

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2018-0002
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 Border Surveillance Systems (BSS) Records
Internal agency concurrences will be provided No

Background Information

CBP is responsible for securing the borders of the United States while facilitating lawful international trade and travel. CBP employs various technologies to enforce hundreds of U.S. laws and regulations at the border, including immigration and narcotics enforcement laws. BSS is a combination of surveillance technologies designed to assist CBP in detecting, identifying, apprehending, and removing persons illegally entering the United States at and between ports of entry and enforcing U.S. law. BSS may also monitor a particular individual or location as part of a law enforcement investigation, and as potential evidence if the apprehension of the individual results in criminal proceedings. BSS that are located across urban, rural, and remote areas along the U.S. border include tethered aerial video; radars; fixed, mobile, and relocatable towers equipped with ground video with day and night thermal capabilities; ground sensors; radio frequency sensors; ultra-light aircraft detection; and acoustic sensing devices. Each surveillance system is deployed taking into account the surrounding terrain and population.

The recorded data results in two types of audio/visual surveillance files: 1) files that have no evidentiary value; and 2) files that have evidentiary value. For use in this schedule, the following definitions apply: Non-Evidentiary- generated by BSS, including information recorded on a routine or 24/7 basis, and determined not to be evidentiary, as defined below.

Evidentiary- Any recorded data or information determined to have material, probative, or operational value, or deemed likely to have bearing on or be subject to obligations in any criminal, administrative, civil, or other legal proceeding. Surveillance files determined to have evidentiary value shall be preserved with the associated case file or other operational records, and under the associated record's approved retention schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

0001, 0002, 0003, 0004

Outline of Records Schedule Items for DAA-0568-2018-0002

Sequence Number	
1	Non-Evidentiary Border Surveillance Audio/Video Records Disposition Authority Number: DAA-0568-2018-0002-0001
2	Non-Evidentiary Radio Audio Transmissions Disposition Authority Number: DAA-0568-2018-0002-0002
3	Non-Evidentiary Radio Transmission Information Disposition Authority Number: DAA-0568-2018-0002-0003
4	Non-Evidentiary Land Mobile Radio Network Records Disposition Authority Number: DAA-0568-2018-0002-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 417 1159 449">Non-Evidentiary Border Surveillance Audio/Video Records</p> <p data-bbox="365 470 1143 502">Disposition Authority Number DAA-0568-2018-0002-0001</p> <p data-bbox="365 523 1487 1076">BSS use aerial, mobile, and ground fixed cameras and radar to routinely monitor border areas for suspicious activity or an unexpected presence. Some video cameras have night vision or thermal imaging capability for monitoring an area at night. The video records and tracks the presence of people illegally crossing the border and entering U.S. territory. The systems also receive data sent by underground sensors to detect persons or vehicular movement across and along the border and relays the data to a Border Patrol station for a response. CBP also collects radar data to detect and interdict aircraft, vehicles, vessels, and other conveyances in the border area and drug trafficking transit zones, such as the adjacent portions of the Caribbean Sea. This radar data do not contain PII, but may be used to locate an individual illegally crossing the border. CBP also uses surveillance systems to detect individuals and conveyances moving above ground in remote areas, which may lead to an interdiction. They also detect the presence of small aircraft flying along the border. These records include the metadata associated with them, both system created and input by CBP employees.</p> <p data-bbox="365 1098 922 1129">Final Disposition Temporary</p> <p data-bbox="365 1151 857 1183">Item Status Active</p> <p data-bbox="365 1204 808 1236">Is this item media neutral? No</p> <p data-bbox="365 1257 1422 1321">Explanation of limitation These are records held in electronic information systems.</p> <p data-bbox="365 1342 824 1459">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="365 1481 813 1566">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="365 1608 672 1640">Disposition Instruction</p> <p data-bbox="365 1661 1045 1693">Cutoff Instruction Cutoff records daily.</p> <p data-bbox="365 1715 1487 1821">Retention Period Destroy no sooner than 30 days after cutoff, but no later than 45 days after cutoff if not determined to be evidentiary.</p> <p data-bbox="365 1864 672 1896">Additional Information</p>

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GAO Approval Required and Received

Non-Evidentiary Radio Audio Transmissions

Disposition Authority Number DAA-0568-2018-0002-0002

BSS uses radio frequency sensors to detect radio transmissions. Some sensors have audio recording capability to assist determining whether the transmissions are related to an illicit activity.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation These are digital audio files

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cutoff records daily.

Retention Period Destroy no sooner than 72 hours after cutoff but no later than 30 days after cutoff if not determined to be evidentiary.

Additional Information

GAO Approval Required and Received

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Non-Evidentiary Radio Transmission Information

Disposition Authority Number DAA-0568-2018-0002-0003

CBP officials utilize and document non-audio information associated with radio frequency sensors, including metadata and associated event information, to identify suspicious activity.

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? Yes

4	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff records monthly.
	Retention Period	Beginning 1 year after cutoff, review business need at least annually. Destroy when determined there is no longer a business or evidentiary need to retain the information.
	Additional Information	
	GAO Approval	Required and Received
	Non-Evidentiary Land Mobile Radio Network Records	
	Disposition Authority Number	DAA-0568-2018-0002-0004
	CBP logs all audio transmissions between agents, officers, and dispatch operators to retrace the activity when investigating incidents involving CBP agents. An audio logging recorder is active at some CBP sector offices and the National Law Enforcement Communication Center (NLECC). The audio logging recording is used by Office of Professional Responsibility.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Digital audio files
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No	
Disposition Instruction		
Cutoff Instruction	Cutoff daily.	
Retention Period	Destroy no sooner than 7 days after cutoff, but no later than 90 days after cutoff if not determined to be evidentiary.	
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
08/28/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
09/14/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/01/2018	Return for Revision	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
10/10/2018	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
10/10/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
11/13/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/29/2019	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
01/31/2019	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
06/05/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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