

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2017-0011
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 Administrative and Management Records: Training and Certification
 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

0003

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 data-bbox="365 412 678 446">Accreditation Records</p> <p data-bbox="365 463 1154 497">Disposition Authority Number DAA-0568-2017-0011-0001</p> <p data-bbox="365 514 1484 661">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 data-bbox="365 678 927 712">Final Disposition Temporary</p> <p data-bbox="365 729 862 763">Item Status Active</p> <p data-bbox="365 780 834 815">Is this item media neutral? Yes</p> <p data-bbox="365 832 818 957">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 data-bbox="365 995 678 1029">Disposition Instruction</p> <p data-bbox="365 1046 1360 1081">Cutoff Instruction Retain in active files for 1 year, then cutoff.</p> <p data-bbox="365 1098 1484 1174">Transfer to Inactive Storage Retain in inactive files for 20 years. Then transfer to FRC for 20 years.</p> <p data-bbox="365 1191 1195 1225">Retention Period Destroy 40 year(s) after cutoff.</p> <p data-bbox="365 1264 678 1298">Additional Information</p> <p data-bbox="365 1315 959 1349">GAO Approval Not Required</p>
2	<p data-bbox="365 1374 976 1408">Law Enforcement Student Training Records</p> <p data-bbox="365 1425 1159 1459">Disposition Authority Number DAA-0568-2017-0011-0002</p> <p data-bbox="365 1476 1495 1623">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 data-bbox="365 1640 927 1674">Final Disposition Temporary</p> <p data-bbox="365 1691 862 1725">Item Status Active</p> <p data-bbox="365 1742 834 1776">Is this item media neutral? Yes</p> <p data-bbox="365 1793 818 1919">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

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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

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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