

Outline of Records Schedule Items for DAA-0568-2017-0011

Sequence Number	
1	Accreditation Records Disposition Authority Number: DAA-0568-2017-0011-0001
2	Law Enforcement Student Training Records Disposition Authority Number: DAA-0568-2017-0011-0002
3	Peer Support Program Reports and Training Records Disposition Authority Number: DAA-0568-2017-0011-0003

Records Schedule Items

Sequence Number	
1	<p>Accreditation Records</p> <p>Disposition Authority Number DAA-0568-2017-0011-0001</p> <p>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.</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 Retain in active files for 1 year, then cutoff.</p> <p>Transfer to Inactive Storage Retain in inactive files for 20 years. Then transfer to FRC for 20 years.</p> <p>Retention Period Destroy 40 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Law Enforcement Student Training Records</p> <p>Disposition Authority Number DAA-0568-2017-0011-0002</p> <p>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.</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>

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

Peer Support Program Reports and Training Records

Disposition Authority Number **DAA-0568-2017-0011-0003**

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.

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 monthly.**
Retention Period **Destroy 2 year(s) after cutoff.**

Additional Information

GAO Approval **Required and Received**

3

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
03/21/2017	Return for Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
03/21/2017	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
03/29/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
06/15/2017	Return for Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
07/07/2017	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
07/25/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
12/27/2017	Submit for Concurrence	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
01/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

01/03/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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