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Request for Records Disposition Authority

Records Schedule Number DAA-0568-2017-0010
Schedule Status Appraiser Working Version

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0568-2017-0010

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

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 954 411">Law Enforcement Job Study Business Plan</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0568-2017-0010-0001</p> <p data-bbox="342 485 1497 789">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.</p> <p data-bbox="342 810 919 842">Final Disposition Temporary</p> <p data-bbox="342 863 878 894">Item Status Pending</p> <p data-bbox="342 915 821 947">Is this item media neutral? Yes</p> <p data-bbox="342 968 805 999">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="342 1136 659 1167">Disposition Instruction</p> <p data-bbox="342 1188 1357 1220">Cutoff Instruction Cut off upon completion/approval of study.</p> <p data-bbox="342 1241 1187 1272">Retention Period Destroy 10 year(s) after cutoff</p> <p data-bbox="342 1314 659 1346">Additional Information</p> <p data-bbox="342 1367 951 1398">GAO Approval Not Required</p>
2	<p data-bbox="342 1430 578 1461">Vetting Records</p> <p data-bbox="342 1482 1154 1514">Disposition Authority Number DAA-0568-2017-0010-0002</p> <p data-bbox="342 1535 1471 1608">These include requests, results, correspondence, and reports relating to vetting requests to Labor & Employee Relations.</p> <p data-bbox="342 1629 919 1661">Final Disposition Temporary</p> <p data-bbox="342 1682 878 1713">Item Status Pending</p> <p data-bbox="342 1734 821 1766">Is this item media neutral? Yes</p> <p data-bbox="342 1787 805 1818">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

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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 Pending

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 close of case.
Retention Period Destroy 10 year(s) after cutoff.

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
01/31/2017	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration
09/12/2017	Return for Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
03/06/2018	Submit For Certification	Amy James	Records Management 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 Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
04/30/2018	Submit For Certification	Amy James	Records Management Specialist	Office of Administration - Forms and Records
05/10/2018	Certify	Raymond Marbury	Program Manager	US Customs and Border Protection - Office of Administration

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0