

Request for Records Disposition Authority

Records Schedule Number DAA-0568-2015-0005
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 Information and Technology
Minor Subdivision Laboratories & Scientific Services Directorate
Schedule Subject Laboratories and Scientific Services Directorate Records
Internal agency concurrences will be provided No

Background Information Laboratories and Scientific Services Directorate is the Forensic/Scientific arm of the U.S. Customs and Border Protection (CBP) providing forensic and scientific testing in the area of Trade Enforcement, Weapons of Mass Destruction, Intellectual Property Rights, and Narcotics Enforcement. Each of the eight field laboratories operates a mobile laboratory that is used at the borders for on-site emergency response and programmatic on-site border security operations. A specially trained laboratory forensic "jump" team provides crime scene investigation, documentation, and testing for cases involving possible terrorist activity. This team can be activated at a moment's notice.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0568-2015-0005

Sequence Number	
1	Laboratories and Scientific Services Directorate
1.1	Management of Samples Disposition Authority Number: DAA-0568-2015-0005-0001
1.2	Managing Controlled Substances Disposition Authority Number: DAA-0568-2015-0005-0002
1.3	Proficiency Testing Program Disposition Authority Number: DAA-0568-2015-0005-0003
1.4	Calibration, Standardization and Verification of Equipment Disposition Authority Number: DAA-0568-2015-0005-0004
1.5	Demonstrations of Competence Disposition Authority Number: DAA-0568-2015-0005-0005

Records Schedule Items

Sequence Number	
1	Laboratories and Scientific Services Directorate
1.1	<p data-bbox="328 443 687 472">Management of Samples</p> <p data-bbox="328 495 1134 525">Disposition Authority Number DAA-0568-2015-0005-0001</p> <p data-bbox="328 552 1501 772">Records documenting the management flow of samples through the laboratories. Ensuring that sample identity and integrity of results are preserved and protected. Includes sample records such as: • Work Order • Sample Receipt and Inspection • Sample Entry and Administration • Sample Storage • Sample Retention/Disposition Policy • Disposal of Samples • Administratively Transferred Samples (ATS) • Sub-contractor Work</p> <p data-bbox="328 800 900 829">Final Disposition Temporary</p> <p data-bbox="328 856 831 886">Item Status Active</p> <p data-bbox="328 913 799 942">Is this item media neutral? Yes</p> <p data-bbox="328 970 788 1087">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="328 1129 639 1159">Disposition Instruction</p> <p data-bbox="328 1186 1177 1215">Cutoff Instruction Cutoff at the end of fiscal year.</p> <p data-bbox="328 1243 1169 1272">Retention Period Destroy 20 year(s) after cutoff</p> <p data-bbox="328 1314 635 1344">Additional Information</p> <p data-bbox="328 1371 932 1400">GAO Approval Not Required</p>
1.2	<p data-bbox="328 1430 799 1459">Managing Controlled Substances</p> <p data-bbox="328 1486 1134 1516">Disposition Authority Number DAA-0568-2015-0005-0002</p> <p data-bbox="328 1543 1493 1871">Records relating to the management of controlled substances, suspected controlled substances, controlled substance reference materials, and narcotics training aids handled by CBP Laboratories. Includes controlled substance records such as: • Log Books • Access to the Vault • Receiving Controlled Substances • Processing and Documenting of Controlled Substances • Sub-Sampling • Technical and Administrative Review • Reporting Controlled Substances • Return of Controlled Substances • Retention of Controlled Substances • Destruction of Controlled Substances • Ordering or Requesting Reference Materials • Inventories of Controlled Substances • On-site Screening and Testing</p> <p data-bbox="328 1898 900 1927">Final Disposition Temporary</p>

	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 e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 20 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.3	Proficiency Testing Program	
	Disposition Authority Number	DAA-0568-2015-0005-0003
	Records relating to the Proficiency Testing Program (PTP) and uniformity of technical work within the CBP laboratories. Documents that assess the efficacy of established methods and procedures utilized in LSSD laboratories. Includes records such as: • Interlaboratory Proficiency Testing Program • External Proficiency Testing Program • Intralaboratory Sample Program • Proficiency Test Scheduling Requirements • Entering and Reporting • Documentation of Results • Reporting of Results • Proficiency Test Records	
	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 e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 20 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.4	Calibration, Standardization and Verification of Equipment	
	Disposition Authority Number	DAA-0568-2015-0005-0004

Records describing the criteria, standards, and requirements used to implement and control the calibration, standardization or verification of equipment used for analytical testing. Includes records such as: • Master List of Equipment • Reference Standards or Certified Reference Material • Schedule of Calibration, Standardization, Verification and Preventive Maintenance • Equipment Log Book • Material Requisition Documentation • Tags Documentation • Manufacturer's Recommendation Documentation • Standardizations or Verifications of Instruments

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 e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year

Retention Period Destroy 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

Demonstrations of Competence

Disposition Authority Number DAA-0568-2015-0005-0005

Records addressing demonstrations of competence for LSSD personnel reporting samples to customers using methods and test technologies in the laboratory's scope of accreditation. Includes records such as: • Documentation identifying Qualitative and Quantitative Demonstrations of Competence • Competency Testing for the Forensic Discipline Training Programs • Courtroom Testimony Monitoring for Forensic Disciplines

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 e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 20 year(s) after cutoff

1.5

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
02/08/2016	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
07/12/2016	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist