

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0568-2023-0005

Status: APPROVED  
Date Approved: 08/20/2025

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## General Information

|  |  |
|--|--|
| 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   | Annual Trade Conference Records  |
| Additional Schedule Information                                    | <p>Annual Trade Conferences bring together executives and managers from a broad spectrum of the international trade community and CBP for a discussion of the agency's top priorities and initiatives. Since 2022-present, the Trade Facilitation and Cargo Security Summit combines and replaces CBP's Trade Symposium event held between 2000-2019 and the Customs Trade Partnership Against Terrorism conference.</p> <p>The Trade Symposium event was postponed due to the COVID-19 pandemic. As a result, the Virtual Trade Week was held in 2020 and 2021.</p> |
| Is There a Classified Version of This Schedule?                    | 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: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

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-0568-2023-0005

| Item # | Title                    | Disposition |
|--------|--------------------------|-------------|
| 0001   | Trade Conference Records | Permanent   |

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Records Schedule Items

|  |  |                |
|--|--|----------------|
| DAA-0568-2023-0005-0001                                      |  | STATUS: Active |
| ITEM GENERAL INFORMATION                                     |  |                |
| Item Title   | Trade Conference Records   |                |
| Item Description   | Conference Agenda, recorded sessions, welcome video, list of registrants for Trade Symposium and list of attendees for subsequent iterations of the Conference, questions submitted by attendees (virtual or in person), conference confirmation letter template, survey summaries for each event, topic/agenda planning, after-action reports, and Commissioner's briefing materials including speaker biographies, briefing memoranda, and talking points. |                |
| Is this item media neutral?                                  | Yes  |                |
| 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  | Permanent  |                |
| Cutoff Instructions  | Cut off at end of Fiscal year.   |                |
| Are there multiple instructions for this item?               | No   |                |
| Transfer Instruction   | Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff   |                |
| ADDITIONAL INFORMATION                                       |  |                |
| Current Records Format                                       | Paper-based textual records:2 cubic feet ; Analog moving pictures:1 cubic feet ; Digital moving pictures:25 GB ; Textual data:4 GB ; Structured data formats:911 MB ; Presentation formats:5 GB  |                |
| Approximate first year of records covered by this authority  | 2000   |                |
| End year of records covered by this authority                | Still being created  |                |
| Date span of the initial transfer                            | From: --/--/2000 To: --/--/2004  |                |
| Frequency of transfer  | 5  |                |

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| <p>Are any of the records covered by this item subject to a FOIA exemption?      No</p> |
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Signatory Information

| Action  | User                           | Date       |
|---------|--------------------------------|------------|
| Approve | Marco Rubio (Acting Archivist) | 08/20/2025 |



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.