

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2020-0003

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 Trusted Worker Records

Internal agency concurrences will be provided Yes

Background Information The Trusted Worker Program is used to record, vet, and monitor individuals, corporations, and private companies applying for access to CBP sensitive or secure work areas or positions. Trusted Worker programs include: eBadge and Bonded Facility Worker Program. The eBadge program is responsible for vetting and credentialing third party workers who have access to secure areas at CBP facilities such as domestic airports and foreign preclearance facilities. The Bonded Worker program is responsible for vetting individuals associated with bonded warehouses. This program relates only to warehouse proprietors, Foreign Trade Zone (FTZ) operators, officers, and recordkeeping employees of a corporation that have been granted the right to operate the bonded facility. Any records subject to an ongoing investigation or litigation (i.e., subject to a litigation hold) will not be destroyed until the investigation is closed or the legal hold is officially lifted.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0568-2020-0003

Sequence Number	
1	eBadge Records Disposition Authority Number: DAA-0568-2020-0003-0001
2	Bonded Facility Worker Records Disposition Authority Number: DAA-0568-2020-0003-0002

Records Schedule Items

Sequence Number	
1	<p>eBadge Records</p> <p>Disposition Authority Number DAA-0568-2020-0003-0001</p> <p>eBadge records include the following information collected from individuals: biographic data which includes the applicant's social security number; biometric data; past application; job details; work history, military service background; physical description; drug use; and criminal background. Vetting is done within the Automated Targeting System (ATS) Unified Passenger (UPAX) and the results are sent back to eBadge.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Digital only</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff upon expiration or revocation of security credentials; application denial; or application cancellation.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Bonded Facility Worker Records</p> <p>Disposition Authority Number DAA-0568-2020-0003-0002</p> <p>Bonded Facility Worker records include the following information collected from individuals: biographic data which includes the applicant's social security number; biometrics; past application; job details; work history, military service background; physical description; drug use; and criminal background. Vetting is done within the Automated Targeting System (ATS) Unified Passenger (UPAX) and the results are sent back to Bonded Facility Worker.</p>

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Digital only
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?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff upon expiration or revocation of security credentials; application denial; or application cancellation.
Retention Period	Destroy 3 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
06/21/2022	Certify	Dawn Watts	CBP Chief Records Officer CRO	Customs and Border Protection - Customs and Border Protection
11/10/2022	Submit for Concurrency	Robert Bennett	Appraisal Archivist	AC - AC
11/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office