

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2016-0005
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 Administrative and Management 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	53

GAO Approval

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Outline of Records Schedule Items for DAA-0568-2016-0005

Sequence Number	
1	Training and Certification Records
1.1	Accreditation Records Disposition Authority Number: DAA-0568-2016-0005-0001
1.2	Canine Training Files Disposition Authority Number: DAA-0568-2016-0005-0002
1.3	Law Enforcement Student Training Records Disposition Authority Number: DAA-0568-2016-0005-0003
1.4	Peer Support Program Reports and Training Records Disposition Authority Number: DAA-0568-2016-0005-0004
1.5	Travel and Transportation Files for Training Facilities Disposition Authority Number: DAA-0568-2016-0005-0005
1.6	Small Arms Qualification Records Disposition Authority Number: DAA-0568-2016-0005-0006
2	Information and Technology Records
2.1	Interoperability Case Studies
2.1.1	Significant Events- Final Report/Case Study Disposition Authority Number: DAA-0568-2016-0005-0007
2.1.2	All Other Events Disposition Authority Number: DAA-0568-2016-0005-0008
2.2	Compliance and Assessment Files
2.2.1	Project Review File Disposition Authority Number: DAA-0568-2016-0005-0009
2.2.2	Projects Not Implemented Disposition Authority Number: DAA-0568-2016-0005-0010
2.3	Technical Assessments
2.3.1	Project Files Disposition Authority Number: DAA-0568-2016-0005-0011
2.3.2	Final Report Disposition Authority Number: DAA-0568-2016-0005-0012
2.4	Test and Evaluation Case Files
2.4.1	Test and Evaluation Case File and Supporting Documentation Disposition Authority Number: DAA-0568-2016-0005-0013
2.4.2	Test and Evaluation Final Report Disposition Authority Number: DAA-0568-2016-0005-0014

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2.5	Test and Evaluation Product Packages Disposition Authority Number: DAA-0568-2016-0005-0015
2.6	Enterprise Architecture Records Disposition Authority Number: DAA-0568-2016-0005-0016
2.7	Technology Capital Investment Records Disposition Authority Number: DAA-0568-2016-0005-0017
2.8	Project Files Disposition Authority Number: DAA-0568-2016-0005-0018
2.9	System Development and Capabilities Records for All Technology and Innovation Disposition Authority Number: DAA-0568-2016-0005-0019
2.10	Planning and Development Documentation Disposition Authority Number: DAA-0568-2016-0005-0020
2.11	Letters of Encouragement/Discouragement Disposition Authority Number: DAA-0568-2016-0005-0021
2.12	Focus Technical Reports Disposition Authority Number: DAA-0568-2016-0005-0022
2.13	Technical Information Bulletins/Tech Notes Disposition Authority Number: DAA-0568-2016-0005-0023
2.14	Technology Transition Agreements Disposition Authority Number: DAA-0568-2016-0005-0024
3	Internal Investigation Records
3.1	Civil Rights and Civil Liberties Case Files Disposition Authority Number: DAA-0568-2016-0005-0025
3.2	Misconduct Files Disposition Authority Number: DAA-0568-2016-0005-0026
3.3	Personnel Security Clearance Files Disposition Authority Number: DAA-0568-2016-0005-0027
3.4	Prison Rape Elimination Act Files Disposition Authority Number: DAA-0568-2016-0005-0028
4	Human Resources/Workforce Support Records
4.1	Job Applicant Medical Files Disposition Authority Number: DAA-0568-2016-0005-0029
4.2	Lactation Program Records Disposition Authority Number: DAA-0568-2016-0005-0030
4.3	Acquisition Workforce Support Files Disposition Authority Number: DAA-0568-2016-0005-0031
4.4	Acquisition Workforce Support Library Files

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4.5	Disposition Authority Number: DAA-0568-2016-0005-0032 Balanced Workforce Strategy Disposition Authority Number: DAA-0568-2016-0005-0033
4.6	Law Enforcement Job Study Business Plan Disposition Authority Number: DAA-0568-2016-0005-0034
4.7	Internship/Student Programs Files Disposition Authority Number: DAA-0568-2016-0005-0035
4.8	Vetting Records Disposition Authority Number: DAA-0568-2016-0005-0036
5	General Operations Support
5.1	Aircraft Correspondence Disposition Authority Number: DAA-0568-2016-0005-0037
5.2	Law Enforcement Equipment Issue Documentation Disposition Authority Number: DAA-0568-2016-0005-0038
5.3	General Correspondence Disposition Authority Number: DAA-0568-2016-0005-0039
5.4	Declassification Request Files Disposition Authority Number: DAA-0568-2016-0005-0040
5.5	Facilities Management Files Disposition Authority Number: DAA-0568-2016-0005-0041
5.6	Seized Property Warehouse and Vault Program Inventories Disposition Authority Number: DAA-0568-2016-0005-0042
5.7	Internal Check and Control Files Disposition Authority Number: DAA-0568-2016-0005-0043
5.8	Cross Designation Records Disposition Authority Number: DAA-0568-2016-0005-0044
6	Information Law and Intellectual Property Records
6.1	Trademarks Disposition Authority Number: DAA-0568-2016-0005-0045
6.2	Patents Disposition Authority Number: DAA-0568-2016-0005-0046
6.3	Copyright Disposition Authority Number: DAA-0568-2016-0005-0047
6.4	Trade Secrets Disposition Authority Number: DAA-0568-2016-0005-0048
7	Delegation/Meeting Files Disposition Authority Number: DAA-0568-2016-0005-0049
8	Internal Committee and Conference Reports

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9	Disposition Authority Number: DAA-0568-2016-0005-0050 Internal Working Group Records Disposition Authority Number: DAA-0568-2016-0005-0051
10	Budget Policy Files Disposition Authority Number: DAA-0568-2016-0005-0052
11	CBP Policy and Regulations Disposition Authority Number: DAA-0568-2016-0005-0053

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Records Schedule Items

Sequence Number	
1	Training and Certification Records
1.1	Accreditation Records
	Disposition Authority Number DAA-0568-2016-0005-0001
	Includes accreditation schedules, supporting documentation pertaining to accreditation, FLETA Accreditation application, FLETA Annual reports, corrective action plans, signed program review approvals, accreditation standards files, and related documentation.
	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 Retain in active files for 1 year, then cutoff.
	Transfer to Inactive Storage Retain in inactive files for 20 years. Then transfer to FRC for 20 years.
	Retention Period Destroy 40 year(s) after cutoff.
	Additional Information
	GAO Approval Not Required
1.2	Canine Training Files
	Disposition Authority Number DAA-0568-2016-0005-0002
	Includes all documentation of canine training including canine acquisition documents, health records, canine selection tests, veterinarian documentation, procurement purchase documents, training certifications, and all other canine training material.
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in

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Records Schedule: DAA-0568-2016-0005

	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Remain in active files until death or retirement of canine.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.3	Law Enforcement Student Training Records	
	Disposition Authority Number	DAA-0568-2016-0005-0003
	Student Records organized by class related to law enforcement training, including pre-academy documents, training documents, test results, trainee departure packages, early departure trainee records, language classes, and related Law Enforcement training materials.	
	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	Retain in active files for 1 year then cutoff.
	Transfer to Inactive Storage	Retain in inactive files for 20 years, then transfer to FRC for 20 years.
	Retention Period	Destroy 40 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
1.4	Peer Support Program Reports and Training Records	
	Disposition Authority Number	DAA-0568-2016-0005-0004
	Includes end of month reports for the peer support program which assists employees, students, and their families in times of personal need or traumatic incidents. Contact reports reflect the time spent with individual(s) and a broad description for reason of contact. Also includes mandatory quarterly training records.	

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	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	
	Retention Period	Destroy 2 year(s) after creation.
	Additional Information	
	GAO Approval	Not Required
1.5	Travel and Transportation Files for Training Facilities	
	Disposition Authority Number	DAA-0568-2016-0005-0005
	Relocation files for employees that come to training centers and are approved for relocation.	
	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	
	Retention Period	Destroy 6 year(s) after creation.
	Additional Information	
	GAO Approval	Not Required
1.6	Small Arms Qualification Records	
	Disposition Authority Number	DAA-0568-2016-0005-0006
	Qualification records for small arms. Arranged alphabetically by name of qualifying agent.	
	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

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

Manual Citation	Manual Title
N1-36-86-1, item A4	Small Arms Qualification Record for Headquarters Personnel

Disposition Instruction

Retention Period Destroy 1 year(s) after creation

Additional Information

GAO Approval Not Required

2

Information and Technology Records

2.1

Interoperability Case Studies

Studies conducted on technology or equipment; typically include a cost/benefit analysis, including an analysis of the efficiency and effectiveness, lessons learned, guidance and summary reports.

2.1.1

Significant Events- Final Report/Case Study

Disposition Authority Number DAA-0568-2016-0005-0007

This item covers events that attract national media or Congressional attention.

Final Disposition Permanent

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 after completion or cancellation of study.

Transfer to the National Archives for Accessioning Transfer to the National Archives 5 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

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	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown- placeholder
2.1.2	All Other Events	
	Disposition Authority Number	DAA-0568-2016-0005-0008
	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 after completion or cancellation of study.
	Retention Period	Review case when 5 years old and determine if information is still relevant, accurate, and useful. If material is no longer valuable, destroy or delete immediately. If the Case Study contains information warranting continued retention it will be re-authorized using the current date as the cutoff.
	Additional Information	
	GAO Approval	Not Required
2.2	Compliance and Assessment Files	
	Files maintained for each project including, but not limited to, certification letter/ copies of authorizations; and documents relating to the evaluation, continuation, revision, or discontinuance of the project; may also include projects that are not implemented.	
2.2.1	Project Review File	
	Disposition Authority Number	DAA-0568-2016-0005-0009
	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

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Records Schedule: DAA-0568-2016-0005

	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Retention Period	Destroy 10 year(s) after review of project or 1 year(s) after responsible office determines it is no longer needed for legal, audit, administrative, or business purposes occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
2.2.2	Projects Not Implemented	
	Disposition Authority Number	DAA-0568-2016-0005-0010
	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	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
2.3	Technical Assessments	
	Files maintained for each technical assessment may include, but are not limited to, copies of authorizations; preparation instructions; correspondence, memoranda, survey forms, risk assessments, and reports created and collected during the course of surveys and studies.	
2.3.1	Project Files	
	Disposition Authority Number	DAA-0568-2016-0005-0011
	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

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	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year after completion or cancellation of assessment.
	Retention Period	Destroy 5 year(s) after cutoff or 1 year(s) after responsible office determines it is no longer needed for legal, audit, administrative or business purposes occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
2.3.2	Final Report	
	Disposition Authority Number	DAA-0568-2016-0005-0012
	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 after completion or cancellation of assessment.
	Retention Period	Destroy 25 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
2.4	Test and Evaluation Case Files	
	Consists of various documents used to document the testing and evaluation of devices, equipment, and systems.	
2.4.1	Test and Evaluation Case File and Supporting Documentation	
	Disposition Authority Number	DAA-0568-2016-0005-0013
	Materials include: 24-Hour Report, Data Analysis Plan, Data Management Plan, Data Quality Management Plan, Draft of Final Report, Event Design Reports, Fact Sheet, Feedback Questionnaire, Flash Reports, Lessons Learned, Meeting Minutes, Milestones, Operations Plan, Quick Look Reports, Status Reports, Test Configurations, Test Initiation Form, Test Planning Checklist, Test Procedures,	

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	Test Program Plan, Test Protocols, Test Schedules, Test Team Assessment Letter.
	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 upon completion of test.
	Retention Period Destroy 5 year(s) after cutoff
	Additional Information
	GAO Approval Not Required
2.4.2	Test and Evaluation Final Report
	Disposition Authority Number DAA-0568-2016-0005-0014
	Upon completion of the test & evaluation, a Final Report is prepared summarizing the findings.
	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 when the tested device, system or equipment is removed from operation.
	Retention Period Destroy 5 year(s) after cutoff
	Additional Information
	GAO Approval Not Required
2.5	Test and Evaluation Product Packages
	Disposition Authority Number DAA-0568-2016-0005-0015
	Consists of the following: Test Evaluation Master Plan developed by system, of how test evaluations will be carried out and documented; Integrated Master

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Schedule that plots dates and schedules for evaluations; Analysis of Alternatives for evaluations of alternative designs based on performance, cost schedule, and risk criteria; Performance Specifications; Joint capability and capability design documents; Test evaluation results; Concept of Operations.

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 when testing and evaluation is complete.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.6

Enterprise Architecture Records

Disposition Authority Number DAA-0568-2016-0005-0016

Records identifying the systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans not created in the CIO's office.

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 when superseded by a new iteration of the enterprise architecture.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

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	GAO Approval	Not Required
2.7	Technology Capital Investment Records	
	Disposition Authority Number	DAA-0568-2016-0005-0017
	Records documenting the integration of technology investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on technology capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records. Records not created within CIO office.	
	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 annually.
	Retention Period	Destroy no sooner than 7 year(s) after cutoff, but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
2.8	Project Files	
	Disposition Authority Number	DAA-0568-2016-0005-0018
	Project documentation prepared to plan, document and implement the site development. Documentation may include, but is not limited to correspondence, memoranda, reports, and other records tracking assignments, schedule management records, scope management records, progress, management and completion of the project; and property and construction records including, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, and inspection reports.	
	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

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2.9

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

Disposition Instruction

Cutoff Instruction

Cutoff when project/program close-out is complete.

Retention Period

Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

System Development and Capabilities Records for All Technology and Innovation

Disposition Authority Number

DAA-0568-2016-0005-0019

Technology and Innovation development records. These records relate to the development of technology and innovation applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. Includes records such as: project plans; feasibility studies; cost analyses; requirements documents; compliance documents including: Privacy Threshold Analyses (PTAs), Privacy Impact Assessments (PIAs), Security Plan, Information Protection Plan; change control records; Project Schedule; Plan of Action and Milestones (POA&M); Configuration Management Plan; Resource Management Plan; Risk Assessment/Mitigation Plan; Security Plan; Disaster Recovery Plan; Test/Acceptance Plan; Quality Control Plan; Deployment Guide; User Guide; Training Guide.

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 after system is superseded by a new iteration or is terminated, defunded, or no longer needed for agency administrative purposes.

Retention Period

Destroy no sooner than 5 year(s) after cutoff but longer retention is authorized

Additional Information

GAO Approval

Not Required

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2.10

Planning and Development Documentation

Disposition Authority Number DAA-0568-2016-0005-0020

This series consists of files used to conduct project, program and portfolio planning documentation. Examples of files include, but are not limited to: mission need statements, program/project charters, project authorization memos, concepts of operation, capability development plans, and operational requirements documents.

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 when project/progam close-out is complete.

Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

2.11

Letters of Encouragement/Discouragement

Disposition Authority Number DAA-0568-2016-0005-0021

Consists of letters sent to vendors that serves to either encourage or discourage their responses / participation to proposals based on feasibility as determined by the Source Selection Committee's evaluation.

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 files annually.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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2.12

Focus Technical Reports

Disposition Authority Number DAA-0568-2016-0005-0022

Consists of internally published studies and reports on potential and promising nuclear detection and security system architecture.

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 end of the calendar year in which created.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

2.13

Technical Information Bulletins/Tech Notes

Disposition Authority Number DAA-0568-2016-0005-0023

Describes the non-proprietary concepts and protocols that were components of the responses to a request for information (RFI), in addition to information obtained from sources such as standards bodies, technology forums, technology magazines, and professional organizations.

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 Review annually. Cut off files that have had no action in 5 years.

Retention Period Destroy immediately after cutoff.

Additional Information

GAO Approval Not Required

2.14

Technology Transition Agreements

Disposition Authority Number DAA-0568-2016-0005-0024

An agreement between DHS components and related CIKR Sector Specific Agencies to identify critical technological gaps and needs within CIKR; it documents the fiscal and transition commitment of participants in the transition stream to develop, deliver, and integrate a technology/product. TTA defines the functional responsibilities and support relationships between the parties signing the agreement and ensures a clear understanding of the responsibilities of all parties. TTA'S are not legally binding, and parties to the agreement may modify its contents with the concurrence of all parties.

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 when agreement is terminated.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

3

Internal Investigation Records

3.1

Civil Rights and Civil Liberties Case Files

Disposition Authority Number DAA-0568-2016-0005-0025

Records developed to track and monitor complaints that are or will be investigated by DHS Civil Rights and Civil Liberties regarding alleged violations of civil rights and civil liberties, and to track and monitor Requests for Information associated with complaints. Allegations made are related to DHS personnel and programs administered or financed by DHS.

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

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3.2

Disposition Instruction

Retention Period Destroy no sooner than 4 year(s) after creation but longer retention is authorized

Additional Information

GAO Approval Not Required

Misconduct Files

Disposition Authority Number DAA-0568-2016-0005-0026

These files contain records pertaining to criminal investigations conducted on U.S. Customs and Border Protection employees. Included are the closing report on an investigation, sworn witness statements and transcripts of interviews.

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
N1-36-92-1-2	Misconduct Files

Disposition Instruction

Cutoff Instruction Cut off at close of case.

Transfer to Inactive Storage Transfer to FRC after cutoff.

Retention Period Destroy 25 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Personnel Security Clearance Files

Disposition Authority Number DAA-0568-2016-0005-0027

These files contain records of any investigations done on applicants and employees of the U.S. Customs and Border Protection. Included are background investigations, fingerprint charts, medical checks, and National Agency checks.

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3.3

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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
N1-36-92-1-1	Personnel Security Clearance Files

Disposition Instruction

Cutoff Instruction Cutoff at close of case.

Transfer to Inactive Storage Transfer to FRC at cutoff.

Retention Period Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Prison Rape Elimination Act Files

Disposition Authority Number DAA-0568-2016-0005-0028

A repository of information gathered in connection with an internal or disciplinary review or investigation of a sexual abuse or assault allegation of a detainees or an individual in CBP custody. Case files are developed as a result of CBP/IA or DHS/OIG allegations and/or investigations and are used only for tracking and monitoring purposes. Also includes reports of the multidisciplinary review of substantiated and unsubstantiated cases completed at the conclusion of the investigation and notifications. The report identifies recommendations, when needed, for change in policy or practice that would prevent, detect or respond to sexual abuse/assault. Written notifications received/sent from/to internal and external organizations of PREA cases. For CBP PREA cases, these notifications are filed in the PREA database by JICMS number. For external agency PREA cases the notification is kept on file with the forwarding notification to the agency where the incident occurred.

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

3.4

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

	Cutoff Instruction	Cutoff at close of case.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
4	Human Resources/Workforce Support Records	
4.1	Job Applicant Medical Files	
	Disposition Authority Number	DAA-0568-2016-0005-0029
	Medical Files of applicants for CBP positions NOT appointed to a Federal position.	
	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	
	Retention Period	Destroy 2 year(s) after creation.
	Additional Information	
	GAO Approval	Not Required
4.2	Lactation Program Records	
	Disposition Authority Number	DAA-0568-2016-0005-0030
	The Lactation Support Program is to enhance the quality of work life for employees who are nursing mothers, while also maintaining productivity and mission functions of the Agency. Eligible CBP employees are responsible for: requesting the use of a private lactation room/space with reasonable notice. The registration and reservation system is housed on SharePoint.	
	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	

WITHDRAWN – RETURNED WITHOUT ACTION

4.3

Cutoff Instruction Cut off annually.
Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Acquisition Workforce Support Files

Disposition Authority Number DAA-0568-2016-0005-0031

Records documenting the demographics of the workforce as a whole to facilitate periodic reporting, trend analysis, and to maintain other records used for workforce support (e.g., cert/CL status reports annotated for CBP office supported), as well as record documenting individual certification and continuous learning status and workforce support activity (e.g. the "help desk" for certification support) and includes information and data represented collectively as a log or individually as case 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

Retention Period Destroy no sooner than 5 year(s) after creation but
longer retention is authorized

Additional Information

GAO Approval Not Required

4.4

Acquisition Workforce Support Library Files

Disposition Authority Number DAA-0568-2016-0005-0032

Records that document methods, processes, and resources required to sustain the daily work of supporting the workforce that generally consist of: Policy documents copied from DHS, OPM, OFPP, and other sources to translate workforce support requirements into CBP and OTIA doctrine and process; Policy and process documents created within OTIA to guide and administer workforce support; Scripts: best-practice guides for individual workforce support issues and events to inform daily support; Tutorials: step-by-step processes created to guide workforce members through specific activities; Templates used to guide workforce members through certification and continuous Learning evolutions involving assessment and approval (these are not formal CBP forms).

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0568-2016-0005**

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 when superseded or cancelled.
Retention Period	Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval	Not Required
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4.5

Balanced Workforce Strategy

Disposition Authority Number	DAA-0568-2016-0005-0033
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The Balanced Workforce Strategy (BWS) is a process used to assess and make decisions regarding the balance and effective use of Federal and contractor workforces in achieving the mission for the Department of Homeland Security (DHS). Balancing the government workforce requires determining the proper mix of Federal employees and contractors. The purpose of BWS is to: Achieve the appropriate mix of Federal and contractor skills, expertise, experience and other assets necessary to effectively achieve the Department's mission; Ensure that inherently governmental functions and unauthorized personal services are not performed by contractors; Dedicate an adequate number of Federal employees to the performance of critical functions or functions that are closely associated with inherently governmental such that the Department can maintain control of its mission and operations; Give consideration to using, on a regular basis, Federal employees to perform new functions and functions that are performed by contractors that could be performed by Federal employees (and Special Consideration to the use of Federal employees in those areas specifically identified by law); and Integrate management and planning activities to reduce risk to the Department's mission and promote improvements in the Department's economy, efficiency and performance.

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

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

4.6	Disposition Instruction	
	Retention Period	Destroy 5 year(s) after creation or when supersession occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
	Law Enforcement Job Study Business Plan	
	Disposition Authority Number	DAA-0568-2016-0005-0034
	Job study involving weapon carrying positions. The job study involves conducting a job analysis for the Air Interdiction Agent (AIA), Marine Interdiction Agent (MIA), Aviation Enforcement Agent (AEA) Positions and any subsequent Enforcement position for the purpose of developing fitness standards for the Pre-employment Fitness Test 1 (PFT 1), Pre-employment Fitness Test 2 (PFT 2), and the Fitness Graduation Standard (FGS) utilized by the Basic Training Academy. Tier 2 of the job study involves development of a second FGS to be administered once personnel complete the Basic Training and attend specialized training.	
	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	
4.7	Disposition Instruction	
	Cutoff Instruction	Cut off upon completion/approval of study.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Internship/Student Programs Files	
	Disposition Authority Number	DAA-0568-2016-0005-0035
	Correspondence, transcripts, resumes and tracking of student and intern programs.	
	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-0568-2016-0005

4.8	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 when individual completes program.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Vetting Records	
	Disposition Authority Number	DAA-0568-2016-0005-0036
	These include requests, results, correspondence, and reports relating to vetting requests to Labor & Employee Relations.	
	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	
5 5.1	Disposition Instruction	
	Cutoff Instruction	Cut off annually.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	General Operations Support	
	Aircraft Correspondence	
	Disposition Authority Number	DAA-0568-2016-0005-0037
	Correspondence in the operating unit responsible for maintenance and operation of aircraft not otherwise covered.	
	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	

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

5.2	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after creation.
	Additional Information	
	GAO Approval	Not Required
	Law Enforcement Equipment Issue Documentation	
	Disposition Authority Number	DAA-0568-2016-0005-0038
	Includes body armor form, body armor departure form, division issue form, and related documentation.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
5.3	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	Retain in active files until all issuance has been returned, then cutoff.
	Retention Period	Destroy 1 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	General Correspondence	
	Disposition Authority Number	DAA-0568-2016-0005-0039
	General correspondence for non-Executive Level employees including all headquarters and field offices.	
	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	

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

Manual Citation	Manual Title
N1-36-86-1, item A2	General Correspondence

Disposition Instruction

Retention Period Destroy 3 year(s) after creation.

Additional Information

GAO Approval Not Required

Declassification Request Files

Disposition Authority Number DAA-0568-2016-0005-0040

Include request forms, copies of email messages, source documents, and responses indicating outcome of request. Declassification requests are received electronically or hard copy and are authorized by the originating law enforcement agency. Requests are maintained electronically and hard copy and may be used for briefings. (In response to a request under the Freedom of Information Act, the Privacy Act of 1974, or the mandatory review provisions of E.O. 12958, DHS may perform reviews of classified materials to determine if continued protection is warranted. Files created in response to these requests may include the original request, a copy of the reply, and all related supporting files, including the official file copy of requested records or a copy. Declassification requests are received electronically or hard copy and are maintained in the original format.)

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 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Facilities Management Files

Disposition Authority Number DAA-0568-2016-0005-0041

Files related to the physical and environmental maintenance of CBP property.

5.4

5.5

WITHDRAWN – RETURNED WITHOUT ACTION

5.6	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	
	Retention Period	Destroy 3 year(s) after creation.
	Additional Information	
	GAO Approval	Not Required
	Seized Property Warehouse and Vault Program Inventories	
	Disposition Authority Number	DAA-0568-2016-0005-0042
Records related to seized property warehouse and vaults including administrative records, vault inventory procedures and analysis records, warehouse inventory analysis records, and related documentation.		
5.7	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	
	Retention Period	Destroy 7 year(s) after creation.
	Additional Information	
	GAO Approval	Not Required
	Internal Check and Control Files	
	Disposition Authority Number	DAA-0568-2016-0005-0043
Records relating to all internal checks performed to safeguard the Governments revenue and assets.		
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-0568-2016-0005

5.8

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 024.12	Internal Check and Control Files

Disposition Instruction

Retention Period **Destroy immediately after superseded or made obsolete.**

Additional Information

GAO Approval **Not Required**

Cross Designation Records

Disposition Authority Number **DAA-0568-2016-0005-0044**

Includes cross designation records for CBP officers empowered to act for other agencies. Arranged alphabetically by name of effect.

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 A5	Cross Designation of Record of Customs Officer Empowered to Act for Other Agencies

Disposition Instruction

Cutoff Instruction **Cutoff when employee is separated or transferred.**

Retention Period **Destroy immediately after cutoff.**

Additional Information

GAO Approval **Not Required**

Information Law and Intellectual Property Records

6

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

	<p>Contains documents related to data rights and interpretations under contracts and cooperative agreements involving DHS. Documents may include, but are not limited to, copies of contracts, requests for proposals, disclosure of project data, affidavit waivers, and related internal and external correspondence regarding negotiations and decisions.</p>
6.1	<p>Trademarks</p> <p>Disposition Authority Number DAA-0568-2016-0005-0045</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year in which trademark IS abandoned.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
6.2	<p>Patents</p> <p>Disposition Authority Number DAA-0568-2016-0005-0046</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year after date of issuance.</p> <p>Retention Period Destroy 40 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

6.3

Copyright

Disposition Authority Number DAA-0568-2016-0005-0047

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 after date of Issuance

Retention Period Destroy 150 year(s) after cutoff

Additional Information

GAO Approval Not Required

6.4

Trade Secrets

Disposition Authority Number DAA-0568-2016-0005-0048

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 in which received

Retention Period Destroy 20 year(s) after cutoff or when devaluation of secret occurs, whichever is later

Additional Information

GAO Approval Not Required

7

Delegation/Meeting Files

Disposition Authority Number DAA-0568-2016-0005-0049

Contains meeting announcements, schedules and participant lists; may also include, topics of discussions, issue and talking points, biographies, summary and/or position papers and information and background.

WITHDRAWN – RETURNED WITHOUT ACTION

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

8

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 in which records created.
Retention Period Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Internal Committee and Conference Reports

Disposition Authority Number DAA-0568-2016-0005-0050

Agenda, minutes, final reports, and related records documenting the accomplishments of internal working groups.

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 B10a	Committee and Conference Reports, Internal Committees

Disposition Instruction

Cutoff Instruction Cutoff upon termination of committee.
Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

9

Internal Working Group Records

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

Disposition Authority Number DAA-0568-2016-0005-0051

Internal working group records, copies not for sponsor.

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 B10b 1b	Internal Working Groups, Copies Not for the Sponsor

Disposition Instruction

Retention Period Destroy no sooner than 3 year(s) after creation but longer retention is authorized

Additional Information

GAO Approval Not Required

Budget Policy Files

Disposition Authority Number DAA-0568-2016-0005-0052

Correspondence on subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

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
N1-036-86-1, item B5	Budget Policy Files, Budget Administration and Procedures

Disposition Instruction

10

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0568-2016-0005**

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Retention Period Destroy 5 year(s) after creation

Additional Information

GAO Approval Not Required

CBP Policy and Regulations

Disposition Authority Number DAA-0568-2016-0005-0053

Records relating to official policy including Customs Regulations, directives, and handbooks.

Final Disposition Permanent

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 177.21b	Records Relating to Customs Regulations
NC1-310-77-2, items 625a and b	Agricultural Inspection Policy
NC1-310-77-2, items 829a and b	Agricultural Inspection Record Quarantine Regulations

Disposition Instruction

Cutoff Instruction Cut off when superseded or obsolete.

Transfer to Inactive Storage Transfer to FRC for 20 years after cutoff.

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

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0568-2016-0005

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