

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0568-2023-0003

Status: APPROVED  
Date Approved: 04/11/2024

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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	Promissory Notes
Additional Schedule Information	<p>CBP is responsible for the issuance and control of Promissory Notes used as an alternative method for the collection of outstanding bills and other claims that arise from tariff debt and nontariff debt. Promissory Notes are contractual agreements that are executed to pay full indebtedness at a future date, and are not generally used in situations where a debt to CBP is fully secured by a bond. If the debt is fully secured by a bond, efforts to collect under the bond are undertaken and exhausted before considering a promissory note. Promissory Notes are executed when the debtor is unable to make a lump sum payment or to obtain credit elsewhere, and CBP has exhausted all other methods of payment by the debtor.</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: 1

Number of Permanent disposition items: 0

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-0568-2023-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	CBP Mission-Related Promissory Notes	Temporary

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Records Schedule Items

DAA-0568-2023-0003-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	CBP Mission-Related Promissory Notes	
Item Description	Promissory Notes related to CBPs unique agency mission used as an alternative method for the collection of outstanding claims that arise from tariff and nontariff debt.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after final payment, cancellation, or write off.	
Retention Period	Destroy 7 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Ashby Crowder	11/13/2023
Approve	Colleen Shogan	04/11/2024