additional Information

4

# WITHDRAWN – RETURNED WITHOUT ACTION

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Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0002

5	GAO Approval	Not Required
	<b>Law Enforcement Training and Qualification Records</b>	
	Disposition Authority Number	DAA-0568-2016-0002-0007
	Includes record copies of correspondence, reports, memoranda, case files, certifications, transcripts, and other documentation for training and maintaining skills qualifications of law enforcement officers and agents.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff upon end of individual's tenure as a law enforcement officer/agent or upon separation from Customs and Border Protection, whichever is shorter.
Retention Period	Destroy 5 year(s) after cutoff	
<b>Additional Information</b>		
GAO Approval	Not Required	
6	<b>Seized Evidence Management Files</b>	
	Disposition Authority Number	DAA-0568-2016-0002-0008
	Includes records related to the management of alien physical property, financial property/assets, vehicular/vessel or aircraft property/assets in the possession of and/or seized from aliens or individuals involved in violation of Federal criminal laws pertaining to smuggling, transporting or harboring aliens into the United States or its territories at the time, or as a result of their apprehension. The various records may or may not serve as input documents for electronic, audio visual, or other hardcopy systems maintained or owned by other Federal agencies or included in criminal proceedings, deportations, immigration or refugee records, or case files. Copies of the records that become a part of those files shall assume the character and disposition of those record collections. Additionally, the period of retention is not affected by the potential for recovery by the alien individual, confiscation by the Federal government, and/or subsequent disposition of those assets.	
	Final Disposition	Temporary
	Item Status	Withdrawn
Is this item media neutral?	Yes	

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Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0002

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off case file information at the end of each fiscal year for the specific alien individual.
	Retention Period	Destroy 7 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
7	<b>Inter-Organization Operational Law Enforcement Event</b>	
	Disposition Authority Number	DAA-0568-2016-0002-0009
	Documentation and information contained in the files where personnel and contractors on behalf of CBP participate in discrete joint law enforcement operations and projects with federal, state, local, and international government organizations, non-governmental organizations, and private industry such as securing sports or political venues, multi-agency manhunts, and multi-agency missions to recover downed aircraft or sea vessels. These information and record items include, but are not limited to: reports, correspondence, notes, summaries, statements, presentations, audio/visual items, attachments, or working papers.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off files at the end of each fiscal year for the specific case/event.
	Retention Period	Destroy 15 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
8	<b>Equine Service Records</b>	
	Disposition Authority Number	DAA-0568-2016-0002-0010

# WITHDRAWN – RETURNED WITHOUT ACTION

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Records Schedule: DAA-0568-2016-0002

Record documenting acquisition, training, activities, care, and retirement of equine partners. Includes: acquisition records; breeder and lineage records; vaccination and medical history records; identification records; deficiencies/remedies; training courses taken and resulting grades and certifications; deployment information; transfer records; end-of-service documentation (through retirement, theft, or death).

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction Cut off case file when animal is removed from the inventory.

Retention Period Destroy 5 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

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## 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
09/01/2016	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
10/03/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/06/2018	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
04/06/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
09/14/2018	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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