

## Request for Records Disposition Authority

Records Schedule Number      DAA-0568-2017-0014  
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    Major Subdivision  
Major Subdivision                Operations Support  
Minor Subdivision                Law Enforcement Safety and Compliance  
Schedule Subject                 Administrative and Management Records: Law Enforcement  
   Instructor Training 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0568-2017-0014

Sequence Number	
1	Law Enforcement Instructor Training Records Disposition Authority Number: DAA-0568-2017-0014-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 412 992 446"><b>Law Enforcement Instructor Training Records</b></p> <p data-bbox="370 463 1149 497">Disposition Authority Number      DAA-0568-2017-0014-0001</p> <p data-bbox="370 514 1492 740">Training for agents to become instructors in the field. These records are organized by class where students learn how to conduct scenario based training and instruct others in law enforcement topics such as less lethal instruction, defensive maneuvers, non-lethal weapons use, and others. The files include student instructor welcome and departure packages, training documents, and test and proficiency results.</p> <p data-bbox="370 757 922 791">Final Disposition                      Temporary</p> <p data-bbox="370 808 857 842">Item Status                              Active</p> <p data-bbox="370 859 829 893">Is this item media neutral?          Yes</p> <p data-bbox="370 910 813 1038">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="370 1072 675 1106"><b>Disposition Instruction</b></p> <p data-bbox="370 1123 1451 1200">Cutoff Instruction                      Cut off when certificate is no longer valid per CBP policy.</p> <p data-bbox="370 1217 1170 1251">Retention Period                      Destroy 3 year(s) after cutoff.</p> <p data-bbox="370 1285 672 1319"><b>Additional Information</b></p> <p data-bbox="370 1344 954 1378">GAO Approval                          Not Required</p>

## 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
09/20/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
09/21/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/25/2017	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
11/28/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
03/27/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/27/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
03/28/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/29/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist