

Request for Records Disposition Authority

Records Schedule Number **DAA-0568-2017-0012**
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: General Enterprise Support 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001, 0003

Outline of Records Schedule Items for DAA-0568-2017-0012

Sequence Number	
1	Law Enforcement Equipment Issue Documentation Disposition Authority Number: DAA-0568-2017-0012-0001
2	Seized Property Warehouse and Vault Program Inventories Disposition Authority Number: DAA-0568-2017-0012-0002
3	Cross Designation Records Disposition Authority Number: DAA-0568-2017-0012-0003

Records Schedule Items

Sequence Number	
1	<p>Law Enforcement Equipment Issue Documentation</p> <p>Disposition Authority Number DAA-0568-2017-0012-0001</p> <p>Includes body armor form, body armor departure form, division issue form, 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 until all issuance has been returned, then cutoff.</p> <p>Retention Period Destroy 1 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>
2	<p>Seized Property Warehouse and Vault Program Inventories</p> <p>Disposition Authority Number DAA-0568-2017-0012-0002</p> <p>Records related to seized property warehouse and vaults including administrative records, vault inventory procedures and analysis records, warehouse inventory analysis records, 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 Cutoff at end of calendar year in which created.</p> <p>Retention Period Destroy 7 year(s) after cutoff.</p>

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Additional Information

GAO Approval Not Required

Cross Designation Records

Disposition Authority Number DAA-0568-2017-0012-0003

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

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 / A/5

Disposition Instruction

Cutoff Instruction Cutoff when employee is separated or transferred.

Retention Period Destroy immediately 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
03/14/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
11/30/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/15/2019	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
03/20/2019	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
07/09/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/10/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - AGNR Records Management Services
07/10/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/11/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist