

Outline of Records Schedule Items for DAA-0568-2017-0010

Sequence Number	
1	Law Enforcement Job Study Business Plan Disposition Authority Number: DAA-0568-2017-0010-0001
2	Vetting Records Disposition Authority Number: DAA-0568-2017-0010-0002
3	Fitness for Duty Evaluation Program Case Files Disposition Authority Number: DAA-0568-2017-0010-0003

Records Schedule Items

Sequence Number	
1	<p>Law Enforcement Job Study Business Plan</p> <p>Disposition Authority Number DAA-0568-2017-0010-0001</p> <p>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.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon completion/approval of study.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Vetting Records</p> <p>Disposition Authority Number DAA-0568-2017-0010-0002</p> <p>These include requests, results, correspondence, and reports relating to vetting requests to Labor & Employee Relations.</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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Disposition Instruction

Cutoff Instruction Cut off annually.
Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Fitness for Duty Evaluation Program Case Files

Disposition Authority Number DAA-0568-2017-0010-0003

The case files contain a compilation of record types which include: personal medical records, administrative documentation, police reports, email correspondence, medical records from employer directed examinations, and Medical Officer recommendations.

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

Disposition Instruction

Cutoff Instruction Cutoff at close of case.
Retention Period Destroy 10 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
01/31/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
09/12/2017	Return for Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
03/06/2018	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
03/14/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
04/26/2018	Return for Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
04/30/2018	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
05/10/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
10/11/2018	Submit for Concurrence	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

10/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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