

## Request for Records Disposition Authority

Records Schedule Number DAA-0568-2017-0006  
Schedule Status Approved  
Agency or Establishment Bureau of Customs and Border Protection  
Record Group / Scheduling Group Records of the Bureau of Customs and Border Protection  
Records Schedule applies to Agency-wide  
Schedule Subject Trade and Travel Records: Custody of Merchandise  
Internal agency concurrences will be provided No

Background Information Trade and Travel encompasses a multi-layered system of people, technology, intelligence, risk information, targeting, international cooperation and shipper and traveler vetting in order to enforce the laws of the United States while fostering economic security through lawful international trade and travel.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

### GAO Approval

0004, 0007

## Outline of Records Schedule Items for DAA-0568-2017-0006

Sequence Number	
1	Customhouse Broker's Pre-Examination Records Disposition Authority Number: DAA-0568-2017-0006-0001
2	Customhouse Broker's Examination Records Disposition Authority Number: DAA-0568-2017-0006-0002
3	Licensing Records Disposition Authority Number: DAA-0568-2017-0006-0003
4	Transportation Entry Records Disposition Authority Number: DAA-0568-2017-0006-0004
5	Sale of Transferred Merchandise Records Disposition Authority Number: DAA-0568-2017-0006-0005
6	Foreign Trade Zone Admission Application Records Disposition Authority Number: DAA-0568-2017-0006-0006
7	General Order Control Files Disposition Authority Number: DAA-0568-2017-0006-0007
8	Laboratory Operations Monthly Reports Disposition Authority Number: DAA-0568-2017-0006-0008

## Records Schedule Items

Sequence Number	
1	<p><b>Customhouse Broker's Pre-Examination Records</b></p> <p>Disposition Authority Number      DAA-0568-2017-0006-0001</p> <p><b>Records used to prepare broker examinations. Includes background information used for preparation of examination as well as records related to the syllabus for customhouse brokers.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</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>GRS or Superseded Authority Citation      N1-36-86-1 / 111/2/A N1-36-86-1 / 111/2/D</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off when superseded or obsolete.</p> <p>Retention Period                      Destroy 6 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
2	<p><b>Customhouse Broker's Examination Records</b></p> <p>Disposition Authority Number      DAA-0568-2017-0006-0002</p> <p><b>Broker examination records. Includes correspondence related to request for copies of the examination, responses to questions concerning the examination, the original examination and answer sheets used by applicants, and appeals for exam failure and license denial.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</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>

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GRS or Superseded Authority Citation N1-36-86-1 / 111/2/B  
N1-36-86-1 / 111/2/C

Disposition Instruction

Cutoff Instruction Cut off 6 months after exam or final appeal is concluded, whichever is applicable.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Licensing Records

Disposition Authority Number DAA-0568-2017-0006-0003

Licenses, correspondence relating to bonds, and similar documents for bonded warehousemen, cartmen, carriers, customhouse brokers, lightermen, container station operators, and similar positions including proposed revocation or suspension files. Arranged alphabetically by name of person licensed.

Final Disposition Temporary

Item Status Active

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 / 111/1/A  
N1-36-86-1 / 111/1/B  
N1-36-86-1 / 112/1  
N1-36-86-1 / 177/13

Disposition Instruction

Cutoff Instruction Cut off upon license termination or death of licensee, as applicable.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Transportation Entry Records

Disposition Authority Number DAA-0568-2017-0006-0004

Includes CBP forms and related documents used to control baggage and goods shipped in bond including withdrawal from warehouse records for either direct or

indirect exportation or for transportation to another port of entry as filed on CBP forms for transportation entry and manifest of goods subject to Customs inspection and permit.

Final Disposition Temporary

Item Status Active

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 / 18/1/A  
N1-36-86-1 / 144/2

**Disposition Instruction**

Cutoff Instruction Cut off upon receipt of completed form.

Retention Period Destroy 2 year(s) after cutoff.

**Additional Information**

GAO Approval Required and Received

**Sale of Transferred Merchandise Records**

Disposition Authority Number DAA-0568-2017-0006-0005

Forms and other records maintained by field offices such as Merchandise Control/Public Auctions units related to the sale of unclaimed and abandoned merchandise.

Final Disposition Temporary

Item Status Active

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 / 127/3

**Disposition Instruction**

Cutoff Instruction Cut off upon sale of merchandise.

Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

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GAO Approval Not Required

**Foreign Trade Zone Admission Application Records**

Disposition Authority Number DAA-0568-2017-0006-0006

Documents in support of applications for merchandise transported through CBP territory unladen directly from the importing carrier. Includes Foreign Trade Zone Admission and Status Designation Applications.

Final Disposition Temporary

Item Status Active

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 / 146/1

**Disposition Instruction**

Cutoff Instruction Cut off upon approval or denial of application.

Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

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**General Order Control Files**

Disposition Authority Number DAA-0568-2017-0006-0007

Invoices, liens, ledger sheets, and related documentation used for control of merchandise entered and withdrawn from General Order Warehouse.

Final Disposition Temporary

Item Status Active

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 / 127/1

**Disposition Instruction**

Cutoff Instruction Cut off at close of file.

Retention Period Destroy 1 year(s) after cutoff

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**Additional Information**

GAO Approval Required and Received

**Laboratory Operations Monthly Reports**

Disposition Authority Number DAA-0568-2017-0006-0008

Monthly reports of laboratory operations supporting customs trade compliance that are submitted to Headquarters.

Final Disposition Temporary

Item Status Active

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 / 151/1/B

**Disposition Instruction**

Cutoff Instruction Cut off upon submission of report to Headquarters.

Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

## 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
03/29/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
04/20/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/20/2017	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
09/20/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
12/07/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
12/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist