

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0568-2021-0002

Status: APPROVED
Date Approved: 08/17/2023

General Information

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|--|---|
| Agency or Establishment | U.S. Customs and Border Protection |
| Record/Scheduling Group | 0568 - Records of the Bureau of Customs and Border Protection |
| Records Schedule Applies to | Agency-wide |
| Schedule Subject | Incident-Driven and Fixed Facility Surveillance Audio/Video Recordings |
| Additional Schedule Information | <p>This schedule covers incident-driven and fixed facility surveillance audio/video recordings created by United States Customs and Border Protection law enforcement personnel using cameras to include, but not limited to fixed facility surveillance and monitoring cameras, body-worn, mobile, and vessel-mounted cameras during the course of their official duties, and training footage. Incident-driven recordings are the result of law enforcement-related events that require on-duty law enforcement personnel to activate a camera such as a body-worn, mobile, and vessel-mounted camera recording device. Fixed facility surveillance audio/video recordings are gathered from cameras that are installed at ports of entry, ports of operation, and select Office of Border Patrol locations. Incident-driven and fixed facility surveillance recordings result in the creation of audio/video files. The recorded data will result in three types of audio/video files: 1) audio/video files that have no evidentiary value; 2) audio/video files that have been tagged as being of potential law enforcement significance; and 3) audio/video files that have evidentiary value. For use in this schedule, the following definitions apply: Non-Evidentiary- Audio/Video recorded by law enforcement personnel during the normal course of the performance of their duties determined to have no evidentiary value. Captured Events (potentially evidentiary)- Any recorded data that captures an action of law enforcement significance that has not been pulled into any criminal, administrative, civil, or other legal proceeding. Evidentiary- Any recorded data that may have material or probative value, or may have bearing on any criminal, administrative, civil, or other legal proceeding. Audio/Video Files determined to have evidentiary value shall be preserved under established rules of evidence with the associated case file.</p> |
| Is there a classified version of this form? | No |
| Is consultation and coordination with Tribal Governments required? | No- The records covered by this schedule do not implicate Tribal interests |

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0568-2021-0002

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Non-Evidentiary Incident-Activated Audio/Video files | Temporary |
| 0002 | Captured Event Audio/Visual Files | Temporary |
| 0003 | Non-Evidentiary Fixed Facility Surveillance Audio/Video Files | Temporary |
| 0004 | Incident-Activated Training Audio/Video Files | Temporary |

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Records Schedule Items

| | | |
|---|--|-----------------------|
| DAA-0568-2021-0002-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Non-Evidentiary Incident-Activated Audio/Video files | |
| Item Description | Audio/Video recorded by law enforcement personnel via monitoring cameras, body-worn, mobile, and vessel-mounted cameras. This footage is taken during the normal course of the performance of their duties and is determined to have no evidentiary value. | |
| Is this item media neutral? | No | |
| Media limitation | Digital only | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| | Superseded Items | |
| Superseded Item | Item Superseded in Part? | Explanation |
| DAA-0568-2015-0002-0001 | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Cutoff Instructions | Other: Cutoff after the recorded footage is removed from the camera, placed in storage, and labeled as non-evidentiary. | |
| Retention Period | Other: Destroy 180 days after cutoff | |
| ADDITIONAL INFORMATION | | |
| Are any of the records covered by this item national security classified? | No | |
| GAO Approval Required | Requested and Received | |

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|---------------------------------|-----------------------------------|-----------------------|
| DAA-0568-2021-0002-0002 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Captured Event Audio/Visual Files | |

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| Item Description | These records consist of audio and video recordings tagged for their potential law enforcement significance during the course of routine surveillance/incident driven events. These audio/visual files will be tagged by officers and agents as "potentially evidentiary". This item also covers footage of arrests and apprehensions that do not result in prosecution. If these records become associated with a case file they will be tagged as "evidentiary". |
| Is this item media neutral? | No |
| Media limitation | Digital only |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: Cutoff after the recorded footage is removed from the camera, placed in storage, and labeled as potentially evidentiary. |
| Retention Period | Destroy 3 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | No |
| GAO Approval Required | No |

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| DAA-0568-2021-0002-0003 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Non-Evidentiary Fixed Facility Surveillance Audio/Video Files |
| Item Description | Audio/Video recorded by security cameras that are installed outside and inside of CBP facilities. These recordings are taken during the normal course of duties and are determined to have no evidentiary value. |
| Is this item media neutral? | No |
| Media limitation | Digital only |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |

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| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: Cut off daily. |
| Retention Period | Other: Destroy no sooner than 30 days but no more than 180 days after cutoff. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | No |
| GAO Approval Required | Requested and Received |

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|---|--|
| DAA-0568-2021-0002-0004 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Incident-Activated Training Audio/Video Files |
| Item Description | Audio/Video recorded by law enforcement trainees via monitoring cameras, body-worn, mobile, and vessel-mounted cameras. Footage captured during these activities include scenario-based training performed at the Border Patrol Academy. There are no interactions with the public or actual field use of the footage captured at the Academy. |
| Is this item media neutral? | No |
| Media limitation | Digital only |
| Is this item a Big Bucket? | No |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | |
| Does this item supersede existing disposition authorities? | No |
| Is this item a deviation from the GRS? | No |
| DISPOSITION INSTRUCTION | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: Cutoff after the recorded footage is removed from the camera and placed in storage. |
| Retention Period | Other: Destroy 2 weeks after cutoff |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | No |
| GAO Approval Required | Requested and Received |

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Signatory Information

| Action | User | Date |
|---------------|----------------|-------------|
| Accept | Data Migration | 01/07/2022 |
| Approve | Colleen Shogan | 08/17/2023 |