

Request for Records Disposition Authority

Records Schedule Number **DAA-0568-2019-0005**
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 **Decal Transponder Online Procurement System (DTOPS) records**
Internal agency concurrences will be provided **Yes**

Background Information **The Decal and Transponder Online Procurement System (DTOPS) is a public-facing Web-based online procurement system through which commercial vehicle, private aircraft, and private vessel owners can pay a yearly fee, rather than a per transaction charge, to cross the U S border by purchasing yearly user fee decals and transponders DTOPS also supports an intranet site for CBP access to accounts**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0568-2019-0005

Sequence Number	
1	DTOPS Master File Disposition Authority Number DAA-0568-2019-0005-0001

Records Schedule Items

Sequence Number	
1	<p>DTOPS Master File</p> <p>Disposition Authority Number DAA-0568-2019-0005-0001</p> <p>The DTOPS Master File contains personal, vehicle, vessel, or aircraft information provided by each user. The personal data includes names, email addresses, physical addresses, and phone numbers. Vehicle information includes license plate, make, model, year, color, cab number, registered owner, C-TPAT or FAST ID, VIN number, and vehicle status (active or deactivated). Vessel data includes the model year, manufacturer, vessel name, and one of the following: US Coast Guard ID, local registration number, or Hull ID. Aircraft information includes model year, manufacturer, and tail number. The DTOPS system also retains the payment tracking number supplied by the payment processing system Pay.gov. Payment information is not retained within DTOPS. Holders of an active account can purchase a single crossing or yearly user fee to expedite border crossing. DTOPS only captures crossing data for users that have purchased a single border crossing fee in order to track their account status. Crossing data is not captured for transponders since they give users unlimited crossings for a calendar year. The crossing data for single border crossing fees consists of notifications DTOPS receives from ACE (Automated Commercial Environment) as to when and where a vehicle has crossed the border. This data enables DTOPS to determine which accounts have utilized their single crossing fee. The DTOPS Master File also includes email correspondence in reference to DTOPS user accounts.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic Information System records</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-568-09-003 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff account information upon user account, decal, transponder, and VINs inactivation or deactivation</p>

Retention Period	Destroy 12 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

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
10/09/2019	Certify	Dawn Watts	CBP Chief Records Officer CRO	Customs and Border Protection - Customs and Border Protection
12/30/2019	Submit for Concurrency	Esther Hidalgo	Archivist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
01/13/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/13/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/16/2020	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist