

## Request for Records Disposition Authority

Records Schedule Number      DAA-0568-2022-0008  
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    Major Subdivision  
Major Subdivision                Office of Trade  
Schedule Subject                Customs Broker Licensing Exam – Remote Proctored Records  
Internal agency concurrences will be provided      Yes

Background Information        CBP, Office of Trade, Broker Management Branch BMB is responsible for administering the Customs Broker Licensing Exam (CBLE). The CBLE is a semi-annual test, given for the last 50 years, to license Customs Brokers. Customs Brokers are people who are knowledgeable in Customs procedures and serve as agents for companies importing goods into the country but are not CBP employees. Customs Brokers preliminarily classify and appraise imported goods, file entries, post bonds, and pay duties on behalf of the actual importer. The CBLE is conducted in person at a contracted exam center as well as remotely proctored via live streaming.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001

## Outline of Records Schedule Items for DAA-0568-2022-0008

Sequence Number

1	Remote Customs Broker License Exam (CBLE) Biometric Data Disposition Authority Number: DAA-0568-2022-0008-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1235 411"><b>Remote Customs Broker License Exam (CBLE) Biometric Data</b></p> <p data-bbox="345 432 1151 464">Disposition Authority Number      <b>DAA-0568-2022-0008-0001</b></p> <p data-bbox="345 485 1503 632">Biometric data records such as video, audio, and images collected of examinees (members of the public) who take a remote proctored Customs Broker License Exam (CBLE) via a third party vendor's software platform to ensure integrity of the exam.</p> <p data-bbox="345 653 919 684">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 705 850 737">Item Status                                <b>Active</b></p> <p data-bbox="345 758 805 789">Is this item media neutral?            <b>No</b></p> <p data-bbox="345 810 1508 884">Explanation of limitation              <b>Records only exist in electronic format such as audio and video formats.</b></p> <p data-bbox="345 905 818 1031">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p data-bbox="345 1052 818 1146">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="345 1178 659 1209"><b>Disposition Instruction</b></p> <p data-bbox="345 1230 1300 1262">Cutoff Instruction                        <b>Cut off after the exam is administered.</b></p> <p data-bbox="345 1283 1386 1356">Retention Period                         <b>Destroy 120 days after cutoff or final review, whichever is later.</b></p> <p data-bbox="345 1398 659 1430"><b>Additional Information</b></p> <p data-bbox="345 1451 1094 1493">GAO Approval                              <b>Required and Received</b></p>

## 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
02/17/2022	Certify	Dawn Watts	CBP Chief Records Officer CRO	Customs and Border Protection - Customs and Border Protection
07/14/2022	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/27/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office