

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="365 410 990 446">Law Enforcement Instructor Training Records</p> <p data-bbox="365 463 1149 500">Disposition Authority Number DAA-0568-2017-0014-0001</p> <p data-bbox="365 517 1503 734">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="365 751 925 787">Final Disposition Temporary</p> <p data-bbox="365 804 860 840">Item Status Active</p> <p data-bbox="365 857 828 893">Is this item media neutral? Yes</p> <p data-bbox="365 910 812 1032">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 1070 673 1106">Disposition Instruction</p> <p data-bbox="365 1123 1453 1202">Cutoff Instruction Cut off when certificate is no longer valid per CBP policy.</p> <p data-bbox="365 1219 1177 1255">Retention Period Destroy 3 year(s) after cutoff.</p> <p data-bbox="365 1283 673 1319">Additional Information</p> <p data-bbox="365 1336 958 1372">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