

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2019-0009

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 Customs-Trade Partnership Against Terrorism (CTPAT) Records

Internal agency concurrences will be provided Yes

Background Information Customs-Trade Partnership Against Terrorism (CTPAT) is a U.S. Customs and Border Protection (CBP) voluntary trade partnership program in which CBP and members of the trade community work together to secure and facilitate the movement of legitimate international trade. The program focuses on improving security throughout the supply chain, beginning at the point of origin (including manufacturer, supplier, or vendor) through a point of distribution to the destination. CTPAT member companies, called partners, agree to implement certain security procedures throughout their supply chains to protect those supply chains from terrorist infiltration and other illegal activities that threaten the security of the United States. CTPAT partners who undertake these protections receive facilitated processing by CBP. As a result, the program helps CBP achieve its twin goals of improving security while facilitating the flow of global trade. In the course of enrollment, certification, and validation, CTPAT applicants/partners and their supply chains provide a variety of information, including confidential business 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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Outline of Records Schedule Items for DAA-0568-2019-0009

Sequence Number

1

CTPAT Partner Files

Disposition Authority Number: DAA-0568-2019-0009-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 643 411">CTPAT Partner Files</p> <p data-bbox="345 432 1151 464">Disposition Authority Number DAA-0568-2019-0009-0001</p> <p data-bbox="345 489 1516 1209">Partner files include Application, Validation, Supply Chain Security, and Derogatory Records. Information captured in the application process includes: Issue Papers, including information regarding whether the applicant is eligible for CTPAT membership or source record numbers for such information; narrative description of supply chain security procedures for applicant and other entities in applicant's supply chain; validation/supporting documentation; account status; information received from and confirmed by countries with which CBP has a Mutual Recognition Arrangement (MRA); and by applicant request, information received from, and forwarded to, foreign secure supply chain programs pursuant to a harmonization program (may include similar identifying information to the above). Other records held in CTPAT include: user agreements to protect information; evidence for Regulations and Rulings cases; direct messages and conversations; e-mail notifications; status Verification Interface (SVI) requests; mass e-mails to partners; Supply Chain Security Specialists (SCSS) reports; documentation of supply chain security practices; confirmations of CTPAT certification; SCSS risk assessments; notes from vetting CTPAT profiles; and security profiles. As part of the application process, a query may reveal derogatory information about a business applicant or partner. Derogatory vetting results are incorporated into an Issue Paper. A letter of suspension or removal will also be produced.</p> <p data-bbox="345 1230 919 1262">Final Disposition Temporary</p> <p data-bbox="345 1283 850 1314">Item Status Active</p> <p data-bbox="345 1335 818 1367">Is this item media neutral? Yes</p> <p data-bbox="345 1388 818 1514">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="345 1535 818 1629">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1665 659 1696">Disposition Instruction</p> <p data-bbox="345 1724 1370 1797">Cutoff Instruction Cut off at end of active membership or final determination of ineligibility.</p> <p data-bbox="345 1818 1192 1850">Retention Period Destroy 20 year(s) after cutoff.</p> <p data-bbox="345 1885 656 1917">Additional Information</p>

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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
08/27/2020	Certify	Dawn Watts	CBP Chief Records Officer CRO	Customs and Border Protection - Customs and Border Protection
03/16/2021	Submit for Concurrency	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/24/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/25/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/29/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist