

Request for Records Disposition Authority

Records Schedule Number

DAA-0568-2017-0010

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

Administrative and Management Records: Human Resources

Records

Internal agency concurrences will

be provided

No

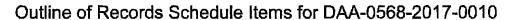
Background Information

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval





Sequence Number	
1	Law Enforcement Job Study Business Plan Disposition Authority Number: DAA-0568-2017-0010-0001
2	Vetting Records Disposition Authority Number: DAA-0568-2017-0010-0002
3	Fitness for Duty Evaluation Program Case Files Disposition Authority Number: DAA-0568-2017-0010-0003



Sequence Number

1 Law Enforcement Job Study Business Plan

Disposition Authority Number

DAA-0568-2017-0010-0001

Job study involving weapon carrying positions. The job study involves conducting a job analysis for the Air Interdiction Agent (AIA), Marine Interdiction Agent (MIA), Aviation Enforcement Agent (AEA) Positions and any subsequent Enforcement position for the purpose of developing fitness standards for the Pre-employment Fitness Test 1 (PFT 1), Pre-employment Fitness Test 2 (PFT 2), and the Fitness Graduation Standard (FGS) utilized by the Basic Training Academy. Tier 2 of the job study involves development of a second FGS to be administered once personnel complete the Basic Training and attend specialized training.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off upon completion/approval of study.

Retention Period

Destroy 10 year(s) after cutoff

Additional Information

GAO Approval

Not Required

2 Vetting Records

Disposition Authority Number

DAA-0568-2017-0010-0002

These include requests, results, correspondence, and reports relating to vetting requests to Labor & Employee Relations.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes No

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Page 3 of 7 PDF Created on: 10/23/2018

Electronic Records Archives

3

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Fitness for Duty Evaluation Program Case Files

Disposition Authority Number DAA-0568-2017-0010-0003

The case files contain a compilation of record types which include: personal medical records, administrative documentation, police reports, email correspondence, medical records from employer directed examinations, and Medical Officer recommendations.

Final Disposition Temporary

Item Status Active

is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at close of case.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required





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	Ву	Title	Organization
01/31/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
09/12/2017	Return for Revisio n	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
03/06/2018	Submit For Certific ation	Amy James	Records Manageme nt Specialist	Office of Administration - Forms and Records
03/14/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
04/26/2018	Return for Revisio n	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
04/30/2018	Submit For Certific ation	Amy James	Records Manageme nt Specialist	Office of Administration - Forms and Records
05/10/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
10/11/2018	Submit for Concur rence	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
10/18/2018	Concur .	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services



Records Schedule: DAA-0568-2017-0010

10/18/2018	Approve	David Ferriero	Archivist of the Unite	Office of the Archivist -
			d States	Office of the Archivist