

Self Inspection Questions, Citations, and Guidance
 SIW Code: 13BFBSD BORDER SEARCH OF INFORMATION
 Cycle: 091 From 07/01/08 to 06/30/09
 Office Inspected: No RUN given

Overall Guidance

This is a TIER 1 worksheet to be completed every cycle.

TARGET RESPONDENT: Port Directors whose port is responsible for this function.

This worksheet may be delegated to the next lower level where practical (e.g., the Assistant Port Director or Chief Inspector could certify this worksheet would be approved by the Port Director.)

Only one worksheet is required to be completed for each port that has this responsibility. The response to each question must reflect activity that occurred during the review period.

If supervision for a port is not on-site, the supervising Port Director only needs to complete one worksheet; however, the response to each question must include data from each of the ports being supervised.

Ques. 1: Were the appropriate documentation codes being used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Ques. 2: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

Citation: Revised: Muster 2008-09, pg. 2

Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Ques. 3: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Ques. 4: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

Citation: Revised: Muster 2008-09, pg. 5

Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Self Inspection Questions, Citations, and Guidance
SIW Code: 13BFBSD BORDER SEARCH OF INFORMATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: No RUN given

Overall Guidance

This is a TIER 1 worksheet to be completed every cycle.

TARGET RESPONDENT: Port Directors whose port is responsible for this function.

This worksheet may be delegated to the next lower level where practical (e.g., the Assistant Port Director or Chief Inspector could certify this worksheet would be approved by the Port Director.)

Only one worksheet is required to be completed for each port that has this responsibility. The response to each question must reflect activity that occurred during the review period.

If supervision for a port is not on-site, the supervising Port Director only needs to complete one worksheet; however, the response to each question must include data from each of the ports being supervised.

Ques. 1: Were the appropriate documentation codes being used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Ques. 2: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

Citation: Revised: Muster 2008-09, pg. 2

Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Ques. 3: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Ques. 4: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

Citation: Revised: Muster 2008-09, pg. 5

Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Ques. 5: Does the paper file for detained original documents and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?

Citation: Revised: Muster 2008-09, pg. 5

Guidance: Randomly sample 5% or 30, whichever is less, of the detained documents and/or electronic device files to determine whether the chain of custody has not been broken and is properly documented.