

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0003

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2016-0003
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 Integrated Operations Records
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	14

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0003

Outline of Records Schedule Items for DAA-0568-2016-0003

Sequence Number	
1	Lab Records
1.1	Analyst Note Books Disposition Authority Number: DAA-0568-2016-0003-0001
1.2	Narcotics Records Disposition Authority Number: DAA-0568-2016-0003-0002
1.3	Transfer Records Disposition Authority Number: DAA-0568-2016-0003-0003
1.4	K-9 Aid Records Disposition Authority Number: DAA-0568-2016-0003-0004
1.5	Hazardous Waste Disposal Records Disposition Authority Number: DAA-0568-2016-0003-0005
2	Intelligence Records
2.1	Finished Intelligence Case Files Disposition Authority Number: DAA-0568-2016-0003-0006
2.2	Raw Reporting Files Disposition Authority Number: DAA-0568-2016-0003-0007
2.3	Security Personnel Administration SCIF Certification and Inspection Records Disposition Authority Number: DAA-0568-2016-0003-0008
2.4	Interception, Monitoring, and Recording of Wire and Oral Communications Records Disposition Authority Number: DAA-0568-2016-0003-0009
3	International Records
3.1	International Records Relating to Enforcement Disposition Authority Number: DAA-0568-2016-0003-0010
3.2	International Organizations Security Classified Correspondence Disposition Authority Number: DAA-0568-2016-0003-0011
3.3	Foreign Mutual Assistance, Training, International Organizations, and Trade Affairs General Records Disposition Authority Number: DAA-0568-2016-0003-0012
4	Informant Records Disposition Authority Number: DAA-0568-2016-0003-0013
5	Interdepartmental Cooperation Investigative Records Disposition Authority Number: DAA-0568-2016-0003-0014

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0003

Records Schedule Items

Sequence Number	
1	Lab Records
1.1	Analyst Note Books Disposition Authority Number DAA-0568-2016-0003-0001 Notebooks or other medium used to record and preserve engineering, scientific, and technical data for Laboratory and Scientific Services projects reflecting progress and how results were achieved. 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 Cutoff upon termination or completion. Transfer to Inactive Storage Retire to nearest FRC when 5 years old or when no longer needed for reference, whichever is later. Retention Period Destroy 30 year(s) after cutoff. Additional Information GAO Approval Not Required
1.2	Narcotics Records Disposition Authority Number DAA-0568-2016-0003-0002 Narcotic information relative to violations of drug/narcotic laws. Included are general investigative files. 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

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1.3	Cutoff Instruction	Cutoff upon termination or completion.
	Transfer to Inactive Storage	Retire to nearest FRC 10 years from date the file was opened.
	Retention Period	Destroy 25 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Transfer Records	
	Disposition Authority Number	DAA-0568-2016-0003-0003
	Administrative transfer laboratory records.	
	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	
1.4	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 20 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	K-9 Aid Records	
	Disposition Authority Number	DAA-0568-2016-0003-0004
	Records include all documents relating to Lab K-9 Aids.	
	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	Cutoff at the end of the fiscal year.	
Retention Period	Destroy 20 year(s) after cutoff.	

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Additional Information

GAO Approval Not Required

Hazardous Waste Disposal Records

Disposition Authority Number **DAA-0568-2016-0003-0005**

Includes an inventory of disposals, correspondence, and other records relating to safety guidelines in CBP laboratories.

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

Manual Citation	Manual Title
N1-36-86-1, item 12.1	Records relating to Disposal of Hazardous Waste

Disposition Instruction

Transfer to Inactive Storage Transfer to FRC is permissible after 5 years on site.

Retention Period Destroy 20 year(s) after creation.

Additional Information

GAO Approval Not Required

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Intelligence Records

2.1

Finished Intelligence Case Files

Disposition Authority Number **DAA-0568-2016-0003-0006**

Includes finished intelligence and associated background material for products such as Warning Products identifying imminent homeland security threats; assessments providing intelligence analysis on specific topics; executive products providing intelligence reporting to CBP senior leadership; intelligence summaries about current intelligence events; periodic reports containing intelligence awareness information for a specific region, sector, or area of interest; and related documentation.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

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	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	Cutoff at end of calendar year when case is closed.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown, placeholder.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown, placeholder.
2.2	Raw Reporting Files	
	Disposition Authority Number	DAA-0568-2016-0003-0007
	Includes information reports that contain raw, unevaluated intelligence on threat reporting originating from operation data and supporting documentation distributed via email and/or web based posting to support the Intelligence Community, CBP offices, the private sector and Federal, State, Local, Tribal and Foreign governments.	
	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 at end of calendar year.
	Retention Period	Destroy 30 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
2.3	Security Personnel Administration SCIF Certification and Inspection Records	

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Disposition Authority Number DAA-0568-2016-0003-0008

Information relating to the physical security and construction of SCIFs. Included are SCIF concepts, Fixed Facility Checklists (FFC), Facility TEMPEST Assessment/Risk Analysis (FTA/RA), Technical Surveillance Countermeasures Inspection Reports (TSCM), TEMPEST Service Inspection Reports, Automated Data Processing Checklists, and related information pertaining to physical security and construction.

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 Cutoff after termination of accreditation.

Retention Period Destroy no later than 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.4

Interception, Monitoring, and Recording of Wire and Oral Communications Records

Disposition Authority Number DAA-0568-2016-0003-0009

Records relating to consensual electronic interception, monitoring, or recording of wire and oral communications.

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 at the end of the calendar year in which the record was created.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

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3.1

GAO Approval Not Required

International Records

International Records Relating to Enforcement

Disposition Authority Number DAA-0568-2016-0003-0010

Correspondence, reports, memorandum, and other related documentation regarding bilateral engagements with foreign entities such as INTERPOL, Europol, and Frontex; and domestic entities such as DOS CT, DEA, FBI, State and Country. Some files may include security classified information.

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

Manual Citation	Manual Title
N1-36-86-1, item A161.4c	Records Related to Enforcement for Other Agencies

Disposition Instruction

Cutoff Instruction Cutoff at close of conference.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

3.2

International Organizations Security Classified Correspondence

Disposition Authority Number DAA-0568-2016-0003-0011

Security classified correspondence and other information received from and sent to U.S. embassies and foreign governments concerning general and narcotics enforcement assistance programs, activities of the Customs Cooperation Council (CCC), and other international organizations, including all correspondence and country files.

Final Disposition Temporary

Item Status Withdrawn

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

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

Manual Citation	Manual Title
N1-36-86-1, item A3c	Security Classified Correspondence

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

3.3

Foreign Mutual Assistance, Training, International Organizations, and Trade Affairs General Records

Disposition Authority Number DAA-0568-2016-0003-0012

Correspondence, briefing papers/books, background and position papers, trade reports, memoranda, copies of workshop/program materials, and other related documentation regarding foreign mutual assistance, training, capacity building, international initiatives, international trade and international intellectual property rights, multilateral issues, and international engagement with a unified combatant command for a geographical area or function, including engagement records of the CBP Attache/Advisor, Country Files, and working papers. Some files may include security classified information.

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

Manual Citation	Manual Title
N1-36-86-1, item A3b2	Records relating to International Organizations and Trade Affairs, Records of the Office of the Customs Attache, Brussels, Belgium
N1-36-86-1, item A3a6	Records relating to foreign assistance mutual agreements and training programs, Records of the Office of the Customs Attache, Brussels, Belgium

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N1-36-86-1, item A3a1	Records relating to foreign assistance mutual agreements and training programs, Country Files
N1-36-86-1, item A3a4	Records relating to foreign assistance mutual agreements and training programs, Working papers
N1-36-86-1, item A3c1	Security Classified correspondence, country files
N1-36-86-1, item A3c2	Security Classified correspondence, other files
N1-36-86-1, item A3b1	Records relating to International Organizations and Trade Affairs, Saudi Arabian program
N1-36-86-1, item A3b4	Records relating to International Organizations and Trade Affairs, Customs Cooperation Council Records

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Informant Records

Disposition Authority Number DAA-0568-2016-0003-0013

Consists of memorandum of information received, memoranda, monetary payment files, and other records.

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

Manual Citation	Manual Title
N1-36-86-1, item 161.8	Informant Compensation Monetary Payment File

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Disposition Instruction

Cutoff Instruction Cutoff when informant is deactivated.
Transfer to Inactive Storage Transfer to FRC five (5) years after cutoff.
Retention Period Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Interdepartmental Cooperation Investigative Records

Disposition Authority Number DAA-0568-2016-0003-0014

Includes reports of initiatives, investigations, memoranda of information received, correspondence, and related documentation related to investigation records in cooperation with other departments.

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

Manual Citation	Manual Title
N1-36-86-1, item 162.39b5	Records Relating to Investigations, Original Records- Cooperation with Other Departments

Disposition Instruction

Transfer to Inactive Storage Transfer to the FRC after 5 years on site.
Retention Period Destroy 20 year(s) after creation

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
10/07/2016	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
10/18/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA