Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) // (b)(6); (b)(7)(C)

SIW Code: I3BF3BD // BORDER SEARCH DOCUMENTATION
Cycle: 091 // From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) // Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) //

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: No  
Addendum?: Yes

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No  
Addendum?: Yes

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2);(b)(7)(E)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: (b)(6),(b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/26/09
Follow-up Code: A
Status Code: AP

Cause:
An officer selected an incorrect 'Border Search of Information'
activity code located in the 'Remarks' section of an IOIL report
(INC# (b)(2);(b)(7)(E)).

Corrective Action:
Muster was given on the proper use of the 'Border Search of
Information' activity codes within the port on 5/26/2009.
Completed folder with supporting documentation is located on the
(b)(2);(b)(7)(E).
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E) 

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Question: 003 Were all detentions of documents being destroyed

Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No

Person responsible for corrective action: (b)(6). (b)(7)(C)

Due Date: 08/31/09

Completion Date: 05/26/09

Follow-up Code: A

Status Code: AP

Cause:

An officer did not indicate a 'Final Disposition' of documents on one of the selected control forms (DEDICR). However, a specific date was included as to when the documents were 'turned over' in the TECS II Incident Log Remarks (INC# (b)(2); (b)(7)(E)).

Corrective Action:

A muster was issued 5/26/2009 to ensure a 'Final Disposition' of documents is noted on every control form (DEDICR). Completed folder with supporting documentation is located on the (b)(2); (b)(7)(E)
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

- (b)(4); (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
P.O.C: (b)(6); (b)(7)(E)  Cycle: 091 Target: DEL
SIW: 13BFBSD - BORDER SEARCH DOCUMENTATION  Tier: 1  Every

QUEST.001: Were the appropriate documentation codes 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.

ANSWER: NO

8 randomly selected S/A/S & IOIL Reports (out of a total of 150) that electronically track and record the examination, detention, transfer and/or seizure of information were reviewed to determine if they contained the appropriate documentation codes. Only 1 report did not contain the appropriate documentation code (Incident Report Number: (b)(2); (b)(7)(E)). This report had code (b)(7)(E) in Remarks, but because a copy of the subjects cellular phone was detained for subject matter assistance from the code should have been used. Based on this sample, 87.5% of the reports were compliant for the proper documentation codes. A copy of the query in used to generate the 150 reports, a line item summary for all 150 reports, and copies of the selected reports are included in an audit trail file.

QUEST.002: Were all detentions of documents, electronic devices and copies there of, 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.

ANSWER: YES

8 randomly selected S/A/S & IOIL Reports (out of a total of 150) that electronically track and record the examination, detention, transfer and/or seizure of information were reviewed to determine if they were properly approved by a supervisor. The selected reports were 100% compliant for being properly approved by a supervisor. A copy of the query in used to generate the 150 reports, copies of the selected reports, and a copy of the Policy Regarding Border Search of Information July 16, 2008 are included in an audit trail file.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: [b](2),(b)(7)(E)   [b](2),(b)(7)(E)
Worksheet Audit Trail - continued

QUEST.003: 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.

ANSWER: NO

4 randomly selected control forms (out of a total of 70) were reviewed to determine if all detentions of documents, electronic devices and copies thereof, were destroyed in accordance with the Border Search of Information policy. All 4 control forms indicated that copies of information (i.e., address books, financial documents, [b](2),(b)(7)(E)) were turned over to the following entities: [b](2),(b)(7)(E). 3 out of 4 control records had a Final Disposition (c) CBP received entities asserted independent basis to seize or continue retention on date with a specific date. 1 control record (INC#: [b](2),(b)(7)(E)) had the specific date written in the Incident Log Remark section, but not on the control record. Based on this sample, 75% of the selected control forms were compliant for indicating that detained documents were properly destroyed according to policy. The control forms used to answer this question are included in an audit trail file.

QUEST.004: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICIR)? 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 DEDICIR was maintained.

ANSWER: YES

4 randomly selected control forms (out of a total of 70) were reviewed to determine if the port maintained a copy of all Document and Electronic Device Information Control Records (DEDICIR). The port was 100% compliant with maintaining a copy of completed DEDICIRs. The selected control records are included in an audit trail file.

QUEST.005: Does the paper file for detained original documents and/or electronic devices include sufficient information to
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail - continued

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.

ANSWER:  YES

1 randomly selected paper file for detained original documents
and/or electronic devices (out of a total of 10) was reviewed to
determine if the file included sufficient information to provide
an audit trail for the custody of the detained items. The selected
file (INC# (b)(2); (b)(7)(E)) had the following 3 informative
documents: completed Document and Electronic Device Information
Control Record, CBP Form 6051D with CBP 6051A Continuation Sheet
attached, and notes of the detained material in the S/A/S & IOIL
Reports Remarks section. The paper file did provide sufficient
information to provide an audit trail for the custody of detained
items. Based on this one sample, the port is in 100% compliance.
Included in an audit trail file of this section are the above
referenced documents, and copies of the query that generated
the 10 reports.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:    [b](2); [b](7)(E)  [redacted]

I, [b](6), [b](7)(C) have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official:  [b](6), [b](7)(C)  [redacted]
Date: 05/18/09

Clearly Print Name:  [b](6), [b](7)(C)  [redacted]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6), (b)(7)(C) [Redacted] have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6), (b)(7)(C) [Redacted]
Title: PORT DIRECTOR

Date: 05/18/09
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E)  
SIW Code: I3BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 09  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2);(b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6);(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: *(b)(2), (b)(7)(E)*
Self Inspection Worksheet Audit Trail

BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail:
The (b)(2); (b)(7)(E) between 04/31/2008 to 03/31/2009 completed 712 IOIL reports and 183 S/A/S reports. Guidance states that 5% or 30, whichever is less, of the cases are to be sampled as a part of this self-inspection. 5% of the completed 895 cases would equal 45 cases for review, 30 cases were randomly selected for review. The first IOIL and S/A/S from each month of the review period and six additional cases were randomly selected for review.

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

Answer: Yes. A total of four reports from the sample involved the detention or seizure of documents and/or electronic media. The proper BSI code was used as the first element of the narrative on two of the four cases. Two of the sampled cases involved the seizure of lost/stolen US Passports where the narrative did not contain a BSI code. Guidance states that Revised Muster 2008-09, page 2-5 was to be used as the citation. The citation states that "the copying, detaining, seizing and transfer of government issued identification documents, as defined in the policy, is not required to be recorded."

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

Answer: Yes. All of the sampled cases involving the detention of documents, electronic devices and copies thereof were properly and timely approved by a Supervisor.

Question 3: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail - continued

Answer: Not Applicable. A review of the control forms, none of the documents that were seized were copied, and therefore they were not destroyed. A review of the control forms indicated that in all instances the information that was seized was either an electronic device (cell phone) or electronic media that was either turned over to another agency for federal prosecution or subsequently returned to the owner via certified mail.

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

Answer: Yes. The port maintains a file which is clearly labeled as "Document and Electronic Device Information Control Records" in the lower left drawer of the filing cabinet located in the hallway between the office of the Assistant Port Director and the office of Assistant Port Director (b)(6): (b)(7)(C) he file contains completed DEDICR forms, blank control forms and a copy of the Border Search of Information Policy.

Question 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?

Answer: Yes. Guidance states that 5% of the control forms are to sampled and reviewed. 5% of the control forms is one form. The sampled control form was correctly completed and established a clear chain of custody of the seized media. The file further contained the CF 6051D form verifying that the chain of custody was maintained and properly documented. The sample further contained the certified mail receipt and the delivery confirmation receipt signed by the owner of the electronic media devices, confirming that the items were properly returned to the owner.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]

I, [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [redacted]

Date: 06/04/09

Clearly Print Name: [redacted]

Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: 

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPV CBPO (ASST FORT DIR, TAC/TRD/PAS)

Date: 06/15/09
Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

**Question: 2** Were all detentions of documents being recorded

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

**Question: 3** Were all detentions of documents being destroyed

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

**Question: 5** Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

1. A random sampling of 5% of completed IOIL's was reviewed. The appropriate documentation codes were recorded per guidance provided in Muster 2008-09, pg. 2-5. A copy of the Muster is in the SIW folder.

2. A random sampling of 5% of completed IOIL's was reviewed. Of the IOIL's viewed, one IOIL was found to record a government issued identification document that was seized. Per Muster 2008-09 pg.1, it is not a requirement to record such a document. All other IOIL's viewed were properly recorded, and approved by a supervisor.

3. A 5% random sampling of completed IOIL's and IO95 was conducted. In accordance with the Border Search of Information Policy, dated July 16, 2008, pg. 3, the only documents (copies) retained were documents relating to immigration matters.

4. There was no activity in this area. Of the 5% random sampling of IOIL's, one 6051D, was located, and that was for the seizure of a government issued identity document, which does not need to be recorded.

5. No activity. Review of 5% of IOIL's revealed no detention of original documents or electronic device files. The only exception was the seizure of a government issued identity document that does not need to be recorded.

Note: copies of the Policy Regarding Border Search of Information, dated July 16, 2008, and Muster 2008-09 Revised are located in SIW folder.
Self Inspection Guidance

SIW Code: 13BFBS6D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2)-(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR  
Date: 05/27/09
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected:   (b)(2), (b)(7)(C)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 06/09/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: T3BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Went the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail
1. Review of port records IOIL, SAS, IO25 showed that there was no activity for this audit cycle concerning detention, transfer or seizure of electronic devices or information.
2. No activity. Review of port records showed detentions during this cycle.
3. No activity. No records or devices detained and none destroyed.
4. No activity. No records or devices detained so no DEDICR.
5. No activity for this cycle. No paper records on file.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the BEDITCR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7), (E)

I, (b)(6), (b)(7), (C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 06/02/09

Clearly Print Name: (b)(6), (b)(7), (C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 06/09/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
| Question | Expected Answer | Actual Answer | Addendum?
<table>
<thead>
<tr>
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<tr>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>2</td>
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<td>No Activity</td>
<td>No</td>
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<tr>
<td>3</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>5</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
</tbody>
</table>
Self Inspection Researcher List

SIW Code: 13BFBSD          BORDER SEARCH DOCUMENTATION
Cycle: 091                  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

Worksheet Audit Trail

QUESTION 1: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information? GUIDANCE: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly. RESPONSE: YES. All pertinent IOILs and S/A/Ss were obtained from the field office, and all had correct coding formatted correctly with an appropriate comment. The sample consisted of four IOILs and two S/A/S reports.

QUESTION 2: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor? GUIDANCE: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved. RESPONSE: YES; all sample IOILs were properly approved.

QUESTION 3: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy? GUIDANCE: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy. RESPONSE: No Activity; all documents were examined and released or went to the custody of another Federal agency acting on their own authority. [b](2); [b](7)(E)

QUESTION 4: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)? GUIDANCE: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained. RESPONSE: Yes. Yet in the one required instance, was acting under its own authority and according to memorandum 2008-09 The policy and reporting requirements do not require CBP to document actions taken solely by another Federal agency acting under their own authority. 2008-09 pg 5

QUESTION 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? 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. RESPONSE: No activity; no original documents or electronic devices were seized or detained.
Self Inspection Guidance

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  [Redacted]  Date: 06/12/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________________ Date: 06/15/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: PORT DIRECTOR
SIW Code: 13BFBSK BORDER SEARCH DOCUMENTATION
Cycle: 091 /30/09
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 /30/09
Office Inspected: (b)(2); (b)(7)(E) #PD, (b)(2); (b)(7)(E)
No Researchers (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 30/09
Office Inspected: (b)(2); (b)(7)(E) #PD, (b)(2); (b)(7)(E) (b)(2); (b)(7)(E)

Worksheet Audit Trail
Question 1: Yes. The appropriate documentation codes were used in entries that electronically track and record the examination, detention, transfer and/or seizure of information. A list of S/A/S and IOILs, and randomly sampled 5% of the completed reports are contained in the Port Director's office in a self inspection folder titled "Border Search Documentation".

Question 2-5: Yes. There was one detention entry of copies being recorded in an IOIL and approved by a supervisor. A copy of supporting documentation is contained in the Port Director's office in a self inspection folder titled "Border Search Documentation".
Self Inspection Guidance
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  3/30/09
Office Inspected: (b)(2); (b)(7)(E) #PD, (b)(2); (b)(7)(E) (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL’s to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBS  BORDER SEARCH DOCUMENTATION
Cycle: 091  /30/09

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     /30/09
Office Inspected: (b)(2); (b)(7)(E) #PD, (b)(2); (b)(7)(E) (b)(2); (b)(7)(E)

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 06/10/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SVPY CBP OFFICER (PORT DIR)
Approval Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 /30/09
Office Inspected: (b)(2); (b)(7)(E) #PD, (b)(2); (b)(7)(E)  

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: Date: 06/10/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: PORT DIRECTOR
RUN: (b)(2); (b)(7)(E) (ACTG)
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION  
Cycle: 091  6/
Office Inspected: (b)(2); (b)(7)(E)  (b)(2); (b)(7)(E)  (ACTG)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)  (b)(2); (b)(7)(E)  (ACTG)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E) (ACTG) (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question 1: No Activity during this reporting cycle. There were no examination transfers and/or seizures of information within the (b)(2); (b)(7)(E) circle.

Question 2: No Activity. See Question 1

Question 3: No Activity. See Question 1

Question 4: No Activity. See Question 1

Question 5: No Activity. See Question 1
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091
Office Inspected: (b)(2); (b)(7)(E) (ACTG)

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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E) (ACTG)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E) (ACTG)  (b)(2); (b)(7)(E) (ACTG)

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________  Date: 06/08/09

Clearly Print Name: (b)(6), (b)(7)(C)

Title: AREA PORT DIR
Approval Statement

SIW Code:  13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091
Office Inspected:  (b)(2); (b)(7)(E)  (b)(2); (b)(7)(E)  (ACTG)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________ Date: 06/15/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA FORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2);(b)(7)(E) [Redacted]
SIW Code: 13BFBS6D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]

Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6),(b)(7)(C)
Due Date: 08/31/09
Completion Date: 06/12/09
Follow-up Code: A
Status Code: AP

Cause:
Improper coding to begin the narrative section of the IOIL where
a border search of documentation or electronic devices were
conducted. Not all CBPO's were using the guidance in the revised
Muster 2008-09.

Corrective Action:
All CBPO's have been notified of the proper procedures and coding
methods for search and detention of BSI policy. Muster #2008-09
has been reviewed and communicated. All SCBPO's have been sent
reminders to not approve IOIL/SAS records without proper coding.
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(6); (b)(7)(E) [redacted]
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [redacted]

Worksheet Audit Trail

1. No. There were no SAS records to search because there were no detentions or seizures of information for BSI purposes. There were a total of 9 IOIL records involving the examination of electronic devices. Of the 9 records, 4 were coded properly and 5 were not coded with the narrative beginning with the code in parentheses.

2. No Activity. There were no detentions during the reporting period.

3. No Activity. There were no detentions of BSI material during the reporting period and no destructions.

4. No Activity. There were no detentions to record during the reporting period and no DEDICR was needed.

5. No Activity. There were no detentions during the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBS Border Search Documentation
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 06/13/09
Clearly Print Name: [Redacted]  
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2):[b](7)(E)  ..............................................

I, [b](6):[b](7)(C)  ........................................................., have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  ..................................................  Date: 06/15/09
Clearly Print Name: [b](6):[b](7)(C)  ................................
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  **BLACKED OUT**
SIW Code: 13BFBSL  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  **BLACKED OUT**
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

<table>
<thead>
<tr>
<th>Question</th>
<th>Expected Answer</th>
<th>Actual Answer</th>
<th>Addendum?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>2. Were all detentions of documents being recorded</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>3. Were all detentions of documents being destroyed</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>5. Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
</tbody>
</table>
Self Inspection Researcher List
SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)[E]

Worksheet Audit Trail

Question #1 - No activity
Question #2 - No activity
Question #3 - No activity
Question #4 - No activity
Question #5 - No activity
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E);
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [redacted]

I, [b](6); [b](7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [b](6); [b](7)(C) Date: 06/16/09

Clearly Print Name: [b](6); [b](7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ...

I, (b)(6), (b)(7)(C) ..., have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ...
Clearly Print Name: (b)(6), (b)(7)(C) ...
Title: AREA PORT DIRECTOR
Date: 06/16/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 
SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION 
Cycle: 091 From 07/01/08 to 06/30/09 
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09 
Certifier: (b)(6), (b)(7)(C) 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

Worksheet Audit Trail

1. Yes, the appropriate documentation codes were used in SAS and IOIL entries that electronically record the examination, detention, transfer and/or seizure of information. There were 17 total BSI searches during the review period. I reviewed 10 IOILs and 1 SAS report and found that all were recorded properly.

2. Yes, in the review of the 10 IOILs and 1 SAS report, I found that all were properly approved.

3. No destruction of documents was necessary.

4. There were no documents or electronic devices turned over to other agencies; therefore, there was no DEDICR to maintain or review.

5. There were no original documents or electronic devices that were detained.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:     091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _______________________________  Date: 06/09/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPV CBFO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Applying Official: (b)(6), (b)(7)(C)  
Clearly Print Name: AREA PORT DIR  
Date: 06/09/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: I3BBBBD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes
Actual Ans: No Activity
Addendum?: No

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

Expected Ans: Yes
Actual Ans: No Activity
Addendum?: No

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

Expected Ans: Yes
Actual Ans: No Activity
Addendum?: No

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

Expected Ans: Yes
Actual Ans: No Activity
Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes
Actual Ans: No Activity
Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Worksheet Audit Trail

Q1-5: There were no detentions of documents, electronic devices and copies thereof during the review period. No activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBS6  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 06/04/09
Clearly Print Name: [Redacted]  Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C) [Redacted]

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 06/04/09

Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA PORT DIR
Core Area Self-Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BF/SDD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
1. The supervisor created a query within [REDACTED] for the review period. Seven records were returned that had a documentation code annotated within the text of the IOIL/SAS as required by policy. All seven of the reports were reviewed by the supervisor. All seven had appropriate documentation codes assigned as per policy. A copy of the records reviewed will be maintained within the SI binder for this cycle which will be maintained in the supervisor's office.

2. Of the seven referenced reports from above, all seven were appropriately approved by the supervisor. The sample will be maintained as referenced in the audit trail for question 1.

3. Of the seven referenced reports from above, only three actually had detained copies. Of the three, two were updated as required showing destruction within the allotted time parameters. The remaining one was appropriately documented as being held by [REDACTED] under their authority. No evidence of any remaining documents held by CBP could be found during the review.

4. Of the seven referenced reports, only three actually detained a copy of a document. An appropriate DEDICR was located and reflected updating as appropriate within the case file.

5. During the review of the seven reports and associated files, there was no evidence of any detained original documents or electronic devices during the review period. Only copies of the originals were initially maintained and those were destroyed as documented on the DEDICR.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)
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.

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

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [REDACTED]

I, (b)(6), (b)(7)(C) [REDACTED], have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: [REDACTED]  Date: 05/26/09
Clearly Print Name: (b)(6), (b)(7)(C) [REDACTED]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________________________  Date: 05/26/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBS  
BORDER SEARCH DOCUMENTATION  
Cycle: 091  
From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in  
Were the appropriate documentation codes used in Search,  
Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?  
Expctd Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 2 Were all detentions of documents being recorded  
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?  
Expctd Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 3 Were all detentions of documents being destroyed  
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?  
Expctd Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 4 Did the port maintain a copy of all Document and  
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?  
Expctd Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 5 Does the paper file for detained original document  
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?  
Expctd Ans: Yes  
Actual Ans: Yes  
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \( (b)(2); (b)(7)(E) \)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Q001- Yes, the appropriate documentation codes in Search Arrest and Seizure reports (S/A/S) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information were used.

was used to generate a report detailing all IOIL and S/A/S records created during the review period. The query was designed to search for all IOIL and S/A/S records created at port code between 04/01/08 and 03/31/09. The query was run on 4/19/09 and saved in (personal queries) as SAS IOIL stats

The aforementioned query generated 556 records all of which were downloaded to an Excel spreadsheet. The spreadsheet is saved in my Self Inspection/BSI folder.

Guidance advises to review a sample of 5% (27.8) or 30 records, research was conducted on 30, 15 IOIL and 15 S/A/S reports. www.random.org was used to generate 15 random numbers between 1 and 353 for IOIL reports. The same program was again used to generate 15 more random numbers between 1 and 203 for the S/A/S reports. Screen prints are saved in Self Inspection/BSI folder. The following numbers were generated for IOIL reports 22, 26, 34, 38, 53, 61, 71, 124, 138, 201, 203, 212, 220, 263, 326. The following numbers were generated for S/A/S reports 1, 4, 6, 21, 48, 69, 72, 74, 86, 93, 98, 117, 148, 169, 177.

Integer - IOIL reports (b)(2); (b)(7)(E)

Integer - S/A/S reports (b)(2)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

Each report was reviewed in TECS in its entirety for applicability to BSI policy. None of the reports contained information that would indicate any activity related to Border Search of Information.

In an effort to more accurately assess the Port's compliance with BIS policy I used (b)(2); (b)(7)(E) to run a query used by Headquarters to search IOIL and S/A/S reports for narrative coding or text that would possibly be applicable to BSI policy. The query was run on 4/20/09 and resulted in 53 records. When reviewed, those 53 records were actually 42 records due to the system creating 11 additional records because of long narratives or reports with several line items of seized property. This information was saved as an excel file in my Self Inspections/BSI folder. A review of those 42 records resulted in 15 records which contained information indicating BSI type records. Because of the low number all records were then reviewed for compliance. The following 15 records represent all BSI activity during the review period and were used for all questions.

Sampled BSI Records:

(b)(2); (b)(7)(E)

Samples #2 through #15 contained the proper BSI codes and narrative. Sample #1 was initially thought to be incomplete as it did not contain the appropriate BSI code or narrative indicating that the electronic device was examined by CBP and returned to the owner at the completion of the inspection. Further research revealed that this record was created shortly after the inception of new BSI procedures and was in compliance with the interim guidelines which required that the inspection be documented and
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail - continued

specifically referenced in an IOIL. A note from a Port Manager indicating the record was to comply with the copying of an electronic message.

Q002- Yes, all detentions of documents, electronic devices and copies thereof were recorded in an IOIL and approved by a Supervisor.

Sampled Records: (b)(2); (b)(7)(E)

Sample #15 was the only report that indicated a detention of BSI material. The document was to be used as part of an investigation into the subject's suicide that some time later. The detained documents were turned over to local Law Enforcement as part of their investigation and subsequent use as evidence in accordance with the policy. For the reader's clarification, the documents seized were suicide notes drafted by the individual they were seized from. Sample # 15 is identified as IOIL (b)(2); (b)(7)(E).

Q003- No Activity. The Port has not had a case where detained/seized documents required destruction.

Sampled Records: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS6D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail - continued

Sample #15 was the only report that indicated initiation of a Document and Electronic Device Information Control Record (DEDICR). The DEDICR did not indicate destruction of the item but did indicate a final disposition. The document was to be used as part of an investigation into the subject’s suicide that some time later. The documents under the DEDICR’s control were turned over to local Law Enforcement as part of their investigation and subsequent use as evidence in accordance with the policy. For the reader’s clarification, the documents seized were suicide notes drafted by the individual they were seized from. Sample #15 is identified as IOIL (b)(2); (b)(7)(E).

Q004 - Yes, the Port did maintain a copy of all Document and Electronic Device Information Control Records. In the one case where a Document and Electronic Device Information Control Record (DEDICR) was completed, Sample #15, the copy was maintained in the Port’s copy of the IOIL file. Sample #15 is identified as IOIL (b)(2); (b)(7)(E).

Sampled Records: (b)(2); (b)(7)(E)

Q005 - Yes, the paper file for detained original documents and/or electronic devices includes sufficient information to provide an audit trail for the custody of detained items. In the one case where a Document and Electronic Device Information Control Record was completed, Sample # 15, the DEDICR indicates the document was seized by a State Trooper and then later turned over to State Police as evidence in an investigation of the owner’s suicide. For the reader’s clarification, the documents seized were suicide notes drafted by the individual they were seized from and used in the investigation. Sample # 15 is identified as IOIL (b)(2); (b)(7)(E).
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

Sampled Records: (b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [REDACTED]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPV CBPO (ASST FORT DIR, TAC/TRD/PAS)  

Date: 06/14/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted]  Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C) [redacted]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Exptcd Ans: Yes Actual Ans: Yes Addendum?: No

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

Exptcd Ans: Yes Actual Ans: Yes Addendum?: No

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

Exptcd Ans: Yes Actual Ans: Yes Addendum?: No

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

Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

A1. Yes. All Border Search of Information was properly recorded and tracked. See sample #1 TECS IOIL Report # (b)(2); (b)(7)(E) for an incident on 1/3/2009, which was coded (b)(2) because a document or a copy of the information therein was detained for purposes other than immigration matters. The detention was recorded in IOIL as per Memorandum dated December 11, 2008. The narrative was updated by SCBPO (b)(6); (b)(7)(C) when the copy of the document was destroyed by shredding on 1/3/2009. See sample #2 TECS IOIL Report # (b)(2); (b)(7)(E) for an incident on 2/3/2009, which was coded (b)(2) because a document or a copy of the information therein was detained for purposes other than immigration matters. The detention was recorded in IOIL as per Memorandum dated December 11, 2008. The narrative was updated by SCBPO (b)(6); (b)(7)(C) when the copy of the document was retained by under their own authority on 2/19/09.

A2. Yes. All Border Searches of Information were properly recorded in SAS or IOIL and approved by a Supervisor. See Sample #1 TECS IOIL Report # (b)(2); (b)(7)(E) and Sample #2 TECS IOIL Report # (b)(2); (b)(7)(E). Both samples were approved by a supervisor. The upper right-hand corner of the first page of each report shows the approval status as approved.

A3. Yes. See sample #1 TECS IOIL Report # (b)(2); (b)(7)(E) for an incident on 1/3/2009, which was coded (b)(2) because a document or a copy of the information therein was detained for purposes other than immigration matters. The detention was recorded in IOIL as per Memorandum dated December 11, 2008. The narrative was updated by SCBPO (b)(6); (b)(7)(C) when the copy of the document was destroyed by shredding on 1/3/2009. See sample #2 TECS IOIL Report # (b)(2); (b)(7)(E) for an incident on 2/3/2009, which was coded (b)(2) because a document or a copy of the information therein was detained for purposes other than immigration matters. The detention was recorded in IOIL as per Memorandum dated December 11, 2008. The narrative was updated by SCBPO (b)(6); (b)(7)(C) when the copy of the document was retained by under their own authority on 2/19/09.

A4. No Activity. No Document and Electronic Device Information Control Records were completed during the reporting period as no original documents or electronic devices were detained during the reporting period. See sample #3 Local Border Search Log.

A5. No Activity. No Document and Electronic Device Information Control Records were completed during the reporting period as no original documents or electronic devices were detained during the reporting period. See sample #3 Local Border Search Log.
Self Inspection Guidance

SIW Code: 13BFBSD  
Cycle: 091 
Office Inspected: [b](2), [b](7)(E) 
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSI BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _________________________ Date: 06/01/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C) ————, have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: PORT DIRECTOR  

Date: 06/01/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: \( (b)(2); (b)(7)(E) \)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E) located in the supervisor's office.

Worksheet Audit Trail
Border Search Documentation SIW Code: 13BFBSD

Q1: NO ACTIVITY During this reporting period there were no detention of documents recorded. The documentation supporting this SIR is in the self inspection file, (b)(2) located in the supervisor's office.

Q2: NO ACTIVITY During this reporting period there were no detention of documents recorded. The documentation supporting this SIR is in the self inspection file, (b)(2) located in the supervisor's office.

Q3: NO ACTIVITY During this reporting period there were no detention of documents recorded. The documentation supporting this SIR is in the self inspection file, (b)(2) located in the supervisor's office.

Q4: NO ACTIVITY During this reporting period there was no detention of documents recorded. The current file for maintaining a copy of all Document and Electronic Device Information Control Records is located in (b)(2) located in supervisor's office. The file currently holds one copy for a recent action. The documentation supporting this SIR is in the self inspection file, (b)(2) located in the supervisor's office.

Q5: NO ACTIVITY During this reporting period there was no detention of documents recorded. The current file for maintaining a copy of all Document and Electronic Device Information Control Records is located in (b)(2) located in supervisor's office. The file currently holds one copy for a recent action. The documentation supporting this SIR is in the self inspection file, (b)(2) located in the supervisor's office.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7);[E]  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2. 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _______________________________ Date: 06/09/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED] 

I, (b)(6); (b)(7)(C) [REDACTED], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [REDACTED] Date: 06/09/09
Clearly Print Name: (b)(6); (b)(7)(C) [REDACTED]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)  
SIW Code: 13BEF6BD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2); [b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: [b](6); [b](7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

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

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 5 Does the paper file for detained original documents include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 002  Were all detentions of documents being recorded
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: (b)(6); (b)(7)(C) [Redacted]
Due Date: 08/31/09
Completion Date: 06/10/09
Follow-up Code: A
Status Code: AP

Cause:
Officer did not complete an IOIL for the detention of an electronic device.

Corrective Action:
Port Management will conduct musters with all employees reviewing Muster 2008-09. Copies of Muster 2008-09 and related forms will be included in all seizure packets.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E) ________________
SIW Code: 13B7FBS  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ________________

Question: 003 Were all detentions of documents being destroyed
Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6); (b)(7)(C) ________________
Due Date: 08/31/09
Completion Date: 06/10/09
Follow-up Code: A
Status Code: AP

Cause:
Detaining Officer did not complete the Document and Electronic
Device Information Control form.

Corrective Action:
Port Management will conduct musters with all employees reviewing
Muster 2008-09. Copies of Muster 2008-09 and related forms will
be included in all seizure packets.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2);(b)(7)(E)
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Question: 004 Did the port maintain a copy of all Document and Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6);(b)(7)(C)
Due Date: 08/31/09
Completion Date: 06/10/09
Follow-up Code: A
Status Code: AP

Cause:
Port did not maintain a copy of the Document and Eletronic Device Contorl Record (DEDICR) form for the one detention during the reporting period.

Corrective Action:
Port Management will conduct musters with all employees reviewing Muster 2008-09. Copies of Muster 2008-09 and related forms will be included in all seizure packets. A file folder will be created for IOIL and DEDCR for the ports case file drawer.
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)
Worksheet Audit Trail

SIW: 13BFBSD  Cycle 091
Border Search Documentation
04/01/08 to 03/31/09

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

Answer: Y/Yes: A search S and IOIL's using (b)(6); (b)(7)(C) national search query and (b)(2) and (b)(2) revealed only 1 SAS report (b)(2); (b)(7)(E) for the reporting period. The report was coded appropriately in the narrative of the report (ODI) for the detention of a computer. A copy of the case file is located in the SIW folder in the port director's office.

Question #2: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a supervisor.

Answer: N/No: The one detention of an electronic device was only recorded in a SAS (b)(2); (b)(7)(E) which was approved by SCBPO (b)(6); (b)(7)(C). The detention was not recorded in an IOIL as required by Muster 2008-09. A copy of the case file is located in the SIW folder in the port director's office.

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

Answer: N/No: reviews of the case file for SAS (b)(2); (b)(7)(E) revealed that there was no Document and Electronic Device Information Control Record form completed for this detention. A copy of the case file is located in the SIW folder in the port director's office.

Question #4: Did the port maintain a copy of all Document and Electronic Device Information Control Records?

Answer: N/No: The seizing officer did not complet and Electronic Device Control Record form for SAS (b)(2); (b)(7)(E). The port has not set up a file for these records. A copy of the case file is located in the SIW folder in the port director's
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:   (b)(2); (b)(7)(E) 
Worksheet Audit Trail - continued
office.

Question #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?

Answer: Y/Yes: The case file for SAS (b)(2); (b)(7)(E) contains Detention Notice and Custody Receipt for Detained Property and 6051S (b)(6); (b)(7)(C) Custody Receipt for Seized Property and Evidence. Both forms show the chain of custody for the computer from the date it detained to the date it was returned. A copy of the case file is located in the SIW folder in the port director's office.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [ILLEGIBLE]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: [Redacted] Date: 06/11/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

I, (b)(6); (b)(7)(C) , have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: Date: 06/11/09
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSB4 BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: [b](2);(b)(7)(E)

Worksheet Audit Trail

Q001 The appropriate documentation codes were used for all reviewing, retaining, copying, and transfers of documents and electronic devices. The port had two incidences involving the reviewing of documents and electronic devices that occurred during the reviewing period. Both incidences involved an examination for purposes other than immigration matters. They were both properly recorded in their respective reports.

SAMPLE:

SAS: (b)(2)
IOIL: [b](2);(b)(7)(E)

Q002 Both incidences involving the copying and reviewing of documents and electronic devices were approved by a Supervisor.

SAMPLE:

SAS: (b)(2)
IOIL: [b](2);(b)(7)(E)

Q003 In incident, IOIL [b](2);(b)(7)(E) a copy of a document was secured and provided to the [b](2);(b)(7)(E) for analysis in an ongoing investigation. The document was destroyed after the analysis was complete. The electronic devices reviewed in both incidents were returned to the owner and not detained.

SAMPLE:

SAS: (b)(2)
IOIL: [b](2);(b)(7)(E)

Q004 - Information obtained in both incidences were not turned over to another Federal agency therefore, a copy of the Document and Electronic Device Information Control Record (DEDICR) was not required or maintained.

SAMPLE:

SAS: (b)(2)
IOIL: [b](2);(b)(7)(E)

Q005 There were no original document or electronic devices detained in both incidences. The electronic devices were immediately returned to the owner after review by the officer. The document was a copy provided to the [b](2);(b)(7)(E) who destroyed it after analysis.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

SAMPLE:

SAS: (b)(2)
IOIL: (b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)

Question: 1  Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2  Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3  Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4  Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5  Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clorically Print Name:  (b)(6); (b)(7)(C)
Title:  SUPVY CBP OFFICER (PORT DIR)

Date: 05/10/09
Approval Statement

SIW Code: 13BFBS

Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/28/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Worksheet Audit Trail

1) Random samples researched by SCBPO (b)(8)(B)(i) results were that all BSI codes in SAS'and IOIL's were recorded properly.

2) Random samples of IOIL's with BSI codes were properly approved.

3) According to research, the completed control forms maintained by (b)(7)(C) were properly destroyed according to policy.

4) The DEDICR (document and electronic device information control record) is properly maintained by (b)(8), (b)(7)(C) in all cases.

5) A random sample researched by SCBPO [Redacted] determined that the chain of custody of all DEDICR forms was not broken nor used improperly.
Self Inspection Guidance

SIW Code: 13BFBS D  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected:  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
Guidance: Randomly sample 5% or 30, whichever is less, of the detached documents and/or electronic device files to determine whether the chain of custody has not been broken and is properly documented.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(C)  [Redacted]

I, (b)(6);(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 05/22/09

Clearly Print Name: (b)(6);(b)(7)(C)  [Redacted]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

Run: (b)(2); (b)(7)(E)
SIW Code: I3BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDCIR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS6  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2);[b](7)(E)  
Worksheet Audit Trail

Question #1 YES. The Port of [b](2);[b](7)(E) had completed 4 BSI IOILs - [b](2);[b](7)(E), and [b](2);[b](7)(E) and 1 BSI SAS - [b](2) for the review period. After review of the random sample of one IOIL [b](2);[b](7)(E), the proper documentation code was used.

Question #2 YES. From the random sample, IOIL [b](2);[b](7)(E) was properly approved by a supervisor.

Question #3 NO ACTIVITY. From the random sample it was determined that the BSI information was not seized and therefore did not need to be destroyed.

Question #4 NO ACTIVITY. The ports of [b](2);[b](7)(E) did not detain any documents or electronic devices during the review period. Therefore there were not any DEDICRs completed and kept on file.

Question #5 NO ACTIVITY. The ports of [b](2);[b](7)(E) did not detain any documents or electronic devices during the review period. Therefore there was not any chain of custody that was broken.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ___________________________  Date: 04/21/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBF OFFCR
Approval Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 04/22/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  [Redacted]
SIW Code: T9BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
   Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded?
   Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?
   Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
   Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document contain sufficient information to provide an audit trail for the custody of the detained items?
   Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail
SIW: 13BFBSD BORDER SEARCH DOCUMENTATION

Question 1:

Were the appropriate documentation codes used in search, arrest and seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

YES. Appropriate coding was used for all detentions, examinations, seizures and transfers of documentation, electronic devices, or copies of the information therein. In addition, the coding was always the first line item of the narrative in the required parentheses format.

Both management and bargaining unit employees were periodically mustered on the use of Border Search of Information coding (see attachment #1 as local muster on Ensuring Proper Documentation of the Border Search of Information).

A random sample of eight (8) applicable IOIL reports were drawn from August 2008 (first full month after Border search of Information Policy enactment) through March 2009 for proper coding review. Please see attachment #2.

Question 2:

Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

YES. All detentions, examinations, seizures, and transfers of documentation, electronic devices, or copies of the information therein were properly completed and approved by a Supervisor. A random sample of eight (8) applicable IOIL reports were drawn from August 2008 (first full month after Border search of Information Policy enactment) through March 2009 for proper approval review. Please see attachment #2.

Question 3:

Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information Policy?

YES. All reviews of documents, electronic devices and copies there of were conducted as expeditiously as possible. All copies
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail - continued
of information detained were either destroyed in compliance set forth in the Border Search of Information Policy or retired under the authority of another Federal Agency.

Please see attachment #3, Port of Border Search Document Information Control Log and attachment #4, a random sample of eight (8) Document and Electronic Device Information Control Record forms (associated with the eight IOIL samples).

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

YES. The Port of [Redacted] maintains a current file of all existing Document and Electronic Device Information Control Record forms associated to the appropriate IOIL or SAS report. Please see attachment #4, a random sample of eight (8) Document and Electronic Device Information Control Record forms.

Question 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?

YES. The Port of [Redacted] has maintained appropriate paper files for detained or seized documents or electronic devices. These paper files include: a signed copy of the 6051D (Detention Notice and Custody Receipt for Detained Property), a signed copy of the Document and Electronic Device Information Control Record form and in some cases, documentation of return to subject.

A random sample of eight (8) Paper Files were reviewed, and in all cases, the Detention Notice and Custody Receipt for Detained Property form was appropriately signed and turned over to the custody of another Federal Agency. In addition, most paper files include an email confirmation of the disposition of the detained documentation. The chain of custody was initiated and then turned over to another Federal Agency for case completion.

Please see attachment #5.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICRA was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBS6  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD          BORDER SEARCH DOCUMENTATION
Cycle: 091             From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: ___________________________ Date: 04/23/09

Clearly Print Name: (b)(6); (b)(7)(C)

Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: (b)(6); (b)(7)(C) [Redacted]  Date: 04/23/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E) [Redacted]
SIW Code: 13BFBSID BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1. Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2. Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3. Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4. Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5. Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Confidential Information]
Worksheet Audit Trail
SIW Code: 13BFBSD  Border Search Documentation  Cycle: 091  Review period 04/01/08  03/31/09

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

Answer #1:
X - No instances have occurred during the reporting period.

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

Answer #2:
X - No instances have occurred during the reporting period.

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

Answer #3:
X - No instances have occurred during the reporting period.

Question #4: Did the port maintain a copy of all Document and Electronic Device Information control Records (DEDICR)?

Answer #4:
X - No instances have occurred during the reporting period.

Question #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?

Answer #5:
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued
X - No instances have occurred during the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

Certification Statement
BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 04/25/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, [REDACTED], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [REDACTED]  Date: 04/25/09
Clearly Print Name: [REDACTED]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSDB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD        BORDER SEARCH DOCUMENTATION
Cycle: 091               From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)      [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
1: No activity.
2: No activity.
3: No activity
4: No activity
5: No activity
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/23/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: CBP OFFCR (PROG MGR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

I, (b)(6);(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6);(b)(7)(C)  
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)  

Date: 04/24/09
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [Redacted]
SIW Code: 12BEBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: __________________________

Worksheet Audit Trail

1. Of the selected S/A/S and IOIL entries, each one had used the appropriate code to record the examination, detention and transfer and or seizure of information.

2. A review of the records selected for audit showed that each one had been approved by a supervisory level officer.

3. There were no detentions of documents or devices by the officers at the Local Port. No activity.

4. While the Local Port does maintain a DEDICR log, there was no activity for this period.

5. While the Local Port does maintain a file for DEDICR files, there was no activity at this time.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICCR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD        BORDER SEARCH DOCUMENTATION
Cycle: 091            From 07/01/08 to 06/30/09
Office Inspected:       (b)(2); (b)(7)(E)      [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:                   Date: 05/09/09

Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) [redacted]

I, [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted] Date: 05/11/09
Clearly Print Name: (b)(6); (b)(7)(C) [redacted]
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSU  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5. Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  SCBPO (b)(6); (b)(7)(C)
Worksheet Audit Trail
13BFBSD  Border Search Documentation

1. Yes, IOIL (b)(2); (b)(7)(E) and SAS (b)(2); (b)(7)(E) were reviewed and were properly recorded.

2. Yes, IOIL (b)(2); (b)(7)(E) was properly approved.

3. No Activity. The random sample, (b)(2), has a control form, but a letter from the (b)(2); (b)(7)(E) stated that the document was being kept under (b)(2); (b)(7)(E) authority for an investigation. CBP Form 6051D number (b)(2); (b)(7)(E) accompanied the

4. Yes, random sample, (b)(2), has a copy of the DEDICR maintained.

5. Yes, the random sample, (b)(2), has a control form, but a letter from the (b)(2); (b)(7)(E) stated that the document was being kept under (b)(2); (b)(7)(E) authority for an investigation. CBP Form 6051D number (b)(2); (b)(7)(E) accompanied the Property of Receipt (b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (D)(2); (D)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: __________________________ Date: 04/24/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBS6D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, [(b)(6): (b)(7)(C)], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 04/24/09
Clearly Print Name: [b](6): (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  

SIW Code: 13BF3SD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 09/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?  
Expected Answer: Yes  Actual Answer: Yes  Addendum?: No  

Question: 2 Were all detentions of documents being recorded?  
Expected Answer: Yes  Actual Answer: Yes  Addendum?: No  

Question: 3 Were all detentions of documents being destroyed?  
Expected Answer: Yes  Actual Answer: Yes  Addendum?: No  

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICR)?  
Expected Answer: Yes  Actual Answer: Yes  Addendum?: No  

Question: 5 Does the paper file for detained original document(s) include sufficient information to provide an audit trail for the custody of the detained items?  
Expected Answer: Yes  Actual Answer: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Worksheet Audit Trail

1) YES, ALL SAS AND IOIL IN THE SAMPLE GROUP CONTAINED THE PROPER BSI CODES.

2) YES, ALL DETENTION OF DOCUMENTS, ELECTRONIC DEVICES AND COPIES THERE OF WERE RECORDED IN IOIL PER GUIDELINES AND APPROVED BY A SUPERVISOR.

3) YES, ALL COPIES WERE DESTROYED IN ACCORDANCE TO POLICY.

4) YES, THE PORT MANTS A COPY OF ALL DEDICR PER POLICY. THE FILE IS LOCATED IN THE SUPERVISORS OFFICE.

5) NO ACTIVITY.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: ___________________________  Date: 05/22/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 05/25/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2),[b](7)(E) [b](2),[b](7)(E)
SIW Code: 13BFBSDD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2),[b](7)(E) [b](2),[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6),[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in 
Were the appropriate documentation codes used in Search, 
Arrest and Seizure (SAS) and IOIL entries that electronically 
track and record the examination, detention, transfer and/or 
seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded 
Were all detentions of documents, electronic devices and copies 
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed 
Were all detentions of documents, electronic devices and copies 
thereof, being destroyed in accordance with the Border Search 
of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and 
Did the port maintain a copy of all Document and Electronic 
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document 
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:
  (b)(6), (b)(7)
  (C)
  (b)(2), (b)(7)(E)
  (b)(6), (b)(7)
  (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Worksheet Audit Trail

For the purpose of Self Inspection three IOIL reports were selected that contain pertinent information relating to Border Search Documents. The following IOILs were used: (b)(2), (b)(7)(E), (b)(2), (b)(7)(E), (b)(2), (b)(7)(E).

Question #1 All three IOIL entries utilized for self inspection used the appropriate documentation codes for the examination, detention, transfer and/or seizure of information collected by CBP.

Question #2 All three IOIL entries utilized for self inspection contained information regarding the detention of documents, electronic devices, and copies. All IOILs were routed through a supervisor for approval.

Question #3 One of the three IOIL entries utilized for self inspection required that documents, electronic devices, or copies be destroyed and were destroyed in accordance with the Border Search of Information Policy.

Question #4 The port maintained a copy of the Document and Electronic Device Information Control Record for the IOIL entries involving original records or electronic devices.

Question #5 All paper files maintained at... or detained documents and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items.
Self Inspection Guidance

SIW Code: 13BFBSI  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Question:  1 Were the appropriate documentation codes used in
Citation:  Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question:  2 Were all detentions of documents being recorded
Citation:  Revised: Muster 2008-09, pg. 2
Question:  3 Were all detentions of documents being destroyed
Citation:  Border Search of Information Policy, dated July 16, 2008, pg. 3
Question:  4 Did the port maintain a copy of all Document and
Citation:  Revised: Muster 2008-09, pg. 5
Question:  5 Does the paper file for detained original document
Citation:  Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6)(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 05/22/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRDE/PASS OPS)
Approval Statement

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 6/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________ Date: 06/03/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: PORT DIR
Core Area Self

RUN: \( b(2),(b)(7)(E) \) \( b(2),(b)(7)(E) \)

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 09/ From 07/01/08 to 06/11/08
Office Inspected: \( b(2),(b)(7)(E) \) \( b(2),(b)(7)(E) \)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \( b(6),(b)(7)(C) \)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

1) There are always a BSI (Border Search Information) documentation code used in the SAS and IOIL's to track and record the examination, detention, transfer and/or seizure of electronic media and travel documents.

2) All detentions of documents, electronic media, and copies thereof, are recorded in an IOIL and always approved by a Supervisor.

3) All detentions of documents, electronic devices and copies thereof are being destroyed according to the policy. During the rating cycle, there has only been one instance where CBP detained electronic equipment. On 08/01/2008, CBP detained a laptop computer and compact disks from a passenger for three days and they were returned via FedEx. When returned, the equipment was returned to the passenger via FedEx.

4) [Redacted] has a Document and Electronic Device Information Control Record, but it is empty because there have not been any detentions since the revised muster was distributed to the field on 8/27/08.

5) There is a paper trail for the custody of the laptop and disks in August 2008. A copy of the 6051A is on file from [Redacted] to CBP and an e-mail confirmation from Federal Express is on file that delivery was completed on 08/05/2008.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2),(b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  6/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [redacted]  Date: 05/12/09
Clearly Print Name: [redacted]  Title: ASST PORT DIR (TACT/TRDE/PASS OPS)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 6/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/12/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
SIW Code: 13BFBSDB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
Period Review Dates: From 04/01/08 to 04/01/09
Certifier: (b)(6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Worksheet Audit Trail

Question 01: No Activity
There were 329 IOILs entered during the review period a total of 16 were randomly selected (5%). The correct codes were used in the selected reports. No detentions of information or electronics was noted in the selected report.

Question 02: No Activity
There were no detentions of documents, electronic devices, or copies noted in any of the selected reports.

Question 03: No Activity
There were no detentions of documents, electronic devices, or copies noted in any selected report.

Question 04: No activity
There were no detentions of documents, electronic devices, or copies in any of the selected reports.

Question 05:
There were no detentions of documents, electronic devices, or copies in any of the selected reports.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ___________________________  Date: 06/01/09

Clearly Print Name: (b)(6),(b)(7)(C)

Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 06/01/09
Clearly Print Name: (b)(6),(b)(7)(C)  Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 13BFBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expcctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expcctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expcctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expcctd Ans: Yes Actual Ans: No Addendum?: Yes

Question: 5 Does the paper file for detained original document 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?
Expcctd Ans: Yes Actual Ans: No Addendum?: Yes
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
SIW Code: T3BFBSDB ORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
Question: 004 Did the port maintain a copy of all Document and
Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6),(b)(7)(C)
Due Date: 09/30/09
Completion Date: 08/27/09
Follow-up Code: A
Status Code: AP
Cause:
The Officer was unfamiliar with the policy because we very rarely
detain original documents or electronic media. There was only one
occurrence of non-compliance.
Corrective Action:
Port remustered the directive and created a folder where the deten-
tion forms will be kept on file for future detentions of documents
or electronic media.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 13BEFSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Question: 005  Does the paper file for detained original document
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6), (b)(7)(C)
Due Date: 08/31/09
Completion Date: 08/27/09
Follow-up Code: A
Status Code: AP
Cause:

The officer was unfamiliar with the policy because we very rarely detain original documents or electronic media.

Corrective Action:

Fort has remastered the directive and has created a folder to keep copies of the detention forms for future detentions of documents or electronic media.
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \text{[b](2), (b)(7)(E) \text{[b](2), (b)(7)(E)}

Worksheet Audit Trail

QUESTION 1: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information? Answer: Yes, 30 randomly sampled IOILs were reviewed, all were recorded properly. There were no SAS reports where coding was required.

QUESTION 2: Were all detentions of documents, electronic devices and copies thereof, being recorded in IOIL and approved by a Supervisor? Answer: Yes, 30 randomly sampled IOILs reviewed, all were recorded properly and approved by a Supervisor.

QUESTION 3: No activity. CBP did not detain any cycle. Through \text{(b)(2), (b)(7)(E) \text{(b)(2), (b)(7)(E)} and \text{(b)(2), (b)(7)(E)} is responsible destroying (deleting) the copies if they are no longer needed. Also, does provide copies of documents and \text{(b)(2), (b)(7)(E) \text{(b)(2), (b)(7)(E)}} to the \text{(b)(2), (b)(7)(E)} would be responsible for documenting the destruction of these documents.

QUESTION 4: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)? Answer: No, one IOIL exists where an electronic device was detained by CBP \text{[b](2), (b)(7)(E) \text{[b](2), (b)(7)(E)}} did not maintain a copy of the DEDICR form. CBP did complete a CBP 6051 form for this detention. CBP turned the laptop over to \text{[b](2), (b)(7)(E)} for examination. \text{[b](2), (b)(7)(E)} did sign the CBP 6051 taking custody of the laptop. \text{[b](2), (b)(7)(E)} did return the laptop to the traveler.

QUESTION 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? Answer: No, a paper file for detained original documents and/or electronic devices is not complete. Only one such incident exists, where \text{[b](2), (b)(7)(E) \text{[b](2), (b)(7)(E)}} detained an original document or device, and the paper file does not provide an audit trail for the custody of the detained item (IOIL\# \text{[b](2), (b)(7)(E) \text{[b](2), (b)(7)(E)}}). CBP did complete a CBP 6051 detention. CBP turned the laptop over to \text{[b](2), (b)(7)(E)} for examination. \text{[b](2), (b)(7)(E)} did return the laptop to the traveler.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  \( b(2), (b)(7)(E) \)  \( b(2), (b)(7)(E) \)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL’s to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL’s to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official:  (b)(6),(b)(7)(C)  Date: 05/28/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Applying Official:  
Clearly Print Name: (b)(6), (b)(7)(C)  
Title: AREA PORT DIRECTOR  
Date: 06/22/09
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 13BFB5SD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search Information policy?

Expctd Ans: Yes Actual Ans: Yes Addendum?: No

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

Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expctd Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSDF
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)

BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09
(b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Worksheet Audit Trail

Question 1

Data Sample: 10 out of roughly 170 SAS / IOIL were randomly reviewed.

Answer: In all 10 reviewed samples the appropriate documentation codes were used.

Question 2

Data Sample: 20 samples of roughly 360 IOIL records were randomly reviewed.

Answer: In all the samples reviewed the detentions were documented in IOIL and approved by a supervisor.

Question 3

Data Sample: 20 samples of roughly 360 IOIL records were randomly reviewed.

Answer: In 20 out of the 20 samples, CBP Border Search of Information policy was followed.

Question 4

Data Sample: 20 random samples of about 360 records reviewed.

Answer: In all of the 20 samples, a copy of the DEDICR was maintained.

Question 5

Data Sample: 20 random samples of about 360 records reviewed.

Answer: Each of the 20 samples reviewed provided a sufficient audit trail.
Self Inspection Guidance

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)   (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICDR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091            From 07/01/08 to 06/30/09
Office Inspected:    (b)(2), (b)(7)(E)    (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)   (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/19/09

Clearly Print Name: (b)(6), (b)(7)(C)

Title: ASST FORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _______________________________  Date: 05/19/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self-section Worksheet

RUN: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

SIW Code: 13BFBS5 BORDER SEA DOCUMENTATION

Cycle: 091 From 07/01/08 to 06/09

Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Period Review Dates: From 04/01/08 to 03/09

Certifier: (b)(6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in

Were the appropriate documentation codes used in Search,

Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and

Did the port maintain a copy of all Document and Electronic Device Information Control Records (DIDCR)?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  #PD, (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) #PD, (b)(2), (b)(7)(E)
Worksheet Audit Trail

Question 1: (b)(2), (b)(7)(E) did not examine or seize any documents or electronic information during the test period.
Question 2: Reviewed all IOIL records for the audit period and did not find any detention, seizure or transfer of documents or electronic devices. Copy of IOIL Hit List for audit period in file.
Question 3: Since no documents or electronic devices were seized during the period, no documents or devices were destroyed.
Question 4: Since no documents or electronic devices were seized during the period, no copies of DEDICR were made.
Question 5: Since (b)(2), (b)(7)(E) did not have any activity, no chain of custody issues apply.
Self Inspection Guidance

SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected:  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDIRC was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E), (b)(2), (b)(7)(E), (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) #PD, (b)(2), (b)(7)(E) (b)(2); (b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/29/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7) (E) #PD, (b)(2), (b)(7) (E) (b)(2), (b)(7) (E)

I, (b)(2), (b)(7) (C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _____________________________________________  Date: 05/29/09
Clearly Print Name: (b)(6), (b)(7) (C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2),(b)(7)(E) [b](2),(b)(7)(E)
SIW Code: IBFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2),(b)(7)(E) [b](2),(b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1. Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2. Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3. Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4. Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5. Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

(b)(6),(b)(7)(C)  (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail
SIW: 13BFBSD

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

Answer: Yes All reports that were reviewed in which documents or electronic media were examined, detained or transferred contained the correct coding as per the guidance provided by Headquarters. Sampling: At this time there are no system enhancements in place that provide for a (b)(2);(b)(7)(E). Therefore a query in [Real Time] for Media Detentions and Examinations previously set up on a national level was utilized in order to research a history of SAS and IOIL reports. A query for our time period was conducted which yielded a total of 179 records. A 5% sampling of these represents a total of 9 samples.

Citation: Muster 2008-09 (Revised)

Attached: Muster 2008-09 (Revised) Sampling which include the following reports: IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)

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

Answer: Yes All reports that were reviewed in which documents or electronic media were detained or copied were recorded in an IOIL and approved by a Supervisor. Only two reports of our sampling provided examples of when CBP made copies of documents and/or media. These can be found in IOIL (b)(2), (b)(7)(E)  when code (b)(2) was used to record the copying of electronic media that was forwarded to the [Real Time] and IOIL (b)(2), (b)(7)(E)  when code (b)(2) was used to record the copying of electronic media that was forwarded to the [Real Time].

Sampling: At this time there are no system enhancements in place that provide for a (b)(2);(b)(7)(E). Therefore a query in [Real Time] for Media Detentions and Examinations previously set up on a national level was utilized in order to
Self Inspection Worksheet Audit Trail
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail - continued
research a history of SAS and IOIL reports. A query for our time period was conducted which yielded a total of 179 records. A 5% sampling of these represents a total of 9 samples. From this sampling only two fit the criteria to answer this question.

Citation: Muster 2008-09 (Revised)

Attached: Muster 2008-09 (Revised) Sampling which include the reports: IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL

Question #3: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information Policy?

Answer: Yes All reports that were reviewed in which documents or electronic media were copied all copies were subsequently destroyed if after viewing the information probable cause to seize the information existed. In our sampling one report (IOIL (b)(2), (b)(7)(E)) fell into this category as CBP shared this copied electronic media with the . As is documented in the IOIL, CBP destroyed its copy and the retained its copy for National Security purposes. This was done in accordance with HQ Policy Regarding Border Search Information.

Sampling: At this time there are no system enhancements in place that provide for a . Therefore a query in for Media Detentions and Examinations previously set up on a national level was utilized in order to research a history of SAS and IOIL reports. A query for our time period was conducted which yielded a total of 179 records. A 5% sampling of these represents a total of 9 samples. From this sampling only one report fit the criteria to answer this question.

Citation: Muster 2008-09 (Revised) HQ Policy Regarding Border Search Information

Attached: Muster 2008-09 (Revised) HQ Policy Regarding Border Search Information Sampling which include the following report: I (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL (b)(2), (b)(7)(E)  IOIL

(b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
Worksheet Audit Trail - continued

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

Answer: Yes. All reports that were reviewed in which documents or electronic media were detained were properly recorded and a copy of the DEDICR was maintained. Of our sampling only one sample (IOIL (b)(2),(b)(7)(E)) fit this criteria and the Control Record has been completed correctly and maintained by the port.

Sampling: At this time there are no system enhancements in place that provide for a (b)(2),(b)(7)(E).

Therefore a query in [ ] for Media Detentions and Examinations previously set up on a national level was utilized in order to research a history of SAS and IOIL reports. A query for our time period was conducted which yielded a total of 179 records. A 5% sampling of these represents a total of 9 samples. From this sampling only one report fit the criteria to answer this question.

Citation: Muster 2008-09 (Revised) HQ Policy Regarding Border Search Information

Attached: Muster 2008-09 (Revised) Sampling which include the following report: IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL (b)(2),(b)(7)(E)  IOIL

Question #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?

Answer: Yes. All reports that were reviewed in which documents or electronic media were detained were properly recorded in the IOIL and the IOIL as well as the DEDICR were updated to reflect the audit trail. Our sampling revealed only one report (IOIL (b)(2),(b)(7)(E)) that fit this criteria and the audit trail maintained by the port includes correspondence received from the [ ] stating that they would be retaining the items due to National Security concerns.

Sampling: At this time there are no system enhancements in place that provide for a (b)(2),(b)(7)(E).

Therefore a query in [ ] for Media Detentions and Examinations previously set up on a national level was utilized in order to research a history of SAS and IOIL reports. A query for our time
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: [b](2),[b](7)(E)        [b](2),[b](7)(E)

Worksheet Audit Trail - continued

period was conducted which yielded a total of 179 records. A 5% sampling of these represents a total of 9 samples. From this sampling only one report fit the criteria to answer this question.

Citation: Muster 2008-09 (Revised) HQ Policy Regarding Border Search Information

Attached: Muster 2008-09 (Revised) Sampling the following report: IOIL [b](2),[b](7)(E)        IOIL [b](2),[b](7)(E)        OIL [b](2),[b](7)(E)        IOIL [b](2),[b](7)(E)        OIL [b](2),[b](7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)        (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/11/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: _____________________________ Date: 05/14/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

SIW Code: 13BFBSID BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6)(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BF BDS

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Worksheet Audit Trail

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

Answer: X - No Activity

Summary: A review of all S/A/S and IOIL reports for the period indicated that there was no activity and the port during the reporting period. One Personal Information device (PID) item that was potentially subject to the guidelines for such detentions was abandoned and the subject on a CF 4607 and the item was taken into custody by [Redacted] personnel.

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

Answer: X - No Activity

Summary: A review of all S/A/S and IOIL reports for the period indicated that there was no activity and the port during the reporting period. One Personal Information device (PID) item that was potentially subject to the guidelines for such detentions was abandoned and the subject on a CF 4607 and the item was taken into custody by [Redacted] personnel.

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

Answer: X - No Activity

Summary: A review of all S/A/S and IOIL reports for the period indicated that there was no activity and the port during the reporting period. One Personal Information device (PID) item that was potentially subject to the guidelines for such detentions was abandoned and the subject on a CF 4607 and the item was taken into custody by [Redacted] personnel. There were no destructions accomplished.

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

Answer: X - No Activity

Summary: A review of all S/A/S and IOIL reports for the period indicated that there was no activity and the port during the
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)    (b)(2),(b)(7)(E)

Worksheet Audit Trail - continued

Reporting period. One Personal Information device (PID) item that
was potentially subject to the guidelines for such detentions was
abandoned by subject on a CF 4607 and the item was taken it
by personnel.

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?

Answer: X - No Activity

Summary: A review of all S/A/S and IOIL reports for the period
indicated that there was no activity and the port during the
reporting period. One Personal Information device (PID) item that
was potentially subject to the guidelines for such detentions was
abandoned by subject on a CF 4607 and the item was taken it
custody by personnel.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: [b](2), [b](7)[E]

I, [b](6), [b](7)[C], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [b](6), [b](7)[C]
Title: SUPVY CBP OFFCR

Date: 06/26/09
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________ Date: 06/26/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: ASST PORT DIR (PASS/TACT/TRADE)
Core Area Self Inspection Worksheet

RUN: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Worksheet Audit Trail

13BFBSD  BORDER SEARCH DOCUMENTATION

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

Answer 1: No Activity. In accordance with the policy regarding border search of information contained in documents and there was no activity at the (b)(2), (b)(7)(E)

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

Answer 2: No Activity. In accordance with the policy regarding border search of information contained in devices there was no activity at the (b)(2), (b)(7)(E)

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

Answer 3: No Activity. In accordance with the policy regarding border search of information contained and there was no activity at the (b)(2), (b)(7)(E)

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

Answer 4: No Activity. In accordance with the policy regarding border search of information contained in devices there was no activity at the (b)(2), (b)(7)(E)

Question 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?

Answer 5: No Activity. In accordance with the policy regarding border search of information contained in devices there was no activity at the (b)(2), (b)(7)(E)

A review of 100% of the records show that no documents or electronic devices were searched/detained during the review.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Worksheet Audit Trail – continued
period. (27) records.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 06/21/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFPCR
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Appraising Official: ________________________________ Date: 06/22/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: I3BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question:  1 Were the appropriate documentation codes used in
 Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Exptcd Ans: Yes Actual Ans: Yes Addendum?: No

Question:  2 Were all detentions of documents being recorded
 Were all detentions of documents, electronic devices and copies
there of, being recorded in an IOIL and approved by a Supervisor?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question:  3 Were all detentions of documents being destroyed
 Were all detentions of documents, electronic devices and copies
there of, being destroyed in accordance with the Border Search
of Information policy?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question:  4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question:  5 Does the paper file for detained original document
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?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail

QUEST.001: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Answer: YES. Appropriate codes were utilized in the IOIL entered by 100% Sample (1 of 1) IOIL (b)(2), (b)(7)(E)

QUEST.002: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

Answer: No Activity.

QUEST.003: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

Answer: No Activity.

QUEST.004: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

Answer: No Activity.

QUEST.005: 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?

Answer: No Activity.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091 From 07/01/08 to 06
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/08
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6), (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 06/19/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ______________________ Date: 06/19/09

Clearly Print Name: (b)(6),(b)(7)(C) 

Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(2),(b)(7)(E)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detached original document Does the paper file for detached original documents and/or electronic devices include sufficient information to provide an audit trail for the custody of the detached items?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/
(b)(6), (b)(7)(C) (b)(2), (b)(7)(E)    (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS2  BORDER SEARCH DOCUMENTATION
Cycle: 091  6/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Worksheet Audit Trail

Question 1:

Answer: Yes A review of all S/A/S and IOILs for the period at the (b)(2), (b)(7)(E) indicated three cases involving documents or the examination of electronics media. In two cases the proper codes are at the beginning of the IOIL narrative as per the muster. In a third (b)(2), (b)(7)(E) the codes are not present, but they were not required to have those coding at HQ. The docs in the case were locally based on a federal Grand Jury Subpoena.

Audit trail IOILS (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

Question 2: YES: In IOIL (b)(2), (b)(7)(E), copies of (b)(2), (b)(7)(E) and documents were retained by CBP at the request of the TECS Record holder in the Office of (b)(2), (b)(7)(E) (b)(2), (b)(7)(E). The IOIL narrative properly indicates the copies were made and this IOIL was approved by a supervisor.

Question 3: Yes: IOILs in these three cases indicate the disposition of a (b)(2); (b)(7)(E). The narrative clearly states that devices and originals were retumed to the passenger at the end of the exam.

Question 4: No Activity: During this period, no documents or Electrics devices were turned over to another agency under the Policy as stated in Muster 2008-09. The only document turn over was to pursuant to Federal Grand Jury Subpoena, not for review and assistance as the DEDICR documents. IOIL (b)(2), (b)(7)(E)

Question 5, No activity: none of the IOILs reviewed indicate original document or electronic devices was retained by CBP (b)(2); (b)(7)(E) during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 06/25/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 06/25/09
Clearly Print Name: (b)(6),(b)(7)(C)  Title: SUPVY CBP OFFCR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Worksheet Audit Trail

Question 1: No activity. 100% of files checked. No SASs. IOILs did not involve detained info.
Question 2: No activity. No such detentions occurred.
Question 3: No activity. No such detentions occurred.
Question 4: No activity. No such detentions occurred.
Question 5: No activity. No such detentions occurred.
Self Inspection Guidance

SIW Code: 13BFBSD     BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [b](2). (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2),(b)(7)(E) [b](2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ______________________________  Date: 06/19/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________ Date: 06/19/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA FORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

SIW Code: 13BFBS3D BORDER SEARCH DOCUMENTATION

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)    (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail

Question 1 -
Yes, appropriate documentation codes were used in the only incident of this nature during the review period.
IOIL (b)(2), (b)(7)(E) is attached to the SIW located in the Pax Team Supervisor's Office in (b)(2), (b)(7)(E).

Question 2 -
Yes, all detentions of documents, electronic devices, or copies there of were recorded in IOIL (b)(2), (b)(7)(E) and approved by a Supervisor.

Question 3 -
Yes, all detentions of documents, electronic devices, or copies there of were destroyed and noted in accordance with the Border search of Information Policy. Refer to narrative in IOIL attached to the SIW.IOIL (b)(2), (b)(7)(E).

Question 4 -
X - no activity. The port did not maintain a Document & Electronic Device Information Control Record (DEDICR) however the audit trail for the custody of the detained copies can be found in the narrative for IOIL (b)(2), (b)(7)(E).

Question 5 -
Yes, the paper file for the detained copies of documents includes sufficient information within the copy of narrative of the IOIL to provide an audit trail for the custody of the detained items. IOIL (b)(2), (b)(7)(E).
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:   (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)  (b)(2). (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: __________________________ Date: 06/19/09

Clearly Print Name: (b)(6), (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)     [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 06/19/09

Clearly Print Name: (b)(6); (b)(7)(C)

Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: \((b)(2); (b)(7)(E)\) [Redacted]
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \((b)(2); (b)(7)(E)\) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \((b)(6); (b)(7)(C)\) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
Worksheet Audit Trail  BORDER SEARCH  (13BFBSD)

No activity. No seizures or IOIL s entered as a result of seized information. A review of the ports S/A/S (2 total) and IOIL entries (2 total) are not associated with border search activity. Seizures researched were (counterfeit jeans) and (prohibited jeans); IOIL s researched were (outstanding warrant for outstanding check) and (info from reference outbound domestic traveler).

No activity. No detention of documents or electronic devices during this time period.

No activity. No detention of documents or electronic devices during this time period.

No activity. No detention of documents or electronic devices during this time period.

No activity. No detention of documents or electronic devices during this time period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

I, [REDACTED], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [REDACTED]  Date: 06/19/09

Clearly Print Name: [REDACTED]

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 06/19/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASSISTANT PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: I3BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question 1: No Activity this reporting period.

Question 2: No Activity this reporting period.

Question 3: No Activity this reporting period.

Question 4: No Activity this reporting period.

Question 5: No Activity this reporting period.

There were no seizures during the reporting period and only one incident dealing with a patdown.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7); [E] [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSO D
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 06/19/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091             From 07/01/08 to 06/30/09
Office Inspected:       (b)(2); (b)(7)(C)       [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:     [Redacted]
Clearly Print Name:      (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [b][b]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [b][b]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) [b][b]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
   Question: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

Question: 3 Were all detentions of documents being destroyed
   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
   Question: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
   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?
   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [(b)(2), (b)(7)(E)]
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question 1. No activity. A random sampling of 30 SAS and IOIL's were reviewed to determine if the appropriate documentation codes were used. Of the 30 samples reviewed none pertained to the examination, detention, transfer and/or seizure of information. The sample cases reviewed were: (b)(2); (b)(7)(E)

Question 2. No activity- nothing to approve
Same samples as used in question one were used. All were properly approved, however, none were for the seizure of documents.
Question 3. No activity - nothing to destroy. Same samples as used in question one. No documents to destroy.
Question 4. No activity - No Control forms on file. Same samples as used in question one. No records on file as no documents were seized/held.

Question 5. No activity - no items taken into custody. Same samples as used in question one. There were no chain of custody records on file since nothing was detained.
Self Inspection Guidance

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]
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.

Question:  1  Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question:  2  Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question:  3  Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question:  4  Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question:  5  Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 06/23/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD 
BORDER SEARCH DOCUMENTATION
Cycle: 091 
From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of 
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that 
this Worksheet and associated addenda, if applicable, accurately 
represent the results of the inspection.

Approving Official: ___________________________ 
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: AREA PORT DIR

Date: 06/23/09
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) 
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09 
Office Inspected: [b](2); [b](7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09 
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

Question 1: No activity. No documentation codes were used in S/A/S or IOIL entries that electronically track and record the
examination, transfer and/or seizure of information at the (b)(2);(b)(7)(E) because no information was examined, 
detained, transferred and/or seized for the purpose of an S/A/S or IOIL.

Question 2: No activity. IOILs verified were (b)(2);(b)(7)(E) 
All six IOILs were examined for detentions, copies thereof. There were none for the (b)(2);(b)(7)(E)
(b)(2);(b)(7)(E)

Question 3: No activity. There were no destructions of detained documents, electronic devices or copies thereof at the Port of

Question 4: No activity. No DEDICRs were completed at the Port of (b)(2);(b)(7)(E). No copies were maintained.

Question 5: No activity. No paper files for detained documents and or electronic devices were maintained because no documents or

(b)(2);(b)(7)(E) during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b][2].[b][7][E]  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 06/22/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C) [redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [redacted]  Date: 06/22/09
Clearly Print Name: (b)(6); (b)(7)(C) [redacted]
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: \( (b)(2); (b)(7)(E) \)
SIW Code: 15BFBSDF BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: \( (b)(2); (b)(7)(E) \)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \( (b)(6); (b)(7)(C) \)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
The (b)(2); (b)(7)(E) had 184 SAS reports and a total of 171 IOILs for the period 04/01/2008 to 03/31/2009. 5% of SAS be 10 and IOIL be 9. The universe that was sampled did not contain any activity that would have initiated a report for detained information during the time period listed above. Answer to all questions is "no activity" Random sample listed below.

SAS: 10

(b)(2); (b)(7)(E)

IOIL: 9
(b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBS DIS

BORDER SEARCH DOCUMENTATION

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________________________________________________ Date: 05/28/09

Clearly Print Name: (b)(6); (b)(7)(C)

Title: ASST FORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)    

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Appointing Official:              Date: 05/29/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E) [Redacted]
SIW Code: 73BFBSDF BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)   

Worksheet Audit Trail

1. The (b)(2),(b)(7)(E) had only two encounters where electronic devices were transferred and/or seized. In each of these two IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information, the appropriate documentation codes were used.

2. In both of these two incidents involving the detention of documents, electronic devices, and copies thereof were approved by a Supervisor in accordance with CBP policies and procedures.

3. Using our same two incidents from above, there were no documents or copies to destroy. The Electronic devised were turned over to local (b)(2),(b)(7)(E) for review and examination as per policy.

4. The (b)(2),(b)(7)(E) does maintain a copy of all Document and Electronic Device Information Control Records (DEDICR) as per policy. This record is maintained by our Admin Supervisor at our (b)(2),(b)(7)(E).

5. In regards to our universe, the paper file for detained original documents and/or electronic devices includes sufficient information to provide an audit trail for the custody of the detained items.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Question:  1  Were the appropriate documentation codes used in
Citation:  Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question:  2  Were all detentions of documents being recorded
Citation:  Revised: Muster 2008-09, pg. 2
Question:  3  Were all detentions of documents being destroyed
Citation:  Border Search of Information Policy, dated July 16, 2008, pg. 3
Question:  4  Did the port maintain a copy of all Document and
Citation:  Revised: Muster 2008-09, pg. 5
Question:  5  Does the paper file for detained original document
Citation:  Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.
Certifying Official: [Redacted]  Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)  Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________  Date: 06/05/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: *(b)(2), (b)(7)(E)*

Worksheet Audit Trail

Question # 1 - No activity during review period.

Question # 2 - No activity during review period.

Question # 3 - No activity during review period.

Question # 4 - No activity during review period.

Question # 5 - No activity during review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected:  \( (b)(2):(b)(7)(E) \)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)__________________________

I, (b)(6); (b)(7)(C)__________________________, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/22/09

Clearly Print Name: (b)(6); (b)(7)(C)__________________________
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected:    (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:   ___________________________ Date: 04/24/09
Clearly Print Name:   (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST FORT DIR, TAC/TRD/PAS)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)  
SIW Code: 19FEBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2); [b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: [b](6); [b](7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [redacted]

Worksheet Audit Trail

Question #1 Review of the documentation codes used in SAS and IOIL entries confirmed that they were used appropriately.

Questions #2 There was one detention of an electronic device during the review period and it was approved by the appropriate supervisor.

Question #3 There have been no detentions of documents, electronic devices and copies thereof that required destruction during the review period.

Question #4 A copy of the DEDICR was retained as required.

Question #5 The paper file for the detained electronic device contains sufficient information to provide an audit trail for the custody of the detained item.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: 
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSV
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/26/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: _______________________________  Date: 05/27/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBFO (ASST FORT DIR, TAC/TRD/PAS)
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2);(b)(7)(E)  

Worksheet Audit Trail

1-5 There were no searches or seizures of electronic documents at the (b)(2);(b)(7)(E) during this reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  

Certification Statement

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)

Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 05/21/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) —

I, (b)(6); (b)(7)(C) —, have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Applying Official: —
Clearly Print Name: (b)(6); (b)(7)(C) —
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)

Date: 05/21/09
Core Area Self Inspection Worksheet

RUN: \textcolor{red}{(b)(2);(b)(7)(E)}
SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: \textcolor{red}{(b)(2);(b)(7)(E)}
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \textcolor{red}{(b)(6);(b)(7)(C)}

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
   Were the appropriate documentation codes used in Search,
   Arrest and Seizure (SAS) and IOIL entries that electronically
   track and record the examination, detention, transfer and/or
   seizure of information?
   
   Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 2 Were all detentions of documents being recorded
   Were all detentions of documents, electronic devices and copies
   there of, being recorded in an IOIL and approved by a Supervisor?
   
   Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 3 Were all detentions of documents being destroyed
   Were all detentions of documents, electronic devices and copies
   there of, being destroyed in accordance with the Border Search
   of Information policy?
   
   Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
   Did the port maintain a copy of all Document and Electronic
   Device Information Control Records (DEDICR)?
   
   Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 5 Does the paper file for detained original document
   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?
   
   Expected Ans: Yes    Actual Ans: Yes    Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSDD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

QUESTION 1 - YES. The proper codes were used to record the type of
document or electronic device whether it was an original or copy.
The guidance calls for a sample of 30 or five percent, whichever
is less. The universe is 13 IOIL records were border search for
information exams occurred. The guidance refers to pages 2 - 5 of
the BSI muster 2008-09. Those pages list the correct codes. Each
IOIL was compared to the muster and revealed that each exam was
accurately recorded. All 13 IOIL records will be retained with
this worksheet. There was also one SAS involving a BSI exam but
that exam was orginally recorded as one of the 13 IOIL records and
eventually resulted in a seizure.

QUESTION 2 - YES. All BSI exam involving detentions, copying, or
transferring of copies or property list the name of the approving
first and/or second line supervisor. The worksheet refers to the
same sample.

QUESTION 3 - YES. All detained documents or electronic devices,
whether orginals or copies were destroyed or retained according to
the reference material; page3 of the BSI policy dated July 16,
2008. Part D, 1, (a) - retention with probable cause. These was
one detention of an orginal documents where probable cause
existed. That detention resulted in a seizure. Part D, 1, (c) -
sharing. There were six BSI exam IOIL records involving copies.
Three IOIL narratives reflect destruction of copies on-site, two
involve copies still being researched by CBP and possible
marriage fraud, and one reflects copies retained by BSI for an
undetermined period. The other six of thirteen IOIL records
involve property of orginal documents. In five instances the
orginal documents or electronic devices were returned to the
owner. In the sixth, involving orginal final documents, the
investigation and research is continuing with involvement of the
(b)(2), (b)(7)(E) and a 6051D and the Document and Electronic Device Information Control Record (DEDCR)
are retained with this worksheet.

QUESTION 4 - YES. The port maintained copies of the Document and
Electronic Information Control Record and the 6051D where
appropriate. The guidance refers to page five of HQ MUSTER 2008-
09 which directs CBP to use the form for all transfers of the
orginal documents or property where an outside entity is the
recipient of the property whether it's for decryption, translation
or any other purpose. That type of transfer only occurred once.
And copies of the 6051D and the DEDCR for was retained with
this worksheet. All other transfers involved BSI Policy
document part C, 2, (d), (2) is not considered a separate agency. Page four of the HQ Muster reflects; detentions and
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)

Worksheet Audit Trail - continued

transfers to another Federal agency of copies or orginal
documents and electronic devices shall be recorded on a DEDICR and
a 6051D.

QUESTION 5 - YES. The port maintained records of the chain of
custody for the detained documents and electronic devices. The
guidance refers to page 5 of the HQ Muster which reads; "a paper
file for detained original documents or electronic devices must
include sufficient information to provide an audit trail,
including a 6051D and a DEDICR if turned over to another Federal
agency for assistance." Of the 13 BSI exams recorded in an IOIL
detentions occurred that called for just a 6051D and one
called for a 6051D and DEDICR. The other eight BSI exams
involved copies of documents.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

Question:  1  Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2  Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3  Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4  Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5  Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C)  [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  [Redacted]  Date: 06/10/09

Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: SUPVY CBP OFFCR
Approval Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________  Date: 06/11/09
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: I3BPBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

 Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No  

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No  

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No  

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No  

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

(cited: (b)(6); (b)(7)(C)

(b)(2); (b)(7)(E)
(b)(6); (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Worksheet Audit Trail

1) Yes. Researcher found only one IOIL entry for the requested time period. All appropriate documentation was in the file (IOIL[Redacted]). Original Self Inspection is in the labeled Self Inspection Folder located in the main building of the CBP house. Support documentation on file.

2) Yes. The detention of the electronic device was approved by a supervisor. Support documentation is on file.

3) No Activity. There were no destructions during the requested time period.

4) Yes. The port maintained a copy of the (DEDICR) with the IOIL folder. Support documentation is on file.

5) Yes. The paper file for electronic device contained sufficient information to provide an audit trail. Support documentation is on file.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E)

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.)

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

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [Redacted]

Question: 1  Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2  Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3  Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4  Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5  Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Date: 06/02/09

Title: SUPV CBFO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [Redacted]  Date: 06/02/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD
Cycle: 091
From 07/01/08 to 06/30/09

(b)(6); (b)(7)(C)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail
1) X, No Activities, In the time period of April 01, 2008 to March 31, 2009 there were no reports or activities involving Detentions, Seizures and Copies of documents at this POE.

2) X, No Activities, In the time period of April 01, 2008 to March 31, 2009 there were no reports or activities involving Detentions, Seizures and Copies of documents at this POE.

3) X, No Activities, In the time period of April 01, 2008 to March 31, 2009 there were no reports or activities involving Detentions, Seizures and Copies of documents at this POE.

4) X, No Activities, In the time period of April 01, 2008 to March 31, 2009 there were no reports or activities involving Detentions, Seizures and Copies of documents at this POE.

5) X, No Activities, In the time period of April 01, 2008 to March 31, 2009 there were no reports or activities involving Detentions, Seizures and Copies of documents at this POE.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

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.

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

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

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

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: **(b)(2); (b)(7)(E)**

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSO
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 06/01/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________________________ Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)  Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BFBSDD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/07/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail

#1-Yes. The appropriate codes were used in IOIL entries that electronically tracked and recorded the examination of information. There were 23 searches of electronic media during the reporting period, per the log. Guidance called for a review of 5%, or 30, whichever is less. Two records were sampled and reviewed, as follows (date/passenger last name): January 22, 2009/QUILO; February 15, 2009/DOX10147/NC. Both cases had been entered in IOIL with the correct documentation code. Copy of log and IOIL records on file for audit purposes.

#2-Yes. Both sampled records were recorded in IOIL and were approved by a supervisor. Copies of IOIL records on file for audit purposes.

#3-No Activity. There were no detentions requiring destruction.

#4-Yes. The port maintained a copy of all Document and Electronic Device Information Control Records via the use of a log. Copy on log for audit purposes.

5.-Yes. The log for detained documents and/or electronic devices includes sufficient information to provide an audit trail for the custody of detained items. Entries on the log include information relative to the date an item was turned over to another entity and the date an item was returned to the owner. Copy on log for audit purposes.
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ________________________________ Date: 06/01/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: CBP OFFCR (PROG MGR)
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C) , have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________________________ Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all document and electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original documents include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Worksheet Audit Trail

1. Yes, appropriate documentation codes were used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer, and/or seizure of information. Included are two examples which represent 100% of the records.

2. Yes, all of the detentions of documents, electronic devices and copies thereof, were recorded in an IOIL and approved by a supervisor. Included are two examples which represent 100% of the records.

3. None during this reporting period.

4. Yes, the port maintains a copy of all document and electronic device information control records. Attached is one copy of the document and electronic device information control record which represents 100% for this reporting period.

5. Yes, the port maintains in its' paper file all pertinent information to determine proper chain of custody and documentation. Included are two examples which represent 100% of the records.
Self Inspection Guidance
BORDER SEARCH DOCUMENTATION

SIW Code: 13BFBSD
Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDERS SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, (b)(6); (b)(7)(C) [REDACTED], have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official:  Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C) [REDACTED]
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

Approval Statement

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 06/01/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) 
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C) 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
(b)(6); (b)(7)(C)  (b)(6); (b)(7)(C)  (b)(2): (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Worksheet Audit Trail
Q1: Universe was 70 reports. My sample was 4 reports, 1 from every
other month for the review period. Reports all showed negative
results for detaining documents or electronic devices.

Q2: No activity. No Universe.

Q3: No activity. No Universe.

Q4: No activity. No Universe.

Q5: No activity. No Universe.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Date: 05/27/09
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Appointing Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIR

Date: 05/29/09
Core Area Self Inspection Worksheet

Run: [b](2);[b](7)(E)
SIW Code: 13BFBS8D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 07/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
<table>
<thead>
<tr>
<th>Self Inspection Researcher List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIW Code:</strong> 13BFBSD</td>
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<tr>
<td><strong>Cycle:</strong> 091</td>
</tr>
<tr>
<td>From 07/01/08 to 06/30/09</td>
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<tr>
<td><strong>Office Inspected:</strong> (b)(2), (b)(7)(E)</td>
</tr>
<tr>
<td><strong>No Researchers</strong></td>
</tr>
</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

Worksheet Audit Trail
1. Were the appropriate documentation codes used in S/A/S and IOIL entries that electronically track and record the examination, detention, transfer, and/or seizure of information? Yes, One seizure of information was found: FPF case # (b)(2); (b)(7)(E)

2. Were all detentions of documents, electronic devices, and copies thereof being recorded in an IOIL and approved by a supervisor? No activity, one seizure no detentions see #1.

3. Were all detentions of documents, electronic devices, and copies thereof being destroyed in accordance with the Border Search of Information Policy? No Activity in reporting period.

4. Did the port maintain a copy of all document and electronic device information control records? Yes, Copy in file.

5. Does the paper file for detained original documents and/or electronic devices include sufficient information to provide an audit trail? Yes, Copy in file.
Self Inspection Guidance

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 – 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)  Date: 05/28/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/28/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [redacted]
Period Review Dates: From 07/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in searching, arrest and seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

specified: (b)(2); (b)(7)(E)
(b)(6); (b)(7)(C)

(b)(6); (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

1. Yes. The (b)(2);(b)(7)(E) conducted two Personal searches, and one seizure during the time frame. The first personal search was preformed on (b)(6);(b)(7)(C) (b)(2);(b)(7)(E) and the second search was preformed on (b)(6);(b)(7)(C) (b)(2);(b)(7)(E). The one seizure was Chinese Herbs (b)(2);(b)(7)(E). See the supporting Incident log and SAS documentation.

2. No Activity. There were no detentions of documents, electronic devices and copies thereof; therefore there was no activity for this question.

3. No Activity. There were no detentions of documents, electronic devices and copies thereof; therefore there was no activity for this question.

4. No Activity. There were no detentions of documents, electronic devices and copies thereof; therefore there was no activity for this question.

5. No Activity. There were no detentions of documents, electronic devices and copies thereof; therefore there was no activity for this question.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 04/17/09
Clearly Print Name: [Redacted]  Title: SUPVY CBP AGRICULTURE SPEC (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

I, (b)(6);(b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________________ Date: 05/18/09
Clearly Print Name: (b)(6);(b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [Redacted]
SIW Code: 13BFBSG | BORDER SEARCH DOCUMENTATION
Cycle: 091 | From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes | Actual Ans: No Activity | Addendum?: No

Question: 2 Were all detentions of documents being recorded? Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes | Actual Ans: No Activity | Addendum?: No

Question: 3 Were all detentions of documents being destroyed? Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes | Actual Ans: No Activity | Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICR)?
Expected Ans: Yes | Actual Ans: No Activity | Addendum?: No

Question: 5 Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes | Actual Ans: No Activity | Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
13BFBSD - BORDER SEARCH DOCUMENTATION

1. No activity.
2. No activity.
3. No activity.
4. No activity.
5. No activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

[redacted]

I, [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 05/27/09
Clearly Print Name: [redacted]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]  Date: 05/28/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)  [b](2);[b](7)(E)
SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)  [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document and 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

(b)(6); (b)(7)(C) (b)(2), (b)(7)(E) (b)(6); (b)(7)(C)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [Redacted]

Worksheet Audit Trail
Question 1: There were no examinations, detentions, transfers or seizures of information in this port during the reporting period.

Question 2: There were no detentions of documents, electronic devices or copies thereof in this port during the reporting period.

Question 3: There were no detentions of documents, electronic devices or copies thereof destroyed in this port during the reporting period.

Question 4: There were no Document and Electronic Device Information Control Records completed in this port during the reporting period.

Question 5: There were no original documents or electronic devices detained in this port during the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  

Certification Statement

BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.  

Certifying Official: ________________________________  Date: 05/11/09

Clearly Print Name: (b)(6); (b)(7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, [REDACTED], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [REDACTED]  Date: 05/18/09
Clearly Print Name: [REDACTED]  Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: \[b](2): (b)(7)(E)\]
SIW Code: 15BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \[b](2): (b)(7)(E)\]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \[b](6): (b)(7)(C)\]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: Were the appropriate documentation codes used in the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: Were all detentions of documents being recorded in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: Were all detentions of documents being destroyed in accordance with the Border Search Information policy?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

There was no activity during the sample period nor FY.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: [b](2):[b](7):(E) [Redacted]
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
         and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
         IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
         control form to determine whether they were properly destroyed
         according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
         control form to determine whether a copy of the DEDICR was
         maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  

Question:  1  Were the appropriate documentation codes used in
Citation:  Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2  Were all detentions of documents being recorded
Citation:  Revised: Muster 2008-09, pg. 2

Question:  3  Were all detentions of documents being destroyed
Citation:  Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4  Did the port maintain a copy of all Document and
Citation:  Revised: Muster 2008-09, pg. 5

Question:  5  Does the paper file for detained original document
Citation:  Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(8)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)  

Date: 06/05/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, ____________, have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________  Date: 06/15/09
Clearly Print Name: ___________________________  Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Period Review Dates: From 04/30/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOI entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOI and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

Q1-5. No IOIL or S/A/S reports generated for this reporting period as per queries ran by port in (b)(2).
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) ____________

I, (b)(6); (b)(7)(C) ____________, have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ___________________________  Date: 05/22/09
Clearly Print Name: (b)(6); (b)(7)(C) ____________
Title: CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _________________________________ Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  [ ]
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
Border Search Documentation

1. N/A. No documents or copies seized during the review period.
2. N/A. No documents or copies seized during the review period.
3. N/A. No documents or copies seized during the review period.
4. N/A. No documents or copies seized during the review period.
5. N/A. No documents or copies seized during the review period.
6. N/A. No documents or copies seized during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 05/27/09
Approval Statement

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ______________________ Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E) [Redacted]

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD	BORDER SEARCH DOCUMENTATION
Cycle: 091	From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Worksheet Audit Trail

Questions 1 - 5: No Activity. There were no incidents that necessitated SAS and/or IOIL entries, detention of documents or electronic devices, etc at the (b)(2); (b)(7)(E) [redacted] for this cycle.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSDE  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 05/12/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________  Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

1. Yes, see sample IOIL and SAS from cycle reporting period:
   IOIL (b)(2); (b)(7)(E), (b)(2); (b)(7)(E)
   SAS# (b)(2); (b)(7)(E), (b)(2); (b)(7)(E), (b)(2); (b)(7)(E)

2. Yes review IOLI # (b)(2); (b)(7)(E)

3. No activity

4. No activity

5. No activity
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)...

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) ____________________________

I, (b)(6); (b)(7)(C) ____________________________, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 04/29/09

Clearly Print Name: (b)(6); (b)(7)(C) ____________________________
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: _______________________________  Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: 13BFBSBD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) ...

Worksheet Audit Trail
1. No activity, there were no examination, detention, etc. of information.
2. No activity, see quest. # 1.
3. No activity, see quest. # 1.
4. No activity, see quest. # 1.
5. No activity, see quest. # 1.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 05/01/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: AREA PORT DIRECTOR

Date: 06/12/09
Core Area Self Inspection Worksheet

RUN: [REDACTED] SIW Code: 15BFBS Border Search Documentation
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [REDACTED] Period Review Dates: From 07/01/08 to 03/31/09
Certifier: [REDACTED]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(6), (b)(7)(C)
(b)(2), (b)(7)(C)
(b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

Q1: Yes. There were 3 Border Search Documents generated for the reporting period. 1 is used for this self inspection. [Redacted], IOIL (b)(2); (b)(7)(E), dated 12-21-2008. The IOIL shows the proper code was documented in the narrative (b)(2). Q2: Yes. The sample for (b)(6); (b)(7)(C), IOIL (b)(2); (b)(7)(E), dated 12-21-2008 includes supervisor remarks and was approved. Q3: Yes. All detentions of documents, electronic devices and copies thereof are being destroyed in accordance with the Border Search of Information Policy. Sample for (b)(6); (b)(7)(C), IOIL (b)(2); (b)(7)(E), dated 12-21-2008, shows in the narrative that the documents were destroyed. Q4: Yes. The sample for (b)(6); (b)(7)(C), IOIL (b)(2); (b)(7)(E), dated 12-21-2008 contains the copy of the Document and Electronic Device Information Control Records form (DEDICR). Q5: Yes. The paper file for detained original documents and or electronic devices includes sufficient information to provide an audit trail for the custody of the detained items. Attached is the DEDICR form showing the signature of the receiving agency.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________  Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ---------

I, (b)(6); (b)(7)(C) ---------, have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Appointing Official: ______________________________________ Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) ****
SIW Code: 13BFBSL  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ****
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) ****

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

Worksheet Audit Trail
No seizures of documents occurred during the report period.
Port did not detain any electronic device or conduct any searches of documents during the report period.
Self Inspection Guidance

SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION

Cycle: 091  
From 07/01/08 to 06/30/09

Office Inspected:  
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2) (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in

Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in

place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded

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

Question: 3 Were all detentions of documents being destroyed

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

Question: 4 Did the port maintain a copy of all Document and

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

Question: 5 Does the paper file for detained original document

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

SIW Code: 13BFBS6  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: 

Clearly Print Name: (b)(6); (b)(7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: [redacted] (b)(6); (b)(7)(C)
Title: AREA PORT DIR

Date: 05/29/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSO BOARDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code:  13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

Worksheet Audit Trail

Q1. No activity. There were no incidents involving the examination, detention, transfer and/or seizure of information in the (b)(2); (b)(7)(E) during the review period. Q2. No activity. There were no detentions of documents, electronic devices and copies thereof in the (b)(2); (b)(7)(E) during the review period. Q3. No activity. There were no detentions of documents, electronic devices and copies thereof to be destroyed in the (b)(2); (b)(7)(E) during the review period. Q4. No activity. There were no incidents involving the examination, detention, transfer and/or seizure of information which would require a DEDICR to be created and maintained in the (b)(2); (b)(7)(E) during the review period. Q5. No activity. There were no detained documents or electronic devices in the (b)(2); (b)(7)(E) during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSB

BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2)(F)(E)

Question: 1 Were the appropriate documentation codes used in

Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in

place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded

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

Question: 3 Were all detentions of documents being destroyed

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

Question: 4 Did the port maintain a copy of all Document and

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

Question: 5 Does the paper file for detained original document

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

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)

Date: 05/27/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Signature]
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR

Date: 06/01/09
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) [b](E) [b](E)
SIW Code: 13BEPBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [b](E) [b](E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Worksheet Audit Trail

1. There has been no activity in this area during this reporting cycle.

2. There has been no activity in this area during this reporting cycle.

3. There has been no activity in this area during this reporting cycle.

4. There has been no activity in this area during this reporting cycle.

5. There has been no activity in this area during this reporting cycle.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ____________________________

I, (b)(6); (b)(7)(C) ____________________________ , have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________  Date: 05/07/09

Clearly Print Name: (b)(6); (b)(7)(C) ____________________________
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/29/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBS3D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Worksheet Audit Trail

Questions 1-5. No examinations, detentions, or seizures, of information documents, electronic devices, or copies thereof, during this review period. Note: (b)(2); (b)(7)(E) [Redacted]
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [redacted]
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBF OFFICER (PORT DIR)

Date: 04/14/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________   Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 15BFBSB  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in search, arrest and seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBS
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)

001377
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  [redacted]

Worksheet Audit Trail

Q1. No activity. There were no detentions, seizures, or transfers of electronic information in the (b)(2);(b)(7)(E) [redacted] during the review period. Q2. No activity. There were no detentions of electronic devices or copies thereof in the (b)(2);(b)(7)(E) [redacted] during the review period. Q3. No activity. There were no detentions of documents, electronic devices, or copies thereof in the (b)(2);(b)(7)(E) [redacted] during the review period. Q4. No activity. There were no detentions or seizures in the (b)(2);(b)(7)(E) [redacted] which would require the creation of a Document and Electronic Device Information Control Record (DEDICR). Q5. No activity. There were no documents or electronic devices detained in the (b)(2);(b)(7)(E) [redacted] during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) 

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)  

I, (b)(6); (b)(7)(C)  , have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR

Date: 06/24/09
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  Date: 06/24/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
Worksheet Audit Trail

Question 1. Were the appropriate documentation codes 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.

The universe consisted of 1766 records for the current rating cycle 091. The following methodology was utilized to obtain the required sample of 30 records. Commencing in April 2008 the 3rd and the 25th day of each month were selected until March 2009. A total of 24 records were retrieved. In order to complete the 30 samples an additional 6 samples were selected using the following methodology. Beginning in May 2008 the 11th day of every other month was selected completing the required 30 samples. On the elected days, the last record of that day was selected for this inspection.

No Activity. There was no SAS reports indicating that the [Redacted] examined, detained, transferred, or seized any documents, electronic devices, copies thereof.

Question 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

The universe consisted of 6451 records for the current rating cycle 091. The following methodology was utilized to obtain the required sample of 30 records. Commencing in April 2008 the 2nd and the 24th day of each month were selected until March 2009. A total of 24 records were retrieved. In order to complete the 30 samples an additional 6 samples were selected using the following methodology. Beginning in May 2008 the 10th day of every other month was selected completing the required 30 samples. On the elected days, the first record of that day was selected for this inspection.

No Activity. There were no IOIL records which indicated that the had detained documents, electronic devices, and/or copies thereof.

Question 3. Were all detentions of documents, electronic devices and copies thereof of being destroyed in accordance with the Border
Self Inspection Worksheet Audit Trail

SIW Code: 13BPPS  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
Worksheet Audit Trail - continued

Search Of Information policy?

Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Universe consisted identical to those indicated in questions 1 and 2.
No activity. There were no SAS or IOIL reports indicating that the (b)(2);(b)(7)(E) detained documents, electronic devices and/or copies thereof, therefore there would be no destructions of such information.

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

Citation: Revised: Muster 2008-09, pg. 5
Universe consisted identical to those indicated in questions no. 1 and 2.
No activity. There were no SAS or IOIL reports indicating that the (b)(2);(b)(7)(E) detained any original documents and/or electronic devices or copies thereof for another agency.

Question 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
Universe consisted identical to those indicated in questions no. 1 and 2.
No activity. There were no SAS or IOIL reports indicating that the (b)(2);(b)(7)(E) detained documents, electronic devices and/or copies thereof, therefore there would be no paper files of such information.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/22/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBS1D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/25/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 
SIW Code: I3BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS9D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Worksheet Audit Trail
BORDER SEARCH DOCUMENTATION

The Universe selected for this self inspection is based on the following: 850 IOIL's were conducted during the review period from April 01, 2008 to March 31, 2009 at the [b](2); [b](7)(E)

Thirty (30) random IOIL's are needed to perform the self inspection; therefore 850 IOIL's divided by 30 equals 28. Of the 850 IOIL's every 28th IOIL was selected for review. Listed below are the 30 names and incident number selected for review.

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

No Activity, There were no known cases involving the Border Search Documentation Policy Requirements during this rating period. However the Universe listed above was utilized and thirty (30) IOIL were reviewed and were negative for the border search of information contained in documents and electronic devices.

Question 2 Were all detention of documents, electronic devices and copies thereof being recorded in an IOIL and approved by a Supervisor?
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)
Worksheet Audit Trail - continued

No Activity, There were no known cases involving the Border Search Documentation Policy Requirements during this rating period. However the Universe listed above was utilized and thirty (30) IOIL?5s were reviewed and were negative for the border search of information contained in documents and electronic devices.

Question 3 were all detention of documents electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

No Activity, There were no known cases involving the Border Search Documentation Policy Requirements during this rating period. However the Universe listed above was utilized and thirty (30) IOIL?5s were reviewed and were negative for the border search of information contained in documents and electronic devices.

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

No Activity, There were no known cases involving the Border Search Documentation Policy Requirements during this rating period. However the Universe listed above was utilized and thirty (30) IOIL?5s were reviewed and were negative for the border search of information contained in documents and electronic devices. All reports were negative.

Question 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?

No Activity, There were no known cases involving the Border Search Documentation Policy Requirements during this rating period. However the Universe listed above was utilized and thirty (30) IOIL?5s were reviewed and were negative for the border search of information contained in documents and electronic devices.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C) Date: 05/22/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST FORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________ Date: 05/27/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [b](b)(E)
SIW Code: 13BFBD3D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [b](b)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes    Actual Ans: Yes   Addendum?: No

Question: 2 Were all detentions of documents being recorded
- Were all detentions of documents, electronic devices and copies
  there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes    Actual Ans: No Activity    Addendum?: No

Question: 3 Were all detentions of documents being destroyed
- Were all detentions of documents, electronic devices and copies
  there of, being destroyed in accordance with the Border Search
  of Information policy?

Expected Ans: Yes    Actual Ans: No Activity    Addendum?: No

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

Expected Ans: Yes    Actual Ans: No Activity    Addendum?: No

Question: 5 Does the paper file for detained original document
- 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?

Expected Ans: Yes    Actual Ans: No Activity    Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091              From 07/01/08 to 06/30/09
Office Inspected:       (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question 1. Yes. Of all the SAS and IOIL reports sampled, only one SAS (b)(2) was coded with an appropriate code (b)(2) when a subject's cell phone was examined for immigration admissibility purposes. All other records reviewed only made mention of particular electronic items, but none specifically stating that they were examined, detained, transferred or seized as outlined in Revised Muster 2008-09, Ensuring Proper Documentation of the Border Search of Information. No other codes were revealed.

Question 2. No Activity. The (b)(2); (b)(7)(E) did not record any detention of documents, electronic devices or copies, there of.

Question 3. No Activity. The (b)(2); (b)(7)(E) did not record any detention of documents, electronic devices or copies, there of.

Question 4. No Activity. The (b)(2); (b)(7)(E) did not record any detention of documents, electronic devices or copies, there of. Therefore, no Document and Electronic Device Information Control Records were created.

Question 5. No Activity. The (b)(2); (b)(7)(E) did not record any detention of documents, electronic devices or copies, there of. Therefore, no physical file for detained documents and/or electronic devices was maintained.

A query of resulted in a total of 42 records recovered for the review cycle of April 1, 2008 to March 31, 2009. Five percent (5%) of the 42 records would only provide a sample of two (2). Because the total number of records is so small, the entire universe of 42 will be used as the sample. The query of used the following filters to narrow down the search parameters (print out is attached):

(b)(2); (b)(7)(E)

(b)(2)

The first filter was the actual names of the electronic devices. These specific words were searched for in the text of the
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail - continued

narratives of the SAS and IOIL reports. The second line lists the Border Search of Information Codes that is to be used to track the examination, detention, transfer or seizure of information. A few of the records retrieved only made references to the above mentioned electronic devices. None mentioned that an actual device was detained or seized. One SAS record displayed an (b)(2) code for an examination of a cell phone for immigration/admissibility purposes.

The following is a list of the sample universe of SAS and IOIL reports for the April 1, 2008 to March 31, 2009 SIW cycle:

<table>
<thead>
<tr>
<th>SAS</th>
<th>(b)(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(2)</td>
<td>IOIL (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>SAS (b)(2)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>IOIL (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>IOIL (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>(b)(2); (b)(7)(E)</td>
<td>SAS (b)(2)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>IOIL (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>(b)(2); (b)(7)(E)</td>
<td>IOIL (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>SAS (b)(2)</td>
</tr>
<tr>
<td>(b)(2); (b)(7)(E)</td>
<td>SAS (b)(2)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>IOIL (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>SAS (b)(2)</td>
</tr>
</tbody>
</table>
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)

Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)

Date: 05/26/09
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: 13BF034D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 09/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD
Cycle: 091

BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);(b)(7)(E) [Blacked Out]
Worksheet Audit Trail
Details: 13BFBSD BORDER SEARCH DOCUMENTATION

Question #1:

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

Details:

The answer to question #1 is "YES".

A total of thirty (30) S/A/S records reviewed in TECS using the function [b](2). There was a total of one (1) S/A/S record requiring the Border Search of Information Documentation Codes as directed in Revised Muster 2008-09 Page 2-5 and the one S/A/S record complied.

[b](2);(b)(7)(E) "is" in compliance with Revised Muster 2008-09 Page 2-5.

Random Selection of S/A/S's (30 records)
[b](2);(b)(7)(E) 3,853 S/A/S records were entered.
Selection was based on every 128 records.
The following 30 (thirty) records were reviewed for Question #1.

[b](2)

Question #2:

Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a supervisor?

Details:
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

The answer to question #2 is "YES".

A total of thirty (30) IOIL records were reviewed in TECS using the function (b)(2). There were a total of zero (0) IOIL records requiring the Border Search of Information Documentation Codes as directed in Revised Muster 2008-09 Page 2.

The vast majority of IOIL records reviewed were generated to document Immigration processing not requiring coding in IOIL's, only in I095's.

(b)(2); (b)(7)(E) "is" in compliance with Revised Muster 2008-09 Page 2.

Random Selection of IOIL's (30 records) (b)(2); (b)(7)(E)

12,649 IOIL records were entered. Selection was based on every 421 records.

The following 30 (thirty) records were reviewed for Question #2.

(b)(2); (b)(7)(E)

Question #3:

Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information Policy?

Details:

The answer to question #3 is "DOES NOT APPLY".

Question #4:

Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2)(b)(7)(E)

Worksheet Audit Trail - continued
Details:

The answer to question #4 is "DOES NOT APPLY".

Question #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?

Details:

The answer to question #5 is "DOES NOT APPLY".
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  [b](2).[(b)(7)(E)]
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E)  [REDACTED]

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 05/22/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________  Date: 05/28/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question 1. Were the appropriate documentation codes 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.

Universe consisted of 2474 records retrieved for the rating cycle 091. A total of 30 records were selected for this review utilizing the following methodology. The 2nd and 16th day of each month beginning in April 2008 until the end of the rating cycle in March 2009. Then returned to April 2008 and selected the 25th day, subsequently following the same methodology with the proceeding months until the 30 records were selected. On those selected days, the 3rd sequential record identified was selected for this inspection.

No activity. There were no SAS reports indicating that the examined, detained, transferred or seized any documents, electronic devices or copies of either.

Question 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

Universe consisted of 5364 records retrieved for the rating cycle 091. A total of 30 records were selected for this review utilizing the following methodology. The 1st and 17th day of each month beginning in April 2008 until the end of the rating cycle in March 2009. Then returned to April 2008 and selected the 28th day, subsequently following the same methodology with the proceeding months until the 30 records were selected. On those selected days, the 5th sequential record identified was selected for this inspection.

No activity. There were no IOIL reports indicating that the detained documents, electronic devices and/or copies thereof.

Question 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 Universe consisted identical to those indicated in questions no.1 and 2.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

No activity. There were no SAS or IOIL reports indicating that the (b)(2); (b)(7)(E) detained documents, electronic devices and/or copies thereof, therefore there would be no destructions of such information.

Question 4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)? Citation: Revised: Muster 2008-09, pg. 5
Universe consisted identical to those indicated in questions no. 1 and 2.

No activity. There were no SAS or IOIL reports indicating that the (b)(2); (b)(7)(E) detained any original documents and/or electronic devices or copies thereof for another agency.

Question 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
Universe consisted identical to those indicated in questions no. 1 and 2.

No activity. There were no SAS or IOIL reports indicating that the (b)(2); (b)(7)(E) detained documents, electronic devices and/or copies thereof, therefore there would be no paper files of such information.
Self Inspection Guidance

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD          BORDER SEARCH DOCUMENTATION
Cycle: 091                From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ________________________ Date: 05/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CHEMIST (LAB DIRECTOR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded.
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed.
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDIRC) ?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) —

Worksheet Audit Trail

QUEST.001: No Activity: A review of the dates of the incidents (IOIL's and (b)(2)) between April 1, 2008 and March 31 2009 totaled 607 IOIL's (Attachment A) and 390 S/A/S (Attachment D). The combined total of the reports were 997. Five percent of 997 totaled 49.85 percent. The random sampling requested five percent or thirty which ever was less. Thirty samples were reviewed (15 from IOIL "Attachment C" and 15 from (b)(2) "Attachment F"). The EXCEL Random Number Generator was used to extract the sampling from (b)(2) and IOIL's, "Attachment B" and "Attachment E", respectively. These samples reflect no activity to report for the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information was done appropriately.

QUEST.002: No activity: No activity to report for the detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a supervisor. No items fitting the above description were observed within the random sampling of IOIL's (Attachment F).

QUEST.003: No activity: No activity to report for the detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy. No items fitting this description were identified within the random sampling (Attachment C and Attachment F).

QUEST.004: No activity: The random sampling indicated there was no activity to report in reference to the port maintaining a copy of all Document and Electronic Device Information Control Records (DEDICR).

QUEST.005: No activity: The random sampling indicated there was no activity to report paper files for detained original documents and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

I, [b](6); [b](7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [b](6); [b](7)(C)  Date: 05/20/09
Clearly Print Name: [b](6); [b](7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]  Date: 05/20/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E)
SIW Code: 13BFBSDB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
Period Review Dates: From 04/07/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
Worksheet Audit Trail
P.O.C: (b)(6);(b)(7)(C)  Phone: (b)(6);(b)(7)(C)
Cycle: 091  Target: DEL
SIW: 13BFBSD - BORDER SEARCH DOCUMENTATION
Tier: 1 Every

QUESTION.001: Were the appropriate documentation codes 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.

Answer. YES, For the (b)(2);(b)(7)(E), my universe was 5% or 30
whichever is less, but no less than 30, if the universe is less
than 10, the entire universe becomes the sample. For the purpose
of this self inspection question, there were 373 SAS records and
575 IOIL records during the reporting cycle for a total of 948
records. My universe equates to 30 records. The 30 records were
selected randomly to equal 30 records. I selected 15 SASs and 15
IOILs.

IOILs selected were:

(b)(2);(b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued
(b)(2); (b)(7)(E)

SASs selected were:

(b)(2)

P.O.C: (b)(6); (b)(7)(C)  Phone: (b)(6); (b)(7)(C)
Cycle: 091  Target: DEL
SIW:  13BFBSD - BORDER SEARCH DOCUMENTATION
Tier: 1 Every

QUESTION.002: Were all detentions of documents, electronic devices and copies there of, 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.
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Worksheet Audit Trail - continued
Answer. No Activity. No detentions of documents, electronic
devices and copies there of, were recorded in an IOIL and approved
by a Supervisor during the review period.

P.O.C: (b)(6); (b)(7)(C)  Phone: (b)(6); (b)(7)(C)
Cycle: 091  Target: DEL
SIW: 13BFBSD  - BORDER SEARCH DOCUMENTATION
Tier: 1 Every

QUESTION.003: Were all detentions of documents, electronic devices
and copies
there of, 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.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

Answer. No Activity. No detentions of documents, electronic devices and copies there of, were destroyed in accordance with the Border Search of Information policy during the review period.

P.O.C: (b)(6); (b)(7)(C)  Phone: (b)(6) (5X/4C)

Cycle: 091  Target: DEL
SIW: 13BFBSD - BORDER SEARCH DOCUMENTATION
Tier: 1 Every

QUEST.004: 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.

Answer. No Activity. Did the Port did not maintain a copy of all Document and Electronic Device Information Control Records
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued
(DEDICR) during the review period.

P.O.C: (b)(6); (b)(7)(C)       Phone: (b)(6); (b)(7)(C)

Cycle: 091       Target: DEL
SIW: 13BFBSD    - BORDER SEARCH DOCUMENTATION
Tier: 1 Every

QUEST.005: 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.

Answer. No Activity. No paper files were detained original documents and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICRA was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)
Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/05/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)[E]  

I, [b](6);[b](7)[C], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 05/13/09
Clearly Print Name: [b](6);[b](7)[C]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) [redacted]
SIW Code: 15BFBS8D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
<table>
<thead>
<tr>
<th>Self Inspection Researcher List</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIW Code: 13BFBSD</td>
</tr>
<tr>
<td>Cycle: 091</td>
</tr>
<tr>
<td>Office Inspected: (b)(2); (b)(7)(E)</td>
</tr>
<tr>
<td>No Researchers</td>
</tr>
</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
Cycle: 091

SIW:  13BFBSO  BORDER SEARCH DOCUMENTATION

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

Answer 1) No Activity. A random sample of 5% of all IOIL reports was reviewed. There were a total of 151 IOIL reports for the port for the review period, (5% X 151 = 7.5 (8)). None of the 8 randomly selected IOIL reports reviewed involved indicated any tracking and recording of examination, detention, transfer and/or seizure of information.

Question 2) Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a supervisor?

Answer 2) No Activity. A random sample of 5% (8) of the completed IOILs was reviewed and determined that there were no detention of documents, electronic devices or copies thereof for the rating period.

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

Answer 3) No Activity. There were no IOILs out of a random sample of 5% (8) indicating a need for use of the control form.

Question 4) Did the port maintain a copy of all Document and
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail - continued

Electronic device information Control records (DEDICR)?

Answer 4) No Activity. A random sample of 5% (8) completed IOILs indicated no need for the use of a control form DEDICR.

Question 5) Does the paper file for detained original documents and/or electronic devices include sufficient information

Answer 5) No Activity. A random sample of 5% IOILs (8) indicated no activity for the detention of documents and/or electronic devices.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _______________________________ Date: 05/20/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ______________________________ Date: 05/20/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2): (b)(7)(E)  
SIW Code: 15BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6): (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expctd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expctd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expctd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expctd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expctd Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

Q1. Yes. The appropriate codes were used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information. SAS records were randomly sampled; three SAS records per month using the 7th and 15th day over a 12 month period for a total of 36 records. IOIL records were randomly sampled; 1 per month for each site over a 12 month period for a total of 36 records. Proper documentation was used in the SAS and IOIL entries to record and track seizure information.

Q2. Yes. Detention of documents, electronic devices and copies thereof were recorded in an IOIL and approved by a Supervisor appropriately.

Q3. Yes. Sampled entries of SAS and IOIL were appropriately recorded and tracked, in accordance with Policy Regarding Border Search of Information, July 16, 2008.

Q4. Yes. The (b)(2);(b)(7)(E) maintained a monthly control log of DEDICR. The log is maintained at site (b)(2);(b)(7)(E) and accessible by shift Supervisor.

Q5. Yes. The DEDICR monthly control log allows sufficient information for tracking and auditing for the custody of detained items. The log is maintained at site (b)(2);(b)(7)(E) and accessible by shift Supervisor.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

I, (b)(6); (b)(7)(C) 
, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 05/04/09

Clearly Print Name: (b)(6); (b)(7)(C) 

Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _______________________________ Date: 05/04/09
Clearly Print Name: (b)(6); (b)(7)(C) Title: DIRECTOR, FIELD OPERATIONS
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) [Redacted] [Redacted]
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [Redacted] [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

1. No Activity during the reviewing cycle.
2. No Activity during the reviewing cycle.
3. No Activity during the reviewing cycle.
4. No Activity during the reviewing cycle.
5. No Activity during the reviewing cycle.

Samples are located in the (b)(2) File located in the Assistant Port Directors COffice of Passenger Operations. The following records were sampled: (b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) redacted

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 – 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C)  [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: PORT DIRECTOR  

Date: 04/20/09
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)    [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: _______________________________    Date: 04/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: DIRECTOR, FIELD OPERATIONS
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document and electronic devices include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
Cycle 091

13BFBSD - BORDER SEARCH DOCUMENTATION

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

Yes. See Electronic Device Inspection Log located in (b)(2) in the folder labeled (b)(2) for the following sample:

<table>
<thead>
<tr>
<th>SAS/IOIL</th>
<th>Code</th>
<th>Approving Sup Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)(2); (b)(7)(E)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>10/01/08</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>10/22/08</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>03/18/08</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>03/24/09</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>03/24/09</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>03/28/09</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>04/22/09</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>04/22/09</td>
</tr>
<tr>
<td>(b)(2)</td>
<td>(b)(2)</td>
<td>(b)(7)(E)</td>
<td>04/22/09</td>
</tr>
</tbody>
</table>

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

Yes. See Electronic Device Inspection Log located in (b)(2) in the folder labeled (b)(2) for the sample in Q1.

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

No activity. None destroyed during reporting period.

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

Yes. See Electronic Device Inspection Log located in (b)(2) labeled (b)(2) the DDECIR records are maintained there.

5. Does the paper file for detained original documents and/or electronic devices include sufficient information to provide an
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail – continued

audit trail for the custody of the detained items?

Yes. See seizure packets for cases (b)(2)

[Redacted] on file in (b)(2) Office.
Self Inspection Guidance

SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION
Cycle: 091  
From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)________

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

I, [(b)(6); (b)(7)(C)], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 06/20/09
Clearly Print Name:  [(b)(6); (b)(7)(C)]
Title:  PORT DIRECTOR
Approval Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: DIRECTOR, FIELD OPERATIONS

Date: 06/22/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 
SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION 
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

1. X, the appropriate documentation codes were not required in the SAS and IOIL entries examined. Thirty different SAS and/or IOIL's were reviewed, sample included the following cases:

   (b)(2); (b)(7)(E)
   (b)(2)
   (b)(2); (b)(7)(E)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2); (b)(7)(E)
   (b)(2)
   (b)(2)
   (b)(2); (b)(7)(E)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2); (b)(7)(E)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2)
   (b)(2)

Copies of all cases reviewed are found in the folder (b)(2) filed in the Admin officer office.

2. X, there was no seizing of (b)(2); (b)(7)(E) during this rating period.

   Samples reviewed include:

   (b)(2); (b)(7)(E)

3. X) No activity, destruction of detained documents, electronic devices, and copies there of, was not necessary since there were no control forms generated.

4. X) No activity, the (b)(2); (b)(7)(E) did not maintain a copy of all Document and Electronic Device Information Control Records (DEDICIR) because none were generated.

5. X) No activity, there was no paper file for detained original documents and/or electronic devices created.

   Copies of all cases reviewed are found in the folder (b)(2) filed in the Admin officer office.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICTR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/15/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________ Date: 05/27/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: DIRECTOR, FIELD OPERATIONS
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBS [Redacted] BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
   Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
   Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
   Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
   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?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)   

Worksheet Audit Trail

1. Yes, the appropriate documentation codes were used in Search Arrest and Seizure and IOIL entries that electronically track and record the examination, detention, transfer and or seizure of information. IOIL sample was randomly selected; there were no seizures of information made. Incident report number (b)(2); (b)(7)(E) was selected as a sample for review; all codes were used appropriately. The file is located at the port office.

2. Yes, all detentions of documents, electronic devices and copies are approved by supervisor or acting port director and recorded in IOIL. Sample record for question number one was used for review.

3. X, no activity.

4. Yes, the (b)(2); (b)(7)(E) keeps a record of all copies relevant to a detention, transfer, and or seizure of information. Sample record for question number one was used for review.

5. Yes, the paper file for detained original documents and or electronic devices includes sufficient information to provide an audit trail for the custody of the detained items. Sample record for question number one was used for review.
Self Inspection Guidance

SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION
Cycle: 091  
From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [censored]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6);(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/24/09

Clearly Print Name: (b)(6);(b)(7)(C)
Title: CBP OFFCR (PROG MGR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: PORT DIRECTOR  

Date: 05/21/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) (censored)
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) (censored)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) (censored)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

13BFBSD Border Search Documentation

Q1: X No activity to report, did not apply to this reporting cycle. Citation Revised Muster 2008-09, page 2-5 Procedures in place until system enhancements have been established.

Q2: X No activity to report, did not apply to this reporting cycle. Citation Revised: Muster 2008-09, page 2.

Q3: X No activity to report, did not apply to this reporting cycle. Citation Border Search of Information Policy, dated July 16, 2008 pg. 3 control form to determine whether they were properly destroyed according to policy.

Q4: X No activity to report, did not apply to this reporting cycle. Citation Revised: Muster 2008-09, pg. 5.

Q5: X No activity to report, did not apply to this reporting cycle. Citation Revised: Muster 2008-09, pg. 5.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

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.

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

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _______________________________  Date: 05/07/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: DIRECTOR, FIELD OPERATIONS  
Date: 06/02/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/07/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

SIW 13BFBSD - BORDER SEARCH DOCUMENTATION - Cycle 091

Answer 1: No Activity

During the period of April 1, 2008 to March 31, 2009 there were no cases at the (b)(2);(b)(7)(E) where documents, electronic devices or the information was detained or examined by any CBP Officer.

Answer 2: No Activity

Answer 3: No Activity

Answer 4: No Activity

Answer 5: No Activity
Self Inspection Guidance

SIW Code: 13BFBSD  
Cycle: 091  
From 07/01/08 to 06/30/09  
Office Inspected:  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(D)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ___________________________  Date: 06/16/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 06/17/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a supervisor?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBS HD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail
13BFBSD  BORDER SEARCH DOCUMENTATION

Q1. Were the appropriate documentation codes used in Search, Arrest and Seizure(SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

A1. No Activity. A random sample of SAS and IOIL entries were obtained using the cruncher. There were no incidents of examination, detention, transfer and/or seizure of information. Refer to entry titled A-1.

Q2. Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

A2. No Activity. A random sample IOIL entries were obtained using the cruncher. There were no incidents of detentions of documents, electronic devices and copies which have been recorded in an IOIL and approved by a Supervisor. Refer to entry titled A-2.

Q3. Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

A3. No Activity.

Q4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

A4. No Activity. Refer to entry titled A-4.

Q5. 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?

A5. No Activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL’s to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL’s to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 05/18/09
Clearly Print Name: (b)(6); (b)(7)(C)  Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) *********

I, (b)(6);(b)(7)(C) *********, have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Applying Official: ___________________________________________ Date: 05/18/09
Clearly Print Name: (b)(6);(b)(7)(C) *********
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBS0D  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Never Applies  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question 1. No Activity. As directed in the SIP guidance, a review of random sample dates was conducted. There has been no activity relating to the instructions provided in the Muster. Samples have been provided as part of the SIP results.

Question 2. No Activity. As directed in the SIP guidance, a review of random sample dates was conducted. There has been no activity relating to the instructions provided in the Muster. Samples have been provided as part of the SIP results.

Question 3. Never Applies. The Port of Entry turns over custody of all seized items away from port control and is not involved in the destruction process.

Question 4. No Activity. As directed in the SIP guidance, a review of random sample dates was conducted. There has been no activity relating to the instructions provided in the Muster. Samples have been provided as part of the SIP results.

Question 5. No Activity. As directed in the SIP guidance, a review of random sample dates was conducted. There has been no activity relating to the instructions provided in the Muster. Samples have been provided as part of the SIP results.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 06/01/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, [Redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:                                  Date: 06/02/09
Clearly Print Name: [Redacted]  [Redacted]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: (b)(6); (b)(7)(C) [Redacted]
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
<table>
<thead>
<tr>
<th>SIW Code: 13BFBSD</th>
<th>BORDER SEARCH DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle: 091</td>
<td>From 07/01/08 to 06/30/09</td>
</tr>
<tr>
<td>Office Inspected:</td>
<td>(b)(2); (b)(7)(E)</td>
</tr>
</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

Yes, proper documentation codes were used in all SAS entries.

N/A. The (b)(2);(b)(7)(E) had no known detention of documents or electronic devices. Documents from enforcement actions are forwarded with the A-file to the FCO.

N/A, No documents were destroyed at the (b)(2);(b)(7)(E) during this SIPS rating Cycle.

N/A. No activity during the cycle period.

N/A. No activity during the cycle period.
Self Inspection Guidance

SIW Code: 13BFBS Border Search Documentation
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/28/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6);(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/28/09
Clearly Print Name: (b)(6);(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so note. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
   Expctd Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 2 Were all detentions of documents being recorded
   Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
   Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
   Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
   Expctd Ans: Yes  Actual Ans: Never Applies  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
   Expctd Ans: Yes  Actual Ans: Never Applies  Addendum?: No

Question: 5 Does the paper file for detained original document
   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?
   Expctd Ans: Yes  Actual Ans: Yes  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 001 Were the appropriate documentation codes used in Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 08/28/09
Follow-up Code: A
Status Code: AP

Cause:
In July 2008 there was a memorandum received about properly recording Border Search of Information (BSI) incidents. Subsequently around October 2008 another memorandum was issued addressing changes in the input of BSI incidents.

Corrective Action:
On 08/28/09, HQ contacted for clarification. All six SAS records described as non-compliant were compliant. Requirement in effect as of 09/01/09. Muster documents sent to all Supervisors, Chiefs, DAPDs and APDs on 08/28/2009.
Self Inspection Researcher List

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  
Worksheet Audit Trail
SIW 13BFBSD - BORDER SEARCH DOCUMENTATION / CYCLE 091

Samples were obtained randomly utilizing www.random.org. The universe is composed of SAS's and IOIL's from the (b)(2);(b)(7)(E) for the period of April 1, 2008 through March 31, 2009.

Ans #1: No. There were a total of 1845 SAS records for the (b)(2);(b)(7)(E) for the period of review. 30 records were randomly selected and reviewed. Six (6) records were found to have discrepancies. All six (6) records were corrected. Discrepancies concerned seizures regarding electronic/storage media devices.

Ans #2: No activity. 30 IOIL records were randomly selected and reviewed. All 30 were reviewed and no detention activity were noted.

Ans #3: Never applies. All seized items are transported and turned over to the SPC's at the (b)(2);(b)(7)(E) for destruction.

Ans #4: Never applies. All seized documents and/or electronic devices are transported to the SPC's at the (b)(2);(b)(7)(E) for destruction or turned over to the (b)(2);(b)(7)(E) handling the case for evidence.

Ans #5: Yes. CF-6051s are utilized on all seized properties. All seized items are logged in the log book located inside the (b)(2);(b)(7)(E) temporary storage vault. During days when seized items are transported to the (b)(2);(b)(7)(E), the transporting officers and the area duty supervisor sign the CF-6051s and also make an annotation in the temporary vault log book.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD        BORDER SEARCH DOCUMENTATION
Cycle: 091                 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) [Redacted]
Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)  Date: 06/02/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRDE/PASS OPS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________  Date: 06/03/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  __________________________
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  __________________________
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)  __________________________

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original documents contain sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7); [E]
Worksheet Audit Trail  BORDER SEARCH DOCUMENTATION 13BFBSD

Cycle: 091 From 04/01/08 to 03/31/09

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

X No activity. During the reviewing period a total of 31 seizures were executed and reviewed. In seven seizures the detention/seizure of cell phones was executed. However, 5 cell phones were seized in behalf of [b](2); [b](7); [E] and 2 cell phones were included as part of the personal property. None of the electronic devices were examined nor detain by CBP for examination. All instances were recorded in the SAS and included as a line item as part of the seizure and TOT to [b](2); [b](7); [E] for disposition.

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

X No activity. No detentions of documents, electronic devices or copies were done by CBP. After consulting with HQ / [b](6); [b](7); [O], a statement stating: Electronic device (cell phone) seized as evidence as part of the [b](2); [b](7); [E]. No physical exam for information was done on the device by CBP. was included in the seizure.

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

X No activity. None was required

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

X No activity. None done during this reporting period. A DEDICR log was created for future instances if the situation arises.

5. Does the paper file for detained original documents and/or electronic devices include sufficient information to provide an audit trail for custody of the detained items?
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued
X No activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)   

I, (b)(6); (b)(7)(C)   

have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)   

Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)   

Date: 05/18/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/18/09

Clearly Print Name: (b)(6); (b)(7)(C)

Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

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

Response: No activity - 30 random SAS? were selected from the review period and reviewed for documentation codes that track electronically and record the examination, detention, transfer and/or seizure of information. None of random records retrieved included this type of information.

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

Response: No activity. Documents or electronic devices were not detained for further inspection during this cycle.

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

Response: No activity. Documents or electronic devices were not detained for further inspection during this cycle.

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

Response: No activity. Documents or electronic devices were not detained for further inspection during this cycle.

Question 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?

Response: No activity. Documents or electronic devices were not detained for further inspection during this cycle.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD     BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBS

Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)  Date: 05/29/09
Title: SUPV CBFO (ASST FORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD     BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  ___________________________  Date: 06/03/09
Clearly Print Name:  (b)(6); (b)(7)(C) 
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Never Applies  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Never Applies  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
SIW CODE: 13BFBSD  Border Search Documentation
Cycle: 091
From: April 01, 2009 - To: March 31, 2009
Office Inspected: (b)(2); (b)(7)(E)

1. Yes. SAS and IOIL reports that the (b)(2); (b)(7)(E) completed during this rating period were reviewed. All documentation codes that electronically track and record the examination, detention, transfer and seizure information were appropriate. There were a total of ninety-eight (98) SAS reports and one-hundred-eighth-two (182) IOIL reports generated. Reports were randomly selected for review.

   Universe of 98 SAS reports - 5% = 4.9 reports. Attached are five (5) reports.
   Universe of 182 IOIL reports - 5% = 9.1 reports. Attached are ten (10) reports.

2. No Activity. During this rating period there were no detention of documents, electronic devices and copies there of.

3. Never Applies. The (b)(2); (b)(7)(E) does not store or destroy any detained or seized property. All detained or seized property is turned over to the (b)(2); (b)(7)(E) Seized Property Custodian (SPC) or (b)(2); (b)(7)(E) (electronic devices).

4. Never Applies. The (b)(2); (b)(7)(E) does not maintain copies of Documents and Electronic Device Information Control Records (DEDICR).

5. No Activity. During this rating period there were no detentions of documents or electronic devices.
Self Inspection Guidance

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091               From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR  

Date: 06/04/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 06/05/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) (b)(7)(F)
SIW Code: 13BFBS Border Search Documentation
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) (b)(7)(F)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)  (b)(2); (b)(7)(E)  (b)(2); (b)(7)(E)
SIW Code: 13BFBSDF  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  (b)(2); (b)(7)(E)
Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 06/01/09
Follow-up Code: A
Status Code: AP
Cause:
(b)(2); (b)(7)(E)
A sample of 30 IOILs were reviewed revealing one IOIL, (b)(2); (b)(7)(E)
that did not contain the appropriate documentation codes.
Corrective Action:
A local SOP has been established detailing the specific use of doc-
umentation codes and their use in tracking SAS's and IOIL's. Loca-
lized muster plans have been initiated and are being presented on
a recurring basis in order to correct identified deficiencies.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BF3BSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 003 Were all detentions of documents being destroyed

Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit?  Yes X  No

Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 06/01/09
Follow-up Code: A
Status Code: AP

Cause:
The review of sample revealed one (1) instance, IOIL (b)(2); (b)(7)(E)
, in which a copy of the Document And Electronic Device Control Record (DEDICR) was not maintained.

Corrective Action:
A local SOP has been established detailing the specific use of documentation codes and their use in tracking SAS’s and IOIL’s. Localized muster plans have been initiated and are being presented on a recurring basis in order to correct identified deficiencies. 2n
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E) X
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) X

Question: 004 Did the port maintain a copy of all Document and Period Reviewed Start: 04/01/08   End: 03/31/09   Ans: N   Expctd: Y
Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X   No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 06/01/09
Follow-up Code: A
Status Code: AP

Cause:

The review of sample revealed one (1) instance, IOIL (b)(2); (b)(7)(E)

- , in which a copy of the Document And Electronic Device Control Record (DEDICR) was not maintained.

Corrective Action:

A local SOP has been established detailing the specific use of documentation codes and their use in tracking SAS's and IOIL's. Localized muster plans have been initiated and are being presented on a recurring basis in order to correct identified deficiencies. 2n
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSBD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

1. No. The lack of a local SOP directing the implementation of the policy and establishment of local guidelines to be utilized by officers to satisfy the policy has created the deficiency.

2. No. The lack of a local SOP directing the implementation of the policy and establishment of local guidelines to be utilized by officers to satisfy the policy has created the deficiency.

3. No. The lack of a local SOP directing the implementation of the policy and establishment of local guidelines to be utilized by officers to satisfy the policy has created the deficiency.

4. No. The lack of a local SOP directing the implementation of the policy and establishment of local guidelines to be utilized by officers to satisfy the policy has created the deficiency.

5. No. The lack of a local SOP directing the implementation of the policy and establishment of local guidelines to be utilized by officers to satisfy the policy has created the deficiency.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) [redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [signature]
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)  Date: 06/01/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: CBP OFFCR (PROG MGR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) (b)(7)(E) (b)(7)(E) (b)(7)(E)
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) (b)(7)(E) (b)(7)(E) (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Addendum?: Yes

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: Never Applies Addendum?: No

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes

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

Expected Ans: Yes Actual Ans: No Addendum?: Yes
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2);(b)(7)(E)

SIW Code: I3BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Question: 001  Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: (b)(6);(b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/27/09
Follow-up Code: A
Status Code: AP

Cause:
No IOIL was completed during the detention of information.

Corrective Action:
Email will be forthcoming to ensure Officers are aware of the
policy.
See file folder for copy of email send to all officers advising
of the requirement.
Core Area Self Inspection Worksheet Addendum

RUN: [Redacted]
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 004  Did the port maintain a copy of all Document and
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: [Redacted]

Due Date: 08/31/09
Completion Date: 05/27/09
Follow-up Code: A
Status Code: AP

Cause:
Although a CBP Form 6051D was completed on the electronic device
it was turned over to an [Redacted] and a file was not created
locally.

Corrective Action:
A paper file will be created and maintained for all detained
documents and electronic devices. Email was send to all officers
with muster attached detailing the requirements for future
detentions/seizures of electronic information.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2);(b)(7)(E) REDACTED
SIW Code: 13BFBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) REDACTED

Question: 005 Does the paper file for detained original document
Period Reviewed: Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6);(b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/27/09
Follow-up Code: A
Status Code: AP

Cause:
A paper file was not created, and the CBP Form 6051D was
turned over to the (b)(2);(b)(7)(E).

Corrective Action:
On 05/27/09, an email was sent to all officers advising of the
requirements with muster (2008-09) attached for reference and
compliance.
Self Inspection Researcher List

SIW Code: 13BFBSDD
Cycle: 091

From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E); (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  

Worksheet Audit Trail

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

No. During the review period there was one seizure and one detention of information. Seizure number (b)(2);(b)(7)(E), which involved the seizure of a laptop and three cell phones was not in compliance with the Border Search of Information Policy due to the lack of appropriate documentation codes and no corresponding IOIL record which is required as per Muster 2008-09. IOIL number (b)(2);(b)(7)(E) did include the appropriate documentation codes.

Corrective action: An email reminder will be sent to all officers reminding them that an IOIL is required on each detention or seizure of information.

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

Yes. During the review period, there was only one detention of an electronic device, document and copies. On 11/20/08, a laptop was detained for (b)(2);(b)(7)(E). The IOIL number is (b)(2);(b)(7)(E). The detention of the laptop and the subsequent IOIL was in accordance with Muster 2008-09, page 2. The IOIL was approved by Supervisor (deleted). See attachment 2.

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

Non applicable. None of the electronic devices detained were destroyed nor scheduled to be destroyed during the review period.

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

No. The Port did not maintain the DEDICR from either of the two cases where documents or electronic device information was seized.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: [b](2).[b](7)(E)          [b][b][b][b][b][b][b][b]  Worksheet Audit Trail - continued
or detained.
Sample: [b](2).[b](7)(E)   and [b](2).[b](7)(E) , in file.

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?

No. There was not a paper file for incident number [b](2).[b](7)(E) . The incident log did, however, contain the information to provide an audit trail for the custody of the electronic device all the way until it was returned to the traveler.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7); (E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ________________________________ Date: 05/26/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [censored]

I, [censored], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [censored]  Date: 05/27/09
Clearly Print Name: (b)(6); (b)(7)(C) [censored]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: \textcolor{red}{(b)(2); (b)(7)(E)} \textcolor{red}{[Redacted]}  
SIW Code: \textcolor{red}{13BFBSD}  \textcolor{red}{BORDER SEARCH DOCUMENTATION}
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \textcolor{red}{(b)(2); (b)(7)(E)} \textcolor{red}{[Redacted]}
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \textcolor{red}{(b)(6); (b)(7)(C)} \textcolor{red}{[Redacted]}

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Worksheet Audit Trail

1. No activity this period. No electronic devices or documents were seized or detained this marking period.
2. No activity this period. No electronic devices or documents were seized or detained this marking period.
3. No activity this period. No electronic devices or documents were seized or detained this marking period.
4. No activity this period. No electronic devices or documents were seized or detained this marking period.
5. No activity this period. No electronic devices or documents were seized or detained this marking period.
Self Inspection Guidance

SIW Code: 13BFBSH  BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Overall Guidance: [REDACTED]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: 1(b)(2)(B)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ___________________________  Date: 05/30/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13FBFSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

I, (b)(6); (b)(7)(C) , have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BEBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 2 Were all detentions of documents being recorded?

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 3 Were all detentions of documents being destroyed?

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 5 Does the paper file for detained original document contain sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No
Self Inspection Reseacher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: 13BFBSD   BORDER SEARCH DOCUMENTATION
Worksheet Audit Trail
SCOPE: 13BFBSD   BORDER SEARCH DOCUMENTATION

UNIVERSE: 477 IOIL Records

SAMPLE: Same sample used for all 5 questions.
A combined total of twenty-four (24) 5% = 8+15+1=24, IOIL records were reviewed for this self inspection. (b)(2);(b)(7)(E)
revealed 167 records, 5% (8 records) 8.3=8 records were randomly selected for reviewed. (b)(2);(b)(7)(E)
revealed 307 records, 5% (15 records) 15.3 = 15 records were randomly selected for reviewed. (b)(2);(b)(7)(E), 3 records, 5% (1 record) 0.15=1 was randomly selected for review. The same sample was used to respond to all questions.

SAMPLE METHODOLOGY:
For the reporting cycle of 04/01/2008 to 03/31/2009, only IOIL s were sampled. IOIL s were separated by port (b)(2);(b)(7)(E)
A combined total of 477 records were found by running a query through (b)(2);(b)(7)(E). Of the 477 records, 5% (24 records) were randomly selected for review. (b)(2);(b)(7)(E)
revealed 167 records, 5% (8 records) 8.3=8 records were selected for reviewed. (b)(2);(b)(7)(E)
revealed 307 records, 5% (15 records) 15.3 = 15 records were selected for reviewed. (b)(2);(b)(7)(E), and the (b)(2);(b)(7)(E)
ever 25th record was selected for review.
(b)(2);(b)(7)(E), 3 records, 5% (1 record) 0.15=1. The first record was selected for review.

REVIEW METHODOLOGY/FINDINGS:

Question 001: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Answer 001: Upon review, it was determined that all 24 (5%) of the records randomly selected were recorded properly.

Question 002: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

Answer 002: All 24 (5%) of the records randomly selected for review were properly approved.

Question 003: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

Answer 003: Of the 24 (5%) records reviewed, only one (b)(2); (b)(7)(E) was required to contain the completed control form which was found to be properly destroyed according to policy.

Question 004: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

Answer 004: Of the 24 (5%) records reviewed, only one (b)(2); (b)(7)(E) was required to contain the completed control form which was found to be in compliance by retaining a copy of the Document and Electronic Device Information Control Record (DEDICR).

Question 005: Does the paper file for detained original documents and/or electronic devices include sufficient information to prove an audit trail for the custody of the detained items?

Answer 005: Of the 24 (5%) records reviewed, only one (b)(2); (b)(7)(E) had documents detained for further inspection. Upon review, it was determined that the chain of custody was properly maintained and documented as per the 7th line of the 1st paragraph of the record's narrative.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  
Date: 05/21/09

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: Date: 06/16/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)***

SIW Code: 135PBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)***
Period Review Dates: From 08/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]
Worksheet Audit Trail

Question 001: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

UNIVERSE: All IOILs and S/A/S generated from 08/01/2008 to 03/31/2009 (3,744). The first draft of the BSI Policy was published by headquarters on July 16, 2008. A revised version was published on 07/31/2008.

METHODOLOGY: Each record in the total population mentioned above was assigned a number from 1 to 3,744. A random number generator was used to select 30 samples.

SAMPLES

DATE:  IOIL or S/A/S ID Number
1.08/05/2008  (b)(2)  2.08/20/2008  (b)(2)  5.09/02/2008  (b)(2)
3.08/24/2008  (b)(2)  4.08/30/2008  (b)(2);(b)(7)(E)  6.09/04/2008  (b)(2)
8.09/19/2008  (b)(2)  7.09/11/2008  (b)(2)
(b)(2);(b)(7)(E)  10.10/12/2008  (b)(2)  11.10/18/2008
(b)(2)  14.12/05/2008  (b)(2)  15.12/26/2008
(b)(2);(b)(7)(E)  16.12/31/2008  (b)(2)  17.01/10/2009
(b)(2)  18.01/14/2009  (b)(2)  19.01/26/2009
(b)(2)  20.01/29/2009  (b)(2)  21.02/08/2009
(b)(2);(b)(7)(E)  22.02/10/2009  (b)(2);(b)(7)(E)  23.02/12/2009
(b)(2)  24.03/01/2009  (b)(2)  25.03/03/2009
(b)(2)  26.03/09/2009  (b)(2);(b)(7)(E)  27.03/17/2009
(b)(2);(b)(7)(E)  28.03/23/2009  (b)(2)  29.03/24/2009
(b)(2)  30.03/31/2009  (b)(2)

ANSWER 001: Yes, all records selected were in compliance with the BSI Policy.

Question 002: were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS3D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail - continued

METHODOLOGY: Each IOIL record in the total population mentioned above was assigned a number from 1 to 174. A random number generator was used to select 9 numbers (5% of the population).

SAMPLES: The following 9 samples were selected

| (b)(2), (b)(7)(E) | 09252008 |
| (b)(2), (b)(7)(E) | 12142008 |
| (b)(2), (b)(7)(E) | 01122009 |
| (b)(6), (b)(7)(C) | 01302009 |
| (b)(2), (b)(7)(E) | 02202009 |
| (b)(2), (b)(7)(E) | 03202009 |

ANSWER 002: Yes, in each of the samples selected, all detentions of documents, electronic devices and copies thereof were recorded in detail through IOIL reports which were then approved by supervisory officers.

Question 003: were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

UNIVERSE: (Same as Question 2)

METHODOLOGY: (Same as Question 2)

SAMPLES: (Same as Question 2)

ANSWER 003: Yes, all the files sampled complied with the BSI Policy. The files did not contain copies of the passenger's personal documents.

Question 004: did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

UNIVERSE: (Same as Question 2)

METHODOLOGY: (Same as Question 2)

SAMPLES: (Same as Question 2)

ANSWER 004: Yes, one of the files sampled did not have a copy of the DEDICR, however, the file was created in September 2008. The port BSI SOP was implemented in October 2008. The file was in compliance at the time it was created. All files created after October 2008, are in compliance of the BSI policy.

Question 005: Does the paper file for detained original documents
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail - continued
and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?

UNIVERSE: (Same as Question 2)

METHODOLOGY: (Same as Question 2)

SAMPLES: (Same as Question 2)

ANSWER 005: Yes, all files sampled contain enough information outlining the outcome of the items examined.
Self Inspection Guidance

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)

Title: ASST PORT DIR (TACT/TRDE/PASS OPS)

Date: 06/11/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [REDACTED]  Date: 06/18/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: FORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 07/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2);(b)(7)(E)

Worksheet Audit Trail
13BFBSD - BORDER SEARCH DOCUMENTATION

SCOPE:

(b)(2);(b)(7)(E)

UNIVERSE: One Port Facility for the reporting period of 4/1/08 - 3/31/09.

SAMPLE: 100% Review

23 approved IOIL records during the rating cycle
- 1 IOIL record met the criteria, IOIL# (b)(2);(b)(7)(E)

82 SEACATS S/A/S/ SHORT/LONG SUMMARY INFO during the rating cycle
- No records found for S/A/S of media

SAMPLE METHODOLOGY:

100% review of records with only 1 record having media examination, IOIL# (b)(2);(b)(7)(E). Attached is the Tracking Log-Border Search of Information which was done on 11/19/2008.

FINDINGS:

Q1. Yes, sample record indicates that it was done in accordance with policy and the correct code (b)(2) was used for examination of media.

Q2. No activity this reporting cycle. Only 1 examination of media done during the rating cycle with no retention or copies made.

Q3. No activity this reporting cycle. Only 1 examination of media done during the rating cycle with no retention or copies made.

Q4. No activity this reporting cycle. Only 1 examination of media done during the rating cycle with no request for Translation and Decryption or Subject Matter Assistance.

Q5. No activity this reporting cycle. Only 1 examination of media done and no documents and/or media electronic devices were detained to create a paper file.
Self Inspection Guidance

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: ___________________________ Date: 06/11/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]  
Title: PORT DIR

Date: 06/18/09
Core Area Self Inspection Worksheet

RUN: [Redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question 1  Yes, there were a total of two hundred and eighty total approved IOIL/Search, Arrest and Seizure (SAS) entries that electronically track and record the examination, detention, transfer and/or seizure of information for the period covering April 1, 2008 through March 31, 2009 resulting in fourteen samples. The sample was selected by choosing every twentieth record starting with the fifth record. The sample records used were as follows:

(b)(2); (b)(7)(E)

A review of the above records indicates that the proper coding was used in each of the records sampled.

Question 2  Yes, there were a total of seventy three detentions of documents, electronic devices and copies thereof being recorded in an IOIL and approved by a Supervisor for the time period covering April 1, 2008 through March 31, 2009 resulting in four samples. The sample was selected by choosing every twentieth record starting with the third record. The sample records used were as follows:

(b)(2); (b)(7)(E)

A review of the above records indicates that they were properly approved.

Question 3  Yes, there were a total of twenty two detentions of documents, electronic devices and copies thereof, requiring a completed control form, for the time period covering April 1, 2008 through March 31, 2009 resulting in one sample. The sample was selected by choosing the eleventh record which is the median record of the sample set. The sample record used is as follows:

(b)(2); (b)(7)(E)

A review of the completed control form from this record indicates that the copies were retained by the Assisting Agency who provided that notice in writing. (b)(2); (b)(7)(E)

Question 4  Yes, there were a total of twenty six records involving Document and Electronic Device Information Control Records (DEDICR) for the time period covering April 1, 2008 through March 31, 2009 resulting in one sample. The sample was
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  ********

Worksheet Audit Trail - continued

selected by choosing the thirteenth record which is the median record of the sample set. The sample record used is as follows:

(b)(2); (b)(7)(E)

The copy of the DEDICR was retained in the sample above.

Question 5  Yes, there were a total of thirty one records involving Document and Electronic Device Information Control Records (DEDICR) for the time period covering April 1, 2008 through March 31, 2009 resulting in two samples. The samples were selected by choosing every fifteenth record starting with the tenth record. The sample record used is as follows:

(b)(2); (b)(7)(E)

The chain of custody has not been broken and is properly documented in the samples above.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2)(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: ____________________________ Date: 05/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: CBP OFFCR (PROG MGR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  REDACTED

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIRECTOR  
Date: 05/11/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 2 Were all detentions of documents being recorded in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 3 Were all detentions of documents being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 5 Does the paper file for detained original documents include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)

Worksheet Audit Trail

Question #1

There was not any activity during this review period. There were not any Search, Arrest and Seizure (SAS) or IOIL entries during the current review period.

Question #2

There was not any activity during this review period. There was not any detention of documents, electronic devices, or copies. There were not any IOIL's recorded during the current review period.

Question #3

There was not any activity during this review period. There was not any documents, electronic devices, and copies thereof destroyed in accordance with the Border Search of Information policy.

Question #4

There was not any activity during this review period. There were no copies of Document and Electronic Device Information Control Records (DEDICR).

Question #5

There was not any activity during this review period. There were not any documents or electronic devices to provide an audit trail during the current review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
    Cycle: 091  From 07/01/08 to 06/30/09
    Office Inspected: (b)(2); (b)(7)(C) ______________________________________

I, ____________________________, have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ____________________________  Date: 04/21/09
    Clearly Print Name: ____________________________
    Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]  Date: 05/13/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [Redacted]  SIW Code: ISFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]  Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original documents include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
13BFBSD - Border Search Documentation

Question 1: Yes. The port conducted 6 examination (as recorded in IOIL) where documents/media were examined. All were reviewed and all were coded appropriately. As a safe guard to ensure compliance, all IOILs created by are reviewed by the . Incident report numbers reviewed were (b)(2); (b)(7)(E)

No SAS reports during the reporting period.

Question 2: Yes. Using the above noted records all six were reviewed by at least the GS 12 level but in most cases GS 13 watch commanders at the (b)(2); (b)(7)(E) were consulted prior to any action.

Question 3: Yes. Of the six searches conducted 5 were (b)(2) type searches (all media/data returned no copies kept). The other involves (b)(2); (b)(7)(E). (b)(2) (b)(2); (b)(7)(E).

Question 4: No activity during this reporting period. No detentions of original documents or electronic devices were conducted during this period.

Question 5: No activity during this reporting period. No detentions of original documents or electronic devices were conducted during this period.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 91  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question:  1  Were the appropriate documentation codes used in
Citation:  Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2  Were all detentions of documents being recorded
Citation:  Revised: Muster 2008-09, pg. 2

Question:  3  Were all detentions of documents being destroyed
Citation:  Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4  Did the port maintain a copy of all Document and
Citation:  Revised: Muster 2008-09, pg. 5

Question:  5  Does the paper file for detained original document
Citation:  Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(C)

I,  (b)(6); (b)(7)(C),  have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name:  (b)(6); (b)(7)(C)  
Title:  SUPVY CBP OFFICER (PORT DIR)  

Date: 04/09/09
Approval Statement
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________ Date: 05/13/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)  SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Question 1: X. No activity. There was no activity to report regarding Border Search Documentation codes in Search, Arrest and Seizure (SAS) or in IOIL entries during the review period.

Question 2: X. No activity. There was no activity to report regarding supervisory approval of the detention of documents, electronic devices, or copies thereof during the review period.

Question 3: X. No activity. There was no activity to report regarding the adherence of Border Search of Information policy pertaining to the destruction of documents, electronic devices, or copies thereof during the review period.

Question 4: X. No activity. There was no activity to report regarding port maintenance of any Document and Electronics Device Information Control Records (DEDICR) during the review period.

Question 5: X. No Activity. There was no activity regarding the maintenance of paper files to establish an audit trail for the custody of detained items during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1  Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2  Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3  Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4  Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5  Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSI  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091       From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of  
BOARD SEARCH DOCUMENTATION for report cycle 091, and this  
Worksheet and associated addenda, if applicable, accurately  
represent the results of my inspection.  
Certifying Official: ___________________ Date: 05/15/09  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSDF
Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ______________________________________________ Date: 05/22/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBS  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 07/01/08 to 06/30/09  
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

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

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E) [redacted] [redacted] [redacted]
SIW Code: I3BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted] [redacted] [redacted]

Question: 001 Were the appropriate documentation codes used in
Perioid Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6); (b)(7)(C)

Due Date: 08/31/09
Completion Date: 08/07/09
Follow-up Code: A
Status Code: AP

Cause:
The (b)(2); (b)(7)(E) had received and disseminated the muster issued
07/16/08 for BSI policies, it was not known until the recent visit
to the (b)(2); (b)(7)(E) [redacted], by the (b)(2); (b)(7)(E), that there
were specific BSI codes to be used in recording searches/seizures

Corrective Action:
Muster will be held addressing the addendum to the current BSI
policy to include the use of required BSI codes.
*** Muster was conducted and a hard copy of all BSI codes are ***
*** available for review/reference in (b)(2) secondary ***
Core Area Self Inspection Worksheet Addendum

RUN: [b](2); [b](7)(E)

SIW Code: 13BEBSDB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

Question: 002 Were all detentions of documents being recorded
Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: [b](6); [b](7)(C)
Due Date: 08/31/09
Completion Date: 08/07/09
Follow-up Code: A
Status Code: AP

Cause:
The [b](2); [b](7)(E) had received and disseminated the muster issued 07/16/08 for BSI policies, it was not known until the recent visit to the [b](2); [b](7)(E) by the [b](2); [b](7)(E), that there was an addendum addressing the recording of these items.

Corrective Action:
A Muster will be held addressing the addendum of the BSI policies and the recording requirements.
*** Muster was conducted and BSI policies and codes are available*
*** For review/reference in [b](2) secondary ***
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

1. No. There were fourteen immigration adverse actions and one seizure in which identification documents were detained, seized or copied during this rating period. Of all fourteen cases Border Search Information (BSI) codes were not used in the S/A/S, IO95 or IOIL remarks. Although, our port had received and disseminated the muster issued in July 2008 for BSI policies, it was not known until the recent visit to the (b)(2);(b)(7)(E), by the Port Director, that there were specific BSI codes to be used in recording these searches/seizures. Sample, FIN: (b)(2);(b)(7)(E)

A numbers: (b)(6);(b)(7)(C) and (b)(2). There were also six Agriculture seizures in which identification documents were copied and not recorded using BSI codes. Sample: PPQ 591 serial numbers (b)(2)

2. No. There were fourteen immigration adverse actions and one seizure in which identification documents were detained, seized or copied during this rating period. In all fourteen Immigration cases documents seized or detained were recorded in the S/A/S, IO95, or IOIL remarks. Sample, FIN: (b)(2);(b)(7)(E)

A numbers: (b)(6);(b)(7)(C). There were also six Agriculture seizures in which identification documents were copied; Sample: PPQ 591 serial numbers (b)(2)

Identification documents copied for each of the seven seizures were not recorded in the S/A/S remarks.

3. No Activity. In accordance with the BSI policy all of the identification documents that were detained, seized or copied were retained based on probable cause and placed in their Agency created case file.

4. No Activity. In accordance with the BSI policy a DEDICR should be completed if turned over to other Federal Agencies. There were no items turned over that met this requirement.

5. Yes. There were Fifteen Immigration adverse action cases in which Forms 6051 D were created and signed. Sample, FIN: (b)(2);(b)(7)(E)

A number: (b)(6);(b)(7)(C). One Immigration adverse action in which an original document was detained and recorded in IO95 and IOIL in accordance to policy.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: \[(b)(2);(b)(7)(E)\] [redacted]

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)

Clearly Print Name: (b)(6); (b)(7)(C)

Title: SUPVY CBP OFFCR

Date: 05/22/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________________________ Date: 05/22/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 2 Were all detentions of documents being recorded? Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 3 Were all detentions of documents being destroyed? Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 5 Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [(b)(2);(b)(7)(E)]

Worksheet Audit Trail

Q1. Yes, the appropriate documentation codes were used in SAS and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information. Of the 250 IOIL and 137 SAS (a total of 367), only 13 IOIL and SAS pertained to media search of documents. 5% of the universe of 13 is one (1). The 8th IOIL/SAS was selected and the sample showed that the proper codes were used. The sample pulled was IOIL [(b)(2);(b)(7)(E)]

Q2. Yes, the detentions of document, electronic devices and copies thereof, were recorded in an IOIL and approved by a Supervisor. Of the 250 IOILs, 13 reflected media search of documents. 5% of the universe of 13 is one (1). The 12th IOIL was selected and the sample showed that it was approved by a Supervisor. The sample pulled was IOIL [(b)(2);(b)(7)(E)]

Q3. Yes, documents, electronic devices and copies thereof, are being destroyed in accordance with the Border Search of Information Policy. Of the 250 IOILs, 13 reflected media search of documents. 5% of the universe of 13 is one (1). The 12th IOIL was selected and the sample showed that copies were shredded. The sample pulled was IOIL [(b)(2);(b)(7)(E)]

Q4. X No activity; there were no instances of documents being turned over to another agency therefore the Document and Electronic Device Information Control Record did not need to be completed. This is based on the Detention Log

Q5. X No activity; there were no instances of detained original document and or electronic devices during this review cycle. This is based on the Detention Log.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)...

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C)  

, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)  

Date: 05/14/09
Approval Statement

SIW Code: 13BFBSO    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)    [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  [Redacted]  Date: 05/15/09
Clearly Print Name:  (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  |
SIW Code: 13BFBS  |
BORDER SEARCH DOCUMENTATION  |
Cycle: 091  From 07/01/08 to 06/30/09  |
Office Inspected: (b)(2); (b)(7)(E)  |
Period Review Dates: From 04/01/08 to 03/31/09  |
Certifier: (b)(6); (b)(7)(C)  |

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [b](6); [b](7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Worksheet Audit Trail

Q 1. X During this review cycle there were no examination, detention, transfer and/or seizure of information for the [redacted].

Q 2. X During this review cycle there were no detention of documents/electronic devices for the (b)(2); (b)(7)(E) [redacted].

Q 3. X During this review cycle there were no detentions of documents, or electronic devices for the (b)(2); (b)(7)(E) [redacted].

Q 4. X During this review cycle there were no detention, transfer and/or seizure of documents or electronic devices for the [redacted].

Q 5. X During this review cycle there were no detention of original documents and/or electronic devices for the [redacted].
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.)

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BOARDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

I, (b)(6);(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6);(b)(7)(C) Date: 05/04/09

Clearly Print Name: (b)(6);(b)(7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted] Date: 05/04/09

Clearly Print Name: [redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091               From 07/01/08 to 06/30/09
Office Inspected:       (b)(2); (b)(7)(E)
No Researchers          


Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Q1 There were four IOIL records and no SAS records created during the reporting period. See (b)(2); (b)(7)(E) on 01/21/09. record is has been reviewed and is in compliance.
Q2-5 There were no detentions of documents or electronic devices at the (b)(2); (b)(7)(E) during the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]
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.)

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30%, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30%, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30%, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30%, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

Question:  1  Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question:  2  Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question:  3  Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question:  4  Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question:  5  Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBS Goodman BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _______________________________ Date: 04/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSDD  BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, (b)(6); (b)(7)(C) [REDACTED], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:
Clearly Print Name: (b)(6); (b)(7)(C) [REDACTED]
Title: AREA PORT DIRECTOR

Date: 04/08/09
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) ____________________________
SIW Code: 13BFBS3D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) ____________________________
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) ____________________________

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSL 
Cycle: 091 
Office Inspected: (b)(2); (b)(7)(E) 
From 07/01/08 to 06/30/09

(b)(6); (b)(7)(C)
There were a total of 90 IOIL reports generated during the review period. The guidance calls for a random sampling of 5% or 30, whichever is less, of the completed/approved IOILs to determine whether they were recorded properly.

The following five records were used for this report.

(b)(2); (b)(7)(E)

Q:1 NO ACTIVITY. There were no required IOIL reports as a result of the examination, detention, transfer and or seizure of information. Although not required as a result of an electronic media examination one IOIL record (b)(2); (b)(7)(E) was input as a result of an . An electronic media examination was conducted in connection with this referral. Per revised Muster 2008-09 Topic: Ensuring Proper Documentation of the Border Search of Information Revised Guidance, the only required entry concerning an electronic media examination in which there was no detention would be in IO95.

Q:2 NO ACTIVITY. There were no detentions of documents, electronic devices and copies there of, required to be recorded in an IOIL. All reviewed IOIL reports were approved by a supervisor.

Q:3 NO ACTIVITY. There were no detentions of documents, electronic devices and copies there of, thus there was no destruction of documents, electronic devices or copies there of.

Q:4 NO ACTIVITY. There are available on file the needed Document and Electronic Device Information Control Record forms (DEDCIR) but as there were no detained original documents and/or electronic devices. None were required to be completed or maintained.

Q:5 NO ACTIVITY. There were no detained original documents and/or electronic Devices so no paper files were generated.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/06/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C)  

, have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIRECTOR  
Date: 05/07/09
Core Area Self Inspection Worksheet

RUN: 

SIW Code: I3BFBS3D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: 
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Addendum?: Yes

Question: Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Addendum?: No

Question: Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: [Redacted]
SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: [Redacted]
Due Date: 08/31/09
Completion Date: 08/20/09
Follow-up Code: A
Status Code: AP
Cause:
Current policy not in place at that time.
Corrective Action:
SOP created and supervisors monitor all electronic searches.
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

(b)(6), (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail
13BFBSD Border Search Documentation

There was a total of 55 IOILs from the dates of 04/01/09 thru 03/31/09. 5% of random samples equal 3 IOILs to review. The selection began with a random number chosen by a coworker. The 3rd IOIL was the first reviewed followed by every 18th. IOIL #

(b)(2);(b)(7)(E) / (b)(2);(b)(7)(E) / and (b)(2);(b)(7)(E) were selected.

Answer #1 No. Sample #1 did not have the (b)(2) code for electronic devices. Other samples were compliant

Answer #2
Yes. All samples were approved by a supervisor and annotated in summaries.

Answer #3 X, No activity. There were no detentions of documents, electronic devices or copies thereof that were destroyed in accordance with the border Search of Information policy.

Answer #4 Yes. The Document & Electronic Device Detention Information Control Record, (DEDICR), is maintained at the port.
Answer #5 Yes. Paper files for detained original documents and/or electronic devices include sufficient information for an audit trail and are included in the document & Electronic Device Detention Information Control Log.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)  [redacted]

I, (b)(6); (b)(7)(C)  [redacted], have conducted a Self-Inspection of  BORDER SEARCH DOCUMENTATION for report cycle 091, and this  Worksheet and associated addenda, if applicable, accurately  represent the results of my inspection.

Certifying Official:  [redacted]  Date: 05/09/09

Clearly Print Name: (b)(6); (b)(7)(C)  [redacted]
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Appointing Official:  Date: 05/11/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b][2]; [b][7][E] [REDACTED]
SIW Code: 13BFBSM BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b][2]; [b][7][E] [REDACTED]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b][6]; [b][7][C]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

(b)(6), (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  [Redacted]
Worksheet Audit Trail 13BFBSD

Question 1: There were no instances involving the exam, detention, transfer and/or seizure of information during the sampling period. (Revised: Muster 2008-09, pg. 2-5)

Question 2: There were no instances involving the detention of documents, electronic devices and copies thereof, being recorded in an IOIL during the sampling period. (Revised: Muster 2008-09, pg. 2)

Question 3: There were no instances involving the detention or destruction of documents and or electronic devices during the sampling period. (Border Search of Information Policy, dated July 16, 2008, pg. 3)

Question 4: There were no instances where the port had to maintain a copy of all Document and Electronic Device Information Control Records during the sampling period. (Revised: Muster 2008-09, pg. 5)

Question 5: There were no document and/or electronic device detention or custody issues during the sampling period. (Revised: Muster 2008-09, pg. 5)
Self Inspection Guidance

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/24/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, (b)(6); (b)(7)(C) [REDACTED], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [REDACTED] Date: 04/30/09
Clearly Print Name: (b)(6); (b)(7)(C) [REDACTED]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b][2]; [b][7][E] [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b][2]; [b][7][E] [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b][6]; [b][7][C] [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2)(B)(7)(E) [Redacted]
Worksheet Audit Trail

13BFBSD  Border Search Documentation

Q1. No. No activity this sample period.

Q2. No. No activity this sample period.

Q3. No. No activity this sample period.

Q4. No. No activity this sample period.

Q5. Yes. A Detained Paper File Log is maintained in the event of a document detention as per policy (attached.) (b)(2)(B)(7)(E) [Redacted] are entered into the [Redacted] database and mailed to [Redacted]. Copy attached. (b)(2)(B)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)
Overall Guidance

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

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

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

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2)(b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C)  , have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 05/14/09
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/14/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [redacted]

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Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

Worksheet Audit Trail
1. No activity this reporting period. [REDACTED] performed no searches, seizures of electronic media or documents this reporting period.

2. No activity this reporting period. [REDACTED] detained no documents or electronic devices this reporting period.

3. No activity this reporting period. [REDACTED] detained no documents or electronic devices this reporting period.

4. No activity this reporting period. [REDACTED] detained no documents or electronic devices this reporting period.

5. No activity this reporting period. [REDACTED] detained no documents or electronic devices this reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
Overall Guidance

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

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

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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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7); (E) [Redacted]

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]
Clearly Print Name: (b)(6); (b)(7); (C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 05/13/09
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: AREA PORT DIRECTOR 

Date: 05/14/09
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question:  1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question:  2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  5 Does the paper file for detained original document 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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Q1 Y Yes. There was a total for 18 SAS and IOILs during the sample period. A 5% sample equals one. IOIL (b)(2); (b)(7)(E) was selected for review and contained all required information.

Q2-5 X No Activity. There were no detentions of documents or electronic devices and therefore no copies of documentation were retained at the port, for the sample period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 05/14/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR

Date: 05/14/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed and copies there of, being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document and electronic devices include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
Worksheet Audit Trail
Universe = 2 (used document (b)(2);(b)(7)(E))
1. Yes. Appropriate codes were used and document was recorded properly.
2. No Activity. There was no detention of documents during this reporting cycle.
3. No Activity. There was no detention of documents or electronic devices during this reporting cycle.
4. No Activity. There was no detention of documents or electronic devices during this reporting cycle.
5. No Activity. There was no detention of documents or electronic devices during this reporting cycle.
Self Inspection Guidance

SIW Code: 13BFBSDF  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO   BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected:   (b)(2);(b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBS0D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: _______________________________  Date: 05/14/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C) , have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/14/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSU  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Answers 1-5 No activity; no documents, electronic devices or copies thereof were detained or seized in the (b)(2); (b)(7)(E) during this audit period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: ________________________________  Date: 05/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/11/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]

Worksheet Audit Trail

The self-inspection period was from April 1, 2008 to March 31, 2009.

Q1: Yes. (b)(2), (b)(7)(E) generated 70 IOILs and 1 SAS related to the examination, detention, transfer and/or seizure of information during the reporting period. A 5% sample of the total number of SAS and IOIL entries for the reporting period was selected by CBP. A review of the sample indicates that the proper codes and instruction from the Revised Muster 2008-09, page 2-5, were used in all instances. Supporting documentation is available in the SIW file, which is maintained in a file cabinet on the (b)(2) of the (b)(2) at (b)(2).

Q2: Yes. All detentions of documents, electronic devices and copies thereof are being recorded in an IOIL. All of the generated IOILs related to the examination, detention, transfer and/or seizure of information during the reporting period were approved by a Supervisor in accordance with Revised Muster 2008-09 page 2.

Q3: Yes. The sample group for this reporting period indicates that any copies of documents held at the port, and not turned over to (b)(2), (b)(7)(E), were destroyed in accordance with the Border Search of Information policy.

No electronic devices were retained at the port level. The sample group indicates that all electronic devices turned over to (b)(2) which did not produce a positive result were returned to the owner by an (b)(2). Supporting documentation is available in SIW file, which is maintained in a file cabinet on the (b)(2) of the (b)(2) at the (b)(2).

Q4: Yes. A hard copy Detention Log is maintained in the secure area next to the (b)(2) office. A DOCUMENT AND ELECTRONIC DEVICE INFORMATION CONTROL RECORD, and a copy of Form 6051D (Detention Notice and Custody Receipt for Detained Property), if appropriate, are maintained in this folder. Supporting documentation is available in SIW file, which is maintained in a file cabinet on the (b)(2) of the (b)(2) at the (b)(2).

Q5: Yes. A DOCUMENT AND ELECTRONIC DEVICE INFORMATION CONTROL RECORD and a copy of Form 6051D (Detention Notice and Custody Receipt for Detained Property, if appropriate, are maintained in the Detention Log folder referenced above in the answer to Q4. Supporting documentation is available which is maintained in a file cabinet on the (b)(2) of the (b)(2) at the (b)(2).
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________  Date: 05/09/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIR  
Date: 05/11/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BPSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: *(b)(2); (b)(7)(E)*

Worksheet Audit Trail

Q1. No Activity. There were no examinations, detentions, transfers, or seizures of information at *(b)(2); (b)(7)(E)* or *(b)(2); (b)(7)(F)* during the review period.

Q2. No Activity. There were no detentions of documents, electronic devices and copies thereof at *(b)(2); (b)(7)(E)* or *(b)(2); (b)(7)(F)* during the review period.

Q3. No Activity. There were no detentions of documents, electronic devices and copies thereof at *(b)(2); (b)(7)(E)* or *(b)(2); (b)(7)(F)* during the review period.

Q4. No Activity. There were no detentions of documents, electronic devices and copies thereof at *(b)(2); (b)(7)(E)* or *(b)(2); (b)(7)(F)* during the review period.

Q5. No Activity. There were no detentions of documents, electronic devices and copies thereof at *(b)(2); (b)(7)(E)* or *(b)(2); (b)(7)(F)* during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected:  

I, (b)(6);(b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: ___________________________ Date: 04/21/09

Clearly Print Name: (b)(6);(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________  Date: 05/06/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]

Worksheet Audit Trail

Question 1: The (b)(2); (b)(7)(E) did not detain any documents, electronic devises and or copies there of during this reporting period.

Question 2: The (b)(2); (b)(7)(E) did not detain any documents, electronic devises and or copies there of during this reporting period.

Question 3: The (b)(2); (b)(7)(E) did not detain any documents, electronic devises and or copies there of during this reporting period.

Question 4: The (b)(2); (b)(7)(E) did not detain any documents, electronic devises and or copies there of during this reporting period.

Question 5: The (b)(2); (b)(7)(E) did not detain any documents, electronic devises and or copies there of during this reporting period.
Self Inspection Guidance

SIW Code: 13BFBS6  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2).(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 04/21/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _______________________________ Date: 05/06/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: \[\text{[b](2); [b](7)(E)}\]
SIW Code: \[\text{13BEBSDB}\] BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: \[\text{[b](2); [b](7)(E)}\]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \[\text{[b](6); [b](7)(C)}\]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
       Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Exptd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
       Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Exptd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
       Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Exptd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
       Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Exptd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
       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?
Exptd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question001: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question002: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question003: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question004: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question005: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBS2D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7);[E]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  

Certification Statement  
BORDER SEARCH DOCUMENTATION  
From 07/01/08 to 06/30/09  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.  
Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVI CBF OFFICER (PORT DIR)  
Date: 05/12/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 05/12/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS6D       BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

Question 1: No Activity. The (b)(2); (b)(7)(E) did not have any activity pertaining to Search Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure information during this rating period.

Question 2: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question 3: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question 4: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.

Question 5: No Activity. The (b)(2); (b)(7)(E) did not have any activity during this rating period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 05/05/09
Approval Statement

SIW Code: 13BFBSD     BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7);(E)

I, [b](6);[b](7);(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 05/06/09

Clearly Print Name: [b](6);[b](7);(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [REDACTED]
SIW Code: 3BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in the Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded?
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  ***REDACTED***
Worksheet Audit Trail  5% of 478 hits on ***REDACTED***  BSI report = 24

24 IOIL#'s selected for review:

(b)(2); (b)(7)(E)
(b)(2); (b)(7)(E)
(b)(2); (b)(7)(E)

Q1. Yes. All of the 5% sampled were recorded properly.
Q2. Yes. All of the 5% sampled were recorded properly in an IOIL and approved by a supervisor.

23 Entries on Completed Control From on Manager's Drive
5% of 23 = 2

2 IOIL's reviewed:

(b)(2); (b)(7)(E)
(b)(2); (b)(7)(E)

Q3. Yes. All of the 5% sampled were destroyed properly.
Q4. Yes. A spreadsheet is kept on the Manager's Drive to maintain tracking of all Electronic Media records.
Q5. Yes. All of the 5% sampled were transferred on a chain of custody to (REDACTED) on 10/3/2008. A 15 day check was done on 10/18/2008 and they were destroyed on 10/24/2008.

IOIL #'s used for sampling are listed here and can be found in the TECS system. The spreadsheet is located on the (REDACTED) Manager's Drive under BSI Spreadsheet and a hard copy for this review period has been placed with SIW# 13BFBSD in the SIW cabinet, located in the (b)(2) **REDACTED**. A copy of the BSI report from **REDACTED** is also with this SIW.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBS6D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)...

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 05/13/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/14/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1  Were the appropriate documentation codes used in
          Were the appropriate documentation codes used in Search,
          Arrest and Seizure (SAS) and IOIL entries that electronically
          track and record the examination, detention, transfer and/or
          seizure of information?
Expcctd Ans: Yes  Actual Ans: Yes   Addendum?: No

Question: 2  Were all detentions of documents being recorded
          Were all detentions of documents, electronic devices and copies
          there of, being recorded in an IOIL and approved by a Supervisor?
Expcctd Ans: Yes  Actual Ans: Yes   Addendum?: No

Question: 3  Were all detentions of documents being destroyed
          Were all detentions of documents, electronic devices and copies
          there of, being destroyed in accordance with the Border Search
          of Information policy?
Expcctd Ans: Yes  Actual Ans: Yes   Addendum?: No

Question: 4  Did the port maintain a copy of all Document and
          Did the port maintain a copy of all Document and Electronic
          Device Information Control Records (DEDICR)?
Expcctd Ans: Yes  Actual Ans: No Activity   Addendum?: No

Question: 5  Does the paper file for detained original document
          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?
Expcctd Ans: Yes  Actual Ans: No Activity   Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  
Worksheet Audit Trail

13BFBSD BORDER SEARCH DOCUMENTATION  Cycle 091

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

Question 2: Yes, as per policy, all detention of documents, electronic devices and copies thereof, have been recorded in an IOIL and approved by a Supervisor.

Question 3: Yes, all copies of documents not needed for case files were immediately destroyed on site as per Border Search of Information policy, page 3, section D(d). The exception would be a Retention with Probable Cause, Section D (1)(a) or other circumstances pertaining to Immigration matters Section D (1)(b). (b)(2);(b)(7)(E) personnel didn't detain any original documents or electronic devices during this reporting cycle.

Question 4: No activity, port didn't seize, detain or transfer any documents and/or electronic devices that would require the execution of the Document and Electronic Media Transmittal Record form under Document and Electronic Device Information Control Records (DEDICR) policy.

Question 5: No activity, port didn't detained original documents and/or electronic devices so an audit trail was not necessary. (b)(2);(b)(7)(E) created a BS1 transfer log just in case this type of activity needs to be recorded, but there were no such activity documented during this cycle.

The Self Inspection files for Cycle 091 are located in the green folders. (b)(2)
Self Inspection Guidance

SIW Code: 13BFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091               From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091              From 07/01/08 to 06/30/09
Office Inspected:       (b)(2), (b)(7)(E)        (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.
Certifying Official:      Date: 05/04/09
Clearly Print Name:       (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________  Date: 05/06/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) 
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION 
Cycle: 091 From 07/01/08 to 06/30/09 
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09 
Certifier: (b)(6), (b)(7)(C) 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes 
Actual Ans: Yes 
Addendum?: No

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

Expected Ans: Yes 
Actual Ans: Yes 
Addendum?: No

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

Expected Ans: Yes 
Actual Ans: Yes 
Addendum?: No

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

Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No

Question: 5 Does the paper file for detained original document 
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?

Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  
Cycle: 091  
From 07/01/08 to 06/30/09

Office Inspected: \( (b)(6),(b)(7)(C) \), \( (b)(2),(b)(7)(E) \), \( (b)(2),(b)(7)(E) \)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)       (b)(2),(b)(7)(E)
Worksheet Audit Trail

13BFBSD BORDER SEARCH DOCUMENTATION       Cycle 091

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

Question 2: Yes, as per policy, all detention of documents, electronic devices and copies thereof, have been recorded in an IOIL and approved by a Supervisor.

Question 3: Yes, all copies of documents not needed for case files were immediately destroyed on site as per Border Search of information policy, page 3, section D(d). The exception would be a Retention with Probable Cause, Section D (1)(a) or other circumstances pertaining to Immigration matters Section D (1)(b). (b)(2),(b)(7)(E) personnel didn't detain any original documents or electronic devices during this reporting cycle.

Question 4: No activity, port didn't seize, detain or transfer any documents and/or electronic devices that would require the execution of the Document and Electronic Media Transmittal Record form under Document and Electronic Device Information Control Records (DEDICR) policy.

Question 5: No activity, the port didn't detained original documents and/or electronic devices so an audit trail was not necessary. The (b)(2),(b)(7)(E) created a BSI transfer log just in case this type of activity needs to be recorded, but there were no such activity documented during this cycle.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail - continued

The Self Inspection files for Cycle 091 are located in the green folders, in the (b)(2), in the Port Director's Office.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: \(b(2)\), \(b(7)(E)\)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) 
Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6), (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 05/12/09
Approval Statement

SIW Code: 13BFBS Door SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/23/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2),[b](7)(E) [b](2),[b](7)(E)  
SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2),[b](7)(E) [b](2), [b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: [b](6),[b](7)(C)  
Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
Worksheet Audit Trail
SIW: 13BFBSD  BORDER SEARCH DOCUMENTATION

1. Were the appropriate documentation codes used in SAS and IOIL entries?
   No Activity. There were no SAS or IOIL entries of BIS during review period.

2. Were all detention of documents, electronic devices and copies there of recorded in IOIL and approved?
   No Activity. There was no detention of documents, electronic devices or copies during the review period at the (b)(2),(b)(7)(E) office.

3. Was the detention of document etc destroyed within policy?
   No Activity. No detention of Documents, electronic devices or copies there of at this office.

4. Did the port maintain a copy of all document and electronic device information control records?
   No Activity. Yes the port maintains a Border Search Information Log of DEDICR.

5. Does paper file include sufficient information to provide audit trail?
   No Activity. No documents detained at this office. Policy/paper file is in place to ensure audit trail.

Backup/researched documentation is in the SIW drawer locked in the Port Directors office.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 05/11/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6), (b)(7)(C)  
Title: PORT DIRECTOR

Date: 05/26/09
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 13BFBSI BORDE REACH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)  (b)(2). (b)(7)(E)

No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)    (b)(2), (b)(7)(E)

Worksheet Audit Trail

001 All 18 seizures were reviewed for the audit year 04/01/08 to 03/31/2009 there is no record of any detention of documents, electronic devices or copies of, nor recordings.

002-008 no activity
Self Inspection Guidance

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: [redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E)  [b](2), [b](7)(E)

I, [b](6),[b](7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 05/11/09
Clearly Print Name: [b](6),[b](7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ________________________________  Date: 05/20/09

Clearly Print Name: (b)(6), (b)(7)(C)

Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 15BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

1. Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

2. Were all detentions of documents being recorded?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

3. Were all detentions of documents being destroyed?
   Expected Ans: Yes Actual Ans: No Activity Addendum?: No

4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
   Expected Ans: Yes Actual Ans: No Activity Addendum?: No

5. Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
   Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
(b)(6), (b)(7)(C) (b)(2). (b)(7)(E) (b)(2). (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
Worksheet Audit Trail
13BFBSD Border Search Documentation Cycle 091-2009

This SIW was researched by (b)(6),(b)(7)(C) for the period of one year commencing April 1, 2008 and ending March 31, 2009. (b)(6),(b)(7)(C) randomly selected 5% samples (12 reports) of all IOIL and/or SAS reports. This SIW folder with related research material will be kept on file in the supervisor's office in the main file cabinet.

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

Question 2: Yes, all detention of documents, electronic devices, and copies there of, were recorded in an IOIL and approved by a supervisor.

Question 3: No activity, there were not any detentions of documents, electronic devices, and copies there of, destroyed during the review period at the (b)(2),(b)(7)(E)

Question 4: No activity, the (b)(2),(b)(7)(E) did not have any copies of Document and Electronic Device Information Control Records.

Question 5: No activity, the (b)(2),(b)(7)(E) did detain original documents and/or electronic devices; there a information was not required to provide an audit trail for the custody of the detained items.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDIRC was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________________________ Date: 05/12/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION
Cycle: 091  
From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have reviewed this Self-Inspection of 
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that 
this Worksheet and associated addenda, if applicable, accurately 
represent the results of the inspection.

Approving Official:  
(b)(6), (b)(7)(C)  
PORT DIRECTOR  

Date: 05/20/09
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

Worksheet Audit Trail
SIW Code: 13BFBSD Border Search Documentation Cycle 091

Question 1: X No Activity.

NO IOIL or SAS reports were recorded during this review period at this port that were in direct result from an arrest, seizures or transfer of seized property.

Question 2: X No Activity.

During this review period NO detention of documents or electronic devices were recorded during this review period.

Question 3: X NO Activity.
Question 4: X No Activity.

No Document and electronic Device Information Control Records were maintained and or processed during this review period.

Question 5: X No Activity.

No original documents and/or electronic devices were stored or required an audit trail during this review period.

Completed SIW'S files and supporting documents for this review period are in the (b)(2)
Self Inspection Guidance

SIW Code: 13BFBSI  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)

Certification Statement
BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09
(b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: (b)(6), (b)(7)(C)

Date: 05/15/09
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: (b)(6),(b)(7)(C)  Date: 05/21/09
Clearly Print Name:  
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 13BFBS-1 BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
   Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
   Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
   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?
   Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)       (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSM  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E) [b](2), [b](7)(E)

Worksheet Audit Trail
BORDER SEARCH DOCUMENTATION
Cycle 091
SIW: 13BFBSM

#1. Yes - The Field Office sends out monthly BSI coding reports
to ensure accurate coding of information in SAS and IOIL reports.
#2. Yes - When information other than copies of government issued
IDs and documentation are taken, the officers are tracking that
information in an IOIL and those IOILs are approved by a
Supervisor.
#3. Yes - This information is tracked and verified via the
Customs and Border Protection Form titled "Document and Electronic
Media Transmittal Record (Addendum to the Detention Notice and
Chain of Custody Record)".
#4. Yes - All BSI information is recorded and tracked
accordingly. This information is contained in the Port BSI folder.
The BSI folder is kept in the Supervisor's Office.
#5. Yes - The BSI folder contains all the necessary paperwork to
track the information should an audit be necessary.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)[E] [b](2), [b](7)[E]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 05/19/09

Clearly Print Name: (b)(6),(b)(7)(C)

Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6)(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/19/09
Clearly Print Name: (b)(6)(b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
SIW Code: 18BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
 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?

Expctd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [(b)(2), (b)(7)(E)]  [(b)(2), (b)(7)(E)]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091              From 07/01/08 to 06/30/09
Office Inspected:      (b)(2), (b)(7)(E)                (b)(2), (b)(7)(E)
Worksheet Audit Trail
QTN #1 through #5: No Activity.
Self Inspection Guidance

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)    (b)(2), (b)(7)(E)

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.

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  Certification Statement
Cycle: 091  BORDER SEARCH DOCUMENTATION
Office Inspected: (b)(2). (b)(7)(E) (b)(2). (b)(7)(E)

I, (b)(6). (b)(7)(C)  have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.
Certifying Official: (b)(6). (b)(7)(C)  Date: 04/24/09
Clearly Print Name: (b)(6). (b)(7)(C)  Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) (b)(2). (b)(7)(E)

I, (b)(6). (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: __________________________  Date: 05/18/09
Clearly Print Name: (b)(6). (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original documents
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
<table>
<thead>
<tr>
<th>Self Inspection Researcher List</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIW Code: 13BFBSD</td>
</tr>
<tr>
<td>Cycle: 091</td>
</tr>
<tr>
<td>Office Inspected: (b)(2), (b)(7)(E)</td>
</tr>
<tr>
<td>No Researchers</td>
</tr>
</tbody>
</table>

BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09

(b)(2), (b)(7)(E)
1. No Activity, however CBPO's would follow CBP mustered instructions dated 16 July 2008.


"Backup documentation can be found (b)(2)"
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)   (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ________________________________  Date: 05/13/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________ Date: 05/18/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Worksheet Audit Trail

BORDER SEARCH DOCUMENTATION 091 13BFBSD

* Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information? Answer: "X" No Activity. During the reporting period, a search was conducted of 22 IOIL's. No contained and record of examinations, detentions, transfer and/or seizure of information.

* Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor? Answer: "X" No Activity. See Answer to question #1.

* Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information Policy? Answer: "X" No Activity

* Did the port maintain a copy of all Document and Electronic Device Information Control Records? Answer: "X" No Activity

* 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? Answer: "X" No Activity
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 04/27/09

Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 05/18/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2),(b)(7)(E) [b](2),[b](7)(E) [b](2),[b](7)(E)
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2),(b)(7)(E) [b](2),(b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6),(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Weren't the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Weren't all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Weren't all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

Worksheet Audit Trail
1. Yes, appropriate documentation codes are used in IOILs and seizures to show exam, detention and seizure of information.
2. Yes, all detentions are approved by a supervisor.
3. Yes, all copies of BSI information is destroyed
4. Yes, a DEDICR log is maintained at the POE. Email reminder sent to all POE staff 052109.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)
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.

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________  Date: 05/21/09

Clearly Print Name: (b)(6),(b)(7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2).(b)(7)(E) (b)(2).(b)(7)(E)

I, (b)(6).(b)(7)(C) have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ________________________________ Date: 05/26/09
Clearly Print Name: (b)(6).(b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Worksheet Audit Trail

Question #1. A query in [redacted] indicates the [redacted] of Entry did not conduct any Border Search of Information Searches during this time frame.

Question #2. A query in [redacted] indicates the [redacted] of Entry did not conduct any Border Search of Information Searches during this time frame.

Question #3. A query in [redacted] indicates the [redacted] of Entry did not conduct any Border Search of Information Searches during this time frame.

Question #4. A query in [redacted] indicates the [redacted] of Entry did not conduct any Border Search of Information Searches during this time frame.

Question #5. A query in [redacted] indicates the [redacted] of Entry did not conduct any Border Search of Information Searches during this time frame.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091             From 07/01/08 to 06/30/09
Office Inspected: [b](2).[b](7)(E) [b](2), [b](7)(E)

I, [b](6).[b](7)(C) have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: __________________________________________ Date: 04/21/09
Clearly Print Name: [b](6).[b](7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2),(b)(7)(E) (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 05/15/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [REDACTED] ← (b)(2), (b)(7)(E)

SIW Code: 13BFBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)
(b)(6), (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)
Worksheet Audit Trail
13BFBSD - Border Search Documentation (BSI) Researched by: 

1. X-No activity. A review of the IOILs generated during the review period shows that a total of 139 IOILs were created by Port Code [REDACTED]. A review of the IOILs reveals that there was no examinations, detentions, transfers and/or seizures of information during the review period. After the review period - April 2009, there were two IOILs coded [b][2] and [b][2], but no IOILs during the review period coded for information/documentation exam or seizure.

2. X - There were no detentions of documents, copies of documents, or electronic devices made during the review period at the [REDACTED]. See Q#1

3. X - There were no detentions of documents, copies of documents, or electronic devices made during the review period at the [REDACTED]. See Q#1

4. X - There were no detentions, transfers, seizures, or examinations of documents, copies of documents, or electronic devices made during the review period at the [b][2],[b][7][E] There are no "Document and Electronic Device Information Control Record" (DEDICR) on file for the review period.

5. X - There were no detentions, transfers, seizures, or examinations of documents, copies of documents, or electronic devices made during the review period at the [b][2],[b][7][E] There are no available paper files to review for audit trail purposes as per Muster# 2008-09, Page 5
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEPEND was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  (b)(2),(b)(7)(E)

1. Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

2. Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

3. Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

4. Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

5. Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.
Certifying Official: ___________________________ Date: 05/14/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091             From 07/01/08 to 06/30/09
Office Inspected:      (b)(2), (b)(7)(E)       (b)(2), (b)(7)(E)

I, (b)(6),(b)(7)(C) have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:                                      Date: 05/26/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN:  [b](2), [b](7)(E)  [b](2), [b](7)(E)  [b](2), [b](7)(E)
SIW Code:  13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  [b](2), [b](7)(E)  [b](2), [b](7)(E)
Period Review Dates:  From 04/01/08 to 03/31/09
Certifier:  [b](6), [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  2  Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  3  Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  5  Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [(b)(2), (b)(7)(E)]  [(b)(2), (b)(7)(E)]
No Researchers
1. X No Activity during this reporting period that related to search, arrest, seizures (SAS) and IOIL entries that electronically track and record the examinations, detention, transfer and/or seizure of information. (b)(2),(b)(7)(E) had one IOIL for this reporting period that does not reflect on this question and is attached.

2. X No activity during this reporting period. No dettention of documents, electronic devices or copies there of, was recorded in an IOIL at (b)(2),(b)(7)(E). One IOIL was recording during this reporting period but did not have any relation to this question. IOIL was reviewed by (b)(6),(b)(7)(C) on 4-20-09 and is attached.

3. X No activity during this reporting period. No detentions of documents, electronic devices or copies there of, were destroyed at (b)(2),(b)(7)(E).

4. X No activity during this reporting period. No document and electronic device information control record (DEDICR) at (b)(2),(b)(7)(E) during this reporting period.

5. X No activity during this reporting period at (b)(2),(b)(7)(E). No paper file for detained original documents and/or electronic devices for this reporting period at (b)(2),(b)(7)(E).
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2).[b](7)(E) [REDACTED]

I, [b](6).[b](7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/20/09

Clearly Print Name: [b](6).[b](7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(C)  [Redacted]

I, (b)(6),(b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  [Redacted]
Clearly Print Name: (b)(6),(b)(7)(C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)  Date: 04/21/09
Core Area Self Inspection Worksheet

RUN: \( b(2); b(7)(E) \)  
SIW Code: 138FBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \( b(2); b(7)(E) \)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: \( b(6); b(7)(C) \)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD	BORDER SEARCH DOCUMENTATION
Cycle: 091	From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)__________________________
Worksheet Audit Trail
13BFBSD  BORDER SEARCH DOCUMENTATION RESEARCHER: ________________________________

1. X No activity. A query of function IOIL (Inspections Operations Information Log) conducted on May 07, 2009 showed a total of 15 IOIL records (b)(2),(b)(7)(E)__________________________ for the (b)(2),(b)(7)(E)__________________________ of the 15 records there were none which were for examinations which tracked and recorded the examination, detention, transfer and/or seizure of information.

2. X No activity. A query of function IOIL (Inspections Operations Information Log) conducted on May 07, 2009 showed a total of 15 IOIL records (b)(2),(b)(7)(E)__________________________ for the (b)(2),(b)(7)(E)__________________________ of the 15 records there were none which were for examinations which tracked and recorded the examination, detention, transfer and/or seizure of information.

3. X No activity. A query of function IOIL (Inspections Operations Information Log) conducted on May 07, 2009 showed a total of 15 IOIL records (b)(2),(b)(7)(E)__________________________ for the (b)(2),(b)(7)(E)__________________________ of the 15 records there were none which were for examinations which tracked and recorded the examination, detention, transfer and/or seizure of information.

4. X No activity. A query of function IOIL (Inspections Operations Information Log) conducted on May 07, 2009 showed a total of 15 IOIL records (b)(2),(b)(7)(E)__________________________ for the (b)(2),(b)(7)(E)__________________________ of the 15 records there were none which were for examinations which tracked and recorded the examination, detention, transfer and/or seizure of information.

5. X No activity. A query of function IOIL (Inspections Operations Information Log) conducted on May 07, 2009 showed a total of 15 IOIL records (b)(2),(b)(7)(E)__________________________ for the (b)(2),(b)(7)(E)__________________________ of the 15 records there were none which were for examinations which tracked and recorded the examination, detention, transfer and/or seizure of information.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  (D)(1)(C)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [redacted]

I, (b)(6). (b)(7)(C) [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6). (b)(7)(C) [redacted]  Date: 05/07/09

Clearly Print Name: (b)(6). (b)(7)(C) [redacted]
Title: SUPVY CBF OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected: *(b)(2),(b)(7)(E)*

I, *(b)(6),(b)(7)(C)*, have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________________________  Date: 05/08/09
Clearly Print Name: *(b)(6),(b)(7)(C)*
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) (censored)
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) (censored)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [censored]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)
Worksheet Audit Trail 13BFBSO  BORDER SEARCH DOCUMENTATION  Researcher: (b)(6). (b)(7)(C)

Q1 X-No activity, On May 15, 2009, 100% of the 9 IOIL and 8 SAS reports generated during this reporting period were reviewed. The review revealed that no information was examined, detained, transferred and/or seized. UNIVERSE: 17, SAMPLE: 17

Q2 X-No activity, No detentions of documents, electronic devices or copies occurred during this reporting cycle at the Port of.

Q3 X-No activity, No detained documents, electronic devices, or copies thereof were destroyed at this location during this inspectional cycle.

Q4 X-No activity, No Document and Electronic Device Information Control Records were created requiring maintenance during this reporting period.

Q5 X-No activity, there were no detained items, therefore a paper file was unnecessary.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in

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

Question: 2 Were all detentions of documents being recorded

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

Question: 3 Were all detentions of documents being destroyed

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

Question: 4 Did the port maintain a copy of all Document and

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

Question: 5 Does the paper file for detained original document

Citation: Revised: Muster 2008-09, pg. 5
Certification Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E)

I, [b](6), [b](7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.
Certifying Official: ___________________________ Date: 05/15/09
Clearly Print Name: [b](6), [b](7)(C)
Title: CBP OFFCR
Approval Statement

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ______________________________ Date: 05/18/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E) [REDACTED]
SIW Code: 13BPBS6 BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [REDACTED]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C) [REDACTED]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
13BFBSD  Border Search Documentation  Researcher:

UNIVERSE:  SAS: 25 Each  SAMPLES REVIEWED:  SAS: 25 Each
IOIL:  60 Each  SAMPLES REVIEWED:  IOIL: 60 Each

1. X - A 100% review of all 25 SAS reports and all 60 IOIL reports generated for the (b)(2); (b)(7)(E) during the review period was conducted on 19 April 2009. Results of the document review revealed no instance where examination, detention, transfer, or seizure of documents or electronic devices occurred at the (b)(2); (b)(7)(E)

2. X - A 100% review of all IOIL reports generated at the (b)(2); (b)(7)(E) was conducted on 19 April 2009. Results of the document review revealed no instance where detentions of documents or electronic devices occurred at the (b)(2); (b)(7)(E)

3. X - There were no detentions of documents, copies of documents, or electronic devices made during the review period at the (b)(2); (b)(7)(E)

4. X - There were no detentions, transfers, seizures, or examinations of documents, copies of documents, or electronic devices made during the review period at the (b)(2); (b)(7)(E)
Subsequently, there are no "Document and Electronic Device Information Control Record" (DEDICR) on file for the review period.

5. X - There were no detentions, transfers, seizures, or examinations of documents, copies of documents, or electronic devices made during the review period at the (b)(2); (b)(7)(E)
There are no available paper files to review for audit trail purposes as per Muster# 2008-09, Page 5
Self Inspection Guidance

SIW Code: 13BFBSDFRDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C)  [Redacted]

I, (b)(6), (b)(7)(C) [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 04/19/09
Clearly Print Name: (b)(6), (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2): [b](7):[E]  [REDACTED]

I, [b](6),[b](7):[C] have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  
Clearly Print Name: [b](6),[b]:[7]:[C]  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 04/19/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
<table>
<thead>
<tr>
<th>Self Inspection Researcher List</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIW Code: 13BFBSD</td>
</tr>
<tr>
<td>Cycle: 091</td>
</tr>
<tr>
<td>Office Inspected: (b)(2), (b)(7)(E)</td>
</tr>
<tr>
<td>No Researchers</td>
</tr>
</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Worksheet Audit Trail
13BFBSD  BORDER SEARCH DOCUMENTATION  Researcher: (b)(6), (b)(7)(C)

1. No activity.  No detained documentation/electronic devices during reporting cycle.

2. No activity.  No activity during reporting cycle.

3. No activity.  No activity during reporting cycle.

4. No activity.  No activity during reporting cycle.

5. No activity.  No activity during reporting cycle.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091 From 07/01/08 to 06/30/09
Office Inspected: [b](2).[b](7).[e] [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2):(b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION  
Cycle: 091  
From 07/01/08 to 06/30/09  
Office Inspected: (b)(2), (b)(7)(E)  

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6), (b)(7)(C)  
Date: 04/14/09  
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \(b\)(2), \(b\)(7)(E)  [Redacted]

I, \(b\)(6), \(b\)(7)(C)  [Redacted], have reviewed this Self-Inspection of 
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that 
this Worksheet and associated addenda, if applicable, accurately 
represent the results of the inspection.

Approving Official:  [Redacted]  Date: 04/18/09
Clearly Print Name: \(b\)(6), \(b\)(7)(C)  [Redacted]  
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail

1) 7 IOIL's (5% of 126) and 2 SAS (5% of 22) reports were reviewed. The sample was taken by querying the ports IOIL's and SAS's which netted 9 pages of IOIL's and 4 pages of SAS's. The first IOIL's on the first 7 pages were selected and the first SAS's on the first 2 pages were selected. The following IOIL's were chosen: (b)(2), (b)(7)(E) The following SAS's were chosen: (b)(2) and (b)(2).

There were no records of documents, electronic devices or copies thereof being examined, detained, transferred or seized during the rating period.

SAS (b)(2) reported a NEXUS card being seized. The revised muster titled "Border Search of Information-Revised Guidance" dated 2008-09 states "For the purposes of this muster, the copying, detaining, seizing, and transfer of government issued identification documents as defined in the policy, is not required to be recorded."

"Identification Documents" are defined in the "Policy Regarding Border Search of Information" dated 07/16/09 as "Passports, Seaman's papers, Airmen Certificates, driver's licenses, state identification cards, and SIMILAR GOVERNMENT DOCUMENTS."

Though not specifically listed, the NEXUS card is a government issued identification document and would fall under this definition.

2) The were no BSI documents seized during the rating period and therefore no supervisory approval was needed.

3) The were no BSI documents destroyed during the rating period.

4) There were no records kept as per above.

5) There were no files kept as per above.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [B](2):[B](7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION  
Cycle: 091  
From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6),(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:   
Clearly Print Name: (b)(6),(b)(7)(C)  
Title: SUPVY CBP OFFCR  

Date: 04/23/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C)  

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6), (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 04/24/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)

Worksheet Audit Trail

For IOILs, a sampling of 7 out of a universe of 126 (5.5%) was done by drawing every 18th record, unless that record had been cancelled in which case the next lowest record was selected.

Those record numbers are:

(b)(2),(b)(7)(E)

For S/A/S records, 2 were sampled out of a universe of 27 (7.4%).

One was chosen due to it knowingly being the only record pertaining to the seizure of electronic media. That record number is (b)(2),(b)(7)(E).

Since that record is the 10th record of the 27, the second record sampled is the 20th record, (b)(2),(b)(7)(E).

1. Only one of the sampled IOIL records concerned the examination of electronic devices. That was record number (b)(2),(b)(7)(E). The appropriate documentation code was used for the examination of the electronic devices. For the S/A/S record, it too contained the appropriate documentation codes involved in the search, arrest, and seizure.

2. All sampled IOILs were properly approved by a supervisor.

3. There were no cases of detained documents, electronic devices or copies thereof requiring destruction during this Self Inspection period.

4. There were no cases involving a Document and Electronic Device Information Control Record during this Self Inspection period.

5. There were no cases of detained original documents or electronic devices during this Self Inspection period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  [REDACTED]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [redacted]

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 04/20/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6), (b)(7)(C) [Redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [Redacted] Date: 04/20/09
Clearly Print Name: (b)(6), (b)(7)(C) [Redacted]
Title: SUPVY CBF OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)  [Redacted]
SIW Code: 13BEBS  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  [Redacted]
Period Review Dates: [b](6); [b](7)(C)  [Redacted]
Certifier: [b](6); [b](7)(C)  [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

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

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 5 Does the paper file for detained original document and electronic devices include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 003 Were all detentions of documents being destroyed

Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No

Person responsible for corrective action: (b)(6), (b)(7)(C)

Due Date: 08/31/09
Completion Date: 05/21/09
Follow-up Code: A
Status Code: AP

Cause:
The DEDICR was used one time to turn items over to (b)(7)(E) but the form was not located.

Corrective Action:
An email with the directive was sent to the officers advising of the requirements for detaining BSI items.
Core Area Self Inspection Worksheet Addendum

RUN: [Sensitive Information]

SIW Code: 13BPBDX BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [Sensitive Information]

Question: 004 Did the port maintain a copy of all Document and Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: [Sensitive Information]

Due Date: 08/31/09
Completion Date: 05/21/09
Follow-up Code: A
Status Code: AP

Cause: The port was not using the DEDICR to transfer BSI items to other agencies. The CBP191 was still being used.

Corrective Action: An email with the directive was sent to the officers advising of the requirements for detaining BSI items.
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

1.) Yes. The random sample was pulled from the 461 IOILs completed during the review period, 5 percent of the total nets 23 records. (b)(2); (b)(7)(E): (b) (2)

All records in the sample were recorded properly. Three S/A/S records were reviewed: (b)(2); (b)(7)(E) laptop seizure, (b)(7)(E) evidence cancelled, (b)(2); (b)(7)(E) laptop, cell phone, CDs seized, turned over to (b)(2); (b)(7)(E) passport, documents seized, turned over to All were recorded properly.

2.) Yes. From the referenced sample above, all were properly approved.

3.) No. There was one instance of the DEDICR being used to turn over documents to (b)(2); (b)(7)(E) but (b)(2); (b)(7)(E) subsequently returned them for destruction. The completed form has not been located.

4.) No.

5.) Yes. Three Cargo CBP 6051D for the detention of electronic devices were reviewed. The chain of custody was not broken as the merchandise went directly back to the broker.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2):(b)(7)(E)  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 05/21/09

Clearly Print Name: [Redacted]  Title: SUPVY CBP OFFCR
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  Date: 05/21/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 
SIW Code: 13BFBS3D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes 
Actual Ans: Yes 
Addendum?: No

Question: 2 Were all detentions of documents being recorded Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail
Q.1 the (b)(2), (b)(7)(E) had 28 IOIL recorded. Incident report (b)(2), (b)(7)(E) were checked. Incident # (b)(2), (b)(7)(E) indicated a patdown was conducted according to the narrative but was not coded properly.
Q.2 No documents or electronic devices were detained during the time frame.
Q.3 No documents or electronic devices were destroyed during the time frame requested.
Q.4 No records were created during requested time frame.
Q.5 No paper files for detained documents were created during the time period requested.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________________________ Date: 05/08/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/10/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA FORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) [MASKED]
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [MASKED]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C) [MASKED]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
13BFBSD  BORDER SEARCH DOCUMENTATION

Q1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information? YES. There were 84 IOILs; a sample at 5% is 4 IOILs. There were 51 SASs and a 5% sample would be 2.5 or 3. Of the SASs all of them were reviewed and no BSI activity was noted in any of them. Of the IOILs, starting at the first IOIL listed all IOILs were reviewed until 4 IOILs were found referring to BSI documentation. These IOILs are (b)(2); (b)(7)(E). All IOILs reviewed showed proper coding per Muster 2008-09.

Q2 Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor? YES. A sample for this criteria was determined by the following method: starting at the being of the IOIL list when running the query for the review dates and then counting down to the twentieth record, (b)(2); (b)(7)(E), this being the first record of review then every twelfth record there after until the four records were reviewed, the other records were (b)(2); (b)(7)(E). All records were properly approved by a supervisor per Muster 2008-09.

Q3 Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy? NO ACTIVITY. Of the documents copied none of these have come the point of destruction. No copies of any documents have been detained at this port level. All copies have been forwarded to the Area Port Office in

Q4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)? NO ACTIVITY. There has not been a case where documents have been maintained at this port level. No DEDICR has been kept, but documents forwarded to the (b)(2); (b)(7)(E); CBP.

Q5 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? NO ACTIVITY. This port has not kept any documents for any reason. Any docs copied have been for the (b)(2); (b)(7)(E) and that port maintains the DEDICR.
Self Inspection Guidance

SIW Code:  13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

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.

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Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [Redacted]

I, (b)(6). (b)(7)(C) [Redacted], have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: [Redacted] Date: 04/27/09
Clearly Print Name: (b)(6). (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 05/01/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) [Redacted]

SIW Code: 13BEBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]
Period Review Dates: From 07/16/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
   
   Question: 2. Were all detentions of documents being recorded
   Were all detentions of documents, electronic devices and copies
   thereof, being recorded in an IOIL and approved by a Supervisor?

   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
   
   Question: 3. Were all detentions of documents being destroyed
   Were all detentions of documents, electronic devices and copies
   thereof, being destroyed in accordance with the Border Search
   of Information policy?

   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
   
   Question: 4. Did the port maintain a copy of all Document and
   Did the port maintain a copy of all Document and Electronic
   Device Information Control Records (DEDICR)?

   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
   
   Question: 5. Does the paper file for detained original document
   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?

   Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBS SD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
Q.1-5 There were no seizures or detentions of documents or information during the covered review period at the (b)(2); (b)(7)(E) Port of Entry.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.)

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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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD          BORDER SEARCH DOCUMENTATION
Cycle: 091                From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)          

I, (b)(6),(b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: (b)(6),(b)(7)(C)          Date: 04/14/09
Clearly Print Name: (b)(6),(b)(7)(C)          
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________________________ Date: 04/22/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2), (b)(7)(E) [Redacted]
SIW Code: 13BFBSR BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6), (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]

Worksheet Audit Trail
q-1: There was no such activity during the cycle.
q-2: There was no such activity during the cycle.
q-3: There was no such activity during the cycle.
q-4: There was no such activity during the cycle.
q-5: There was no such activity during the cycle.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/17/09

Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/17/09

Clearly Print Name: (b)(6), (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 1JBFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBS6  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E), (b)(6), (b)(7)(C)
Worksheet Audit Trail
13BFBSD Border Search Documentation

Prepared by (b)(2), (b)(7)(E), (b)(6), (b)(7)(C)

There were two IOIL's during inspection period, neither involved electronic devices.

12:51:36 TECS II - INCIDENT LOG 04/06/2009 (b)(2) (b)(6), (b)(7)(C)
REPORT SELECTION (b)(2) QUERY

TO SELECT AN INCIDENT REPORT,

ENTER INCIDENT REPORT NUMBER: (b)(2)

(b)(2), (b)(7)(E)

OR, ENTER REPORT CRITERIA:
PORT CODE: (b)(2) INCIDENT DATE:
OR RANGE FROM: 04012008 TO: 03312009

(b)(2)
FIRST NAME:
(b)(2) DATE OF BIRTH

INCIDENT TYPE:
NEG SEARCH TYPE:

CARRIER CODE: FLT/VES# LIC PLATE: STATE:

COUNTRY:
ARCHIVED RECS REPORT STATUS: (b)(2)

(b)(2)
500 RCRDS READ, 0 RCRDS MATCH, PRESS <ENTER> TO CONTINUE SEARCH

SAS REPORTS USED ARE THE ONLY ONES DURING INSPECTION PERIOD. They are listed below

(b)(2)
090708 090708 INCT C33 (b)(2), (b)(7)(E)
SHORT FORM SEIZURE - FRUIT ABANDONED AT THE PORT

(b)(2)
092108 092208 INCT C33 (b)(2), (b)(7)(E)
SHORT FORM SEIZURE - FRUITS AND VEG ABANDONED AT

(b)(2)
INCT C33 (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

101208 101308
(b)(2); (b)(7)(E)  SHORT FORM SEIZURE-APPLES ABANDONED AT PORT
(b)(2)  INCT C33  05/21; (b)(7)(E)
011809 011809
(b)(2); (b)(7)(E)  SHORT FORM SEIZURE-FRUITS AND VEG ABANDONED AT PORT
(b)(2)  INCT C33  05/21; (b)(7)(E)
012509 012509
(b)(2); (b)(7)(E)  SHORT FORM SEIZURE-FRUITS ABANDONED AT PORT
(b)(2)  INCT C33  05/21; (b)(7)(E)
021509 021609
(b)(2); (b)(7)(E)  SHORT FORM SEIZURE-FRUITS AND VEGETABLES ABANDONED AT PORT

There was no detention, examination, transfer, and/or seizure of information during the Self Inspection Period.

Question 001 No activity during inspection period
Question 002 No activity during inspection period
Question 003 No activity during inspection period
Question 004 No activity during inspection period
Question 005 No activity during inspection period
Question 006 No activity during inspection period
Self Inspection Guidance

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDLCR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6), (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 04/22/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)

I, (b)(6),(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________________________ Date: 04/22/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: AREA FORT DIR
Core Area Self Inspection Worksheet

RUN: b(2); b(7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: b(2); b(7)(E)  
Period Review Dates: 04/01/08 to 03/31/09  
Certifier: b(6), b(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?  
Expected Ans: Yes  Actual Ans: No  Addendum?: Yes  

Question: 2 Were all detentions of documents being recorded  
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?  
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No  

Question: 3 Were all detentions of documents being destroyed  
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?  
Expected Ans: Yes  Actual Ans: No  Addendum?: Yes  

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?  
Expected Ans: Yes  Actual Ans: No  Addendum?: Yes  

Question: 5 Does the paper file for detained original document  
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?  
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08   End: 03/31/09   Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6),(b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/19/09
Follow-up Code: A
Status Code: AP
Cause:
The wrong code was used for the narrative in one incident. The
purpose of information retention does not correlate with the code
or the description.
Corrective Action:
Reissue revised muster 2008-09 to POE. When approving the IOIL or
related narratives make sure information is in agreement with the
applicable code.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSL BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 003 Were all detentions of documents being destroyed
Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/19/09
Follow-up Code: A
Status Code: AP

Cause:
Because of wrong codes there may be an issue if documents needed to be destroyed recorded in an incident. Failure to adhere to the 15 day follow up by other agencies has left a question if items should be returned or destroyed.

Corrective Action:
Closer follow up of detained and seized items and narratives to see if the proper code is being used.
Memo to Supervisors to use MS Outlook calendar feature as a reminder for follow-up action.
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBS Border Search Documentation

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Question: 004 Did the port maintain a copy of all Document and Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y

Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit? Yes X No

Person responsible for corrective action: (b)(6); (b)(7)(C)

Due Date: 08/31/09
Completion Date: 05/19/09
Follow-up Code: A
Status Code: AP

Cause:
One incident does not have a copy of the DEDICR on file. While the narrative shows a DEDICR was done, there is no written copy on file.

Corrective Action:
When processing information for BSI and documentation make sure a DEDICR is completed when required. Reissue muster to POE of (b)(4); (b)(7)(E) 2008-2009. When completing seizures/detention of items for other agencies ensure the DEDICR is completed and on file.
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

1) Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information? (NO)

All the records at the Port of (b)(2); (b)(7)(E) that electronically track and record the examination, detention, transfer and seizure of information were examined. There were a total of (11) eleven records that fell under the parameters of the question and met the reference to the "Revised: Muster 2008-09, page 2-5." The following records were examined: (b)(2); (b)(7)(E)

and (b)(2); (b)(7)(E). Incident report number (b)(2); (b)(7)(E) does not follow the parameters for narrative as per the muster revised 2008-09. The correct code of (b)(2) should have been (b)(2). Copies were made of the subject's papers related to his admissibility in the future. There was no further forwarding of the information for examination by CBP. The items were placed into the subject's A file to determine his future admissibility. The requirements of (b)(2) are for a copy of a document and/or electronic device is created and detained for further examination by CBP. (b)(2) is for a document or a copy of the information therein detained by CBP for immigration matters. In this incident, this was the case.

2) Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor? (YES) A review of the previous records from question one (these are all the records that contain recordation of detentions of documents within the guidelines of the Revised Muster 2008-09 at the POE of (b)(2); (b)(7)(E) ) show that all detentions of documents, electronic devices and copies there of are being recorded in IOIL and approved by a Supervisor.

3) Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search Information policy? (NO)

In the incident number (b)(2); (b)(7)(E), the code (b)(2) was used. The proper code should have been (b)(2) to show the records were being contained in the alien's A file related to his admissibility or future admissibility as a result of an adverse action in ENFORCE/IDENT at the (b)(2); (b)(7)(E). If the proper code had been used the items would have been detained and would not be destroyed. If (b)(2) is used then eventually the copies would have been destroyed after CBP examination. Regarding incident (b)(2); (b)(7)(E), the code (b)(2) was used.
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [REDACTED]
Worksheet Audit Trail continued

As per the narrative: Document and Electronic Control Record has been completed and retained by CBP. There was a 6051D completed. This incident occurred on 10/28/2008. Information has been mailed to (b)(2);(b)(7)(E) for further review. As per the guidelines "All copies of the information must be destroyed when no longer needed and continued retention is not otherwise required to ensure compliance with customs, immigration and other Federal laws." However there has been no note made in the narrative that a response was received within the 15 period after originals were sent to (b)(2);(b)(7)(E). There is no record of destruction of any items in the incident file. At this time there has been no determination if the copies need to be destroyed or the detained items are to be returned. Because of the elapsed time period the answer to this question is "NO" for the SIW for the 15 day receipt of response or extension permits of (7) seven days to return the original documents or destroy the copies. The long detention is not in accordance with the Border Search of Information Policy and the 15 day receipt of response and acknowledgement.

4) Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)? (NO)
The only seizure for the (b)(2);(b)(7)(E) that required a DEDICR was incident number (b)(2);(b)(7)(E). The narrative in the incident states "The Document and Electronic Device Information Control Record was completed and retained by CBP. Form 6051D was completed and a copy of the completed form was provided to the subject."

An examination of the incident file does not contain a copy of the DEDICR, therefore the SIW question answer is no. There is not a DEDICR completed and retained by CBP on file.

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? (YES) The only seizure/incident for the (b)(2);(b)(7)(E) that detained/seized original documents was (b)(2);(b)(7)(E). A 6051S was signed by the receiving party accepting the documents for further review. Therefore an audit trail has been established with the 6051S.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ________________

I, (b)(6); (b)(7)(C) ________________, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/19/09

Clearly Print Name: (b)(6); (b)(7)(C) ________________
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  Date: 05/27/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 1SBFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trial forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  ********

(b)(6), (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  
Worksheet Audit Trail  13BFBSD Border Search Documentation

Period Review Dates: 07/01/2008 to 06/30/2009 SIW Code: 091

Question: 1

Yes

A review of 7 BSI inspections (%5 of 135) revealed that the proper codes were used in all S/A/S and IOIL entries that were created to track and record the examination, detention, transfer and/or seizure of information.

The REVISED version of Muster 2008-09, pages 2-5 were used as guidance.

The following IOILs were reviewed:

(b)(2);(b)(7)(E)

Question: 2

Yes

All detentions of documents, electronic devices and copies thereof, were recorded in IOIL and approved by a supervisor. The previous 7 BSI inspections from question 1 were reviewed for proof.

Question: 3

Yes

All detentions of documents, electronic devices and copies thereof were destroyed in accordance with BSI policy from July 16, 2008.

The previous 7 BSI inspections from question 1 were reviewed for proof.

Question: 4

Yes

For the reporting time period, only 1 Document and Electronic
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Worksheet Audit Trail - continued
Device Information Control Record had been completed - no others were required. It is currently on file at the port in the BSI Cabinet/folder for such files.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091         From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________  Date: 05/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded.

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed.

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

(b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected:  [Blank]
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 04/30/09
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:   Date: 04/30/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [Redacted]
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Total IOIL's and SEACATS Incidents for =42 and (b)(2); (b)(7)(E) =6.
Random sample consisted of the following IOIL & Case numbers:
-Case: (b)(2); (b)(7)(E)
-IOIL: (b)(2); (b)(7)(E)
-Case: (b)(2); (b)(7)(E)
-IOIL: (b)(2); (b)(7)(E)
-IOIL: (b)(2); (b)(7)(E)

Q1: Of the sampling performed only one document (b)(2); (b)(7)(E) referred to Border Search Documentation activity. The electronic device was examined and returned and was properly documented in the IOIL.
Q2-5: Samples do not show any instance of an electronic device being detained at either location.
Note: Review of all 48 cases indicated no other BSD activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

Certification Statement

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Date: 04/14/09
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 04/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN:  (b)(2); (b)(7)(E)  [Redacted]
SIW Code:  13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)  [Redacted]
Period Review Dates:  From 04/01/08 to 03/31/09
Certifier:  (b)(6); (b)(7)(C)  [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 4 Did the port maintain a copy of all Document

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document

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?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSL  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(C) [Redacted]
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  [Redacted]

Worksheet Audit Trail

1. All codes were input properly while doing IOIL at the port of entry.
2. Incidents regarding electronic devices and documents were recorded in IOIL and all the proper codes were input in the system. All IOIL inputs were approved by Supervisor.
3. Documents were either destroyed on site or turned over to another agency. No electronic devices were seized.
4. The port has kept all records for (DEDICR).
5. Paper file contains sufficient data to provide trail for custody of detained items.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)       
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.

Question: 1  Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2  Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3  Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4  Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5  Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSO   BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]    Date: 04/12/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSI  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)

Date: 04/13/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [REDACTED]
SIW Code: 1SFBBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded as detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed as detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original documents and electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
No activity
Self Inspection Guidance

SIW Code: 13BFBS
BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: *(b)(2),(b)(7)(E)*

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSU  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________  Date: 04/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [Redacted]    Date: 04/29/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: ASST FORT DIR (TACT/TRADE/PASS OPERS)
### Core Area Self Inspection Worksheet

**RUN:** (b)(2); (b)(7)(E)  
**SIW Code:** 13BFBBD  **BORDER SEARCH DOCUMENTATION**  
**Cycle:** 091  **From 07/01/08 to 06/30/09**  
**Office Inspected:** (b)(2); (b)(7)(E)  
**Period Review Dates:** From 04/01/08 to 03/31/09  
**Certifier:** (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

<table>
<thead>
<tr>
<th>Question</th>
<th>Expctd Ans</th>
<th>Actual Ans</th>
<th>Addendum?:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Were all detentions of documents being recorded</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Were all detentions of documents being destroyed</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
<tr>
<td>Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?</td>
<td>Yes</td>
<td>No Activity</td>
<td>No</td>
</tr>
</tbody>
</table>
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail

Q1-5: No Border Search of Information event occurred at (b)(2), (b)(7)(E) during this year.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  [REDACTED]

I, [REDACTED], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  [REDACTED]  Date: 05/09/09

Clearly Print Name: [REDACTED]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  _______________________________  Date: 05/11/09
Clearly Print Name:  (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E)  
SIW Code: 13BFBS  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2);(b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6);(b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [censored]  [censored]
Worksheet Audit Trail

A review of the reporting period indicates that there was no activity in the area of border search documentation.
Self Inspection Guidance

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

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.

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

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSM  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)...

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)___

I, (b)(6); (b)(7)(C)___, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/06/09

Clearly Print Name: (b)(6); (b)(7)(C)___
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)

Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)

Date: 05/06/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION 
Cycle: 091 From 07/01/08 to 06/30/09 
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 04/01/08 to 03/31/09 
Certifier: (b)(6); (b)(7)(C) 

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
1) All IOIL's at (b)(2); (b)(7)(E) were recorded accurately. There were no S/A/S records from either port.
2) All detentions of documents were recorded as directed in the Border Search of information SOP.
3) All copies of any documents have been destroyed in accordance with the Border Search of Information policy.
Self Inspection Guidance

SIW Code: 13BFBS Border Search Documentation
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: \( (b)(2),(b)(7)(E) \)

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.

**Question:** 1 Were the appropriate documentation codes used in

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

**Question:** 2 Were all detentions of documents being recorded

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

**Question:** 3 Were all detentions of documents being destroyed

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

**Question:** 4 Did the port maintain a copy of all Document and

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

**Question:** 5 Does the paper file for detained original document

**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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement
SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) ______________

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.
Certifying Official: ____________________________________________ Date: 04/25/09
Clearly Print Name: (b)(6); (b)(7)(C) ______________
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 04/26/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [b][b]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [b][b]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded and detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed and detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all document and electronic device information control records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  [Redacted]

Worksheet Audit Trail
(b)(2),(b)(7)(E) did not conduct any border search of information inspections for the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

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

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Signature]
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 04/08/09
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 04/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN:  (b)(2); (b)(7)(E)  
SIW Code:  13BEBSDD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)  
Period Review Dates:  From 04/01/08 to 03/31/09
Certifier:  (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question:  5  Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Worksheet Audit Trail

1. Yes, copies of SAS and IOIL records attached with appropriate codes.

2. Yes, all Border Search IOIL were approved by supervisor.

3. No destructions done at [Redacted]

4. 1 SAS completed but at that time we did not need it and I do not think it was required

5. NA no detentions at [Redacted]
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  ..............

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/07/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6);(b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: _______________________________ Date: 05/18/09
Clearly Print Name: (b)(6);(b)(7)(C) [Redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
1. No activity in reporting cycle at the (b)(2); (b)(7)(E)
2. No activity in the reporting cycle
3. No activity in the reporting cycle
4. No activity in the reporting cycle
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEPICT was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C) [REDACTED] [REDACTED]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [REDACTED] [REDACTED] [REDACTED]
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 04/18/09
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2): [b](7)(E) [redacted]

I, [b](6): [b](7)(C) [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted]
Clearly Print Name: [b](6): [b](7)(C) [redacted]
Title: AREA PORT DIR

Date: 04/20/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 15BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 08/30/08 to 04/09/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
1. appropriate documentation codes were used properly
2. IOIL record complete and approved by supervisor
3. No documents destroyed, sent to FP&F for penalty
4. copies on file for backup for penalty FP&F case.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)  Date: 04/09/09

Clearly Print Name: (b)(6); (b)(7)(C)  Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: __________________________ Date: 04/20/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2);(b)(7)(E)  From 04/01/08 to 03/31/09
Certifier:  (b)(6);(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question:  1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question:  2 Were all detentions of documents being recorded
             Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  3 Were all detentions of documents being destroyed
             Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  5 Does the paper file for detained original document
             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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSO
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
Worksheet Audit Trail

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

"Y" Yes. All appropriate documentation codes were used in Search, Arrest, and Seizures (SAS) and IOIL entries that electronically track the examination, detention, transfer and/or seizure of information. 5% of the SAS and IOIL entries were pulled: SAS (b)(2) and IOIL (b)(2);(b)(7)(E). The file is located in the designated self inspection drawer in the Port Directors Office at (b)(2);(b)(7)(E). Note: no information was seized, or detained for the reporting period.


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

"X" No activity. No documents, electronic devices and or copies there of were done at the (b)(2);(b)(7)(E) for the report period 4-1-2008 to 3-31-2009."

3. Were all detentions of documents, electronic devices and copies there of, being destroyed In accordance with the Border Search of Information policy?

"X" No activity. There was no detention of documents, electronic devices and or copies there of done at the (b)(2);(b)(7)(E) during the report period 4-1-2008 to 3-31-2009."

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

"X" No Activity. The (b)(2);(b)(7)(E) did not exam or detain any documents, electronic devices, and copies there of during the report period 4-1-2008 to 3-31-2009, therefore there is no Document and Electronic Device Information Control Records (DEDICR)."

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?
"X" - No Activity. The (b)(2); (b)(7)(E) did not exam or detain any documents, electronic devices, and copies there of during the report period 4-1-2008 to 3-31-2009,
Self Inspection Guidance

SIW Code: 13BFBSD                       BORDER SEARCH DOCUMENTATION
Cycle: 091                           From 07/01/08 to 06/30/09
Office Inspected: (b)(2)(B)(7)(E)       (REDacted)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: 
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  
Date: 05/12/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2):(b)(7)(E) ****

I, (b)(6):(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/13/09
Clearly Print Name: (b)(6):(b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [redacted]
SIW Code: 15PBPSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [redacted]
Period Review Dates: From 07/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)
Worksheet Audit Trail  no activity
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (FORT DIR)

Date: 04/27/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR

Date: 05/01/09
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)  [Redacted]
SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)  [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)  [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expctd Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2).(b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail
Q1. No activity occurred during this reporting period.
Q2. No activity occurred during this reporting period.
Q3. No activity occurred during this reporting period.
Q4. No activity occurred during this reporting period.
Q5. No activity occurred during this reporting period.

Note: Copy of SAS and IOIL for reporting period in SIW file.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)[E] [Reserved]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/15/09

Clearly Print Name: (b)(6); (b)(7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: __________________________ Date: 05/18/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2);(b)(7)(E) [redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);(b)(7)(E) [redacted]
Period Review Dates: From 04/30/08 to 03/31/09
Certifier: [b](6);(b)(7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)
No Researchers

BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
1) All appropriate codes were used for SAS and IOIL entries
2) No activity this port for this session
3) No activity this port for this session
4) No activity this port for this session
5) No activity this port for this session
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)

Question:  1 Were the appropriate documentation codes used in
  Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
            place until system enhancements have been established.
Question:  2 Were all detentions of documents being recorded
  Citation: Revised: Muster 2008-09, pg. 2
Question:  3 Were all detentions of documents being destroyed
  Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question:  4 Did the port maintain a copy of all Document and
  Citation: Revised: Muster 2008-09, pg. 5
Question:  5 Does the paper file for detained original document
  Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/10/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 05/11/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN:  (b)(2); (b)(7)(E)

SIW Code:  13BPBSD  BORDER SEARCH DOCUMENTATION

Cycle:  091  From 07/01/08 to 06/30/09

Office Inspected:  (b)(2); (b)(7)(E)

Period Review Dates:  From 04/01/08 to 03/31/09

Certifier:  (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question:  2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question:  3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Worksheet Audit Trail
1. Yes, a review indicated the appropriate document codes were used in SAS and IOIL records
2. Yes, Review indicated detention of document copy was approved by supervisor
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); (b)(7)(E) [ ]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO    BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIR  
Date: 05/18/09
Approval Statement

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 05/26/09
Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: 99999999999
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: 99999999999
Period Review Dates: 99999999999
Certifier: 99999999999

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in search, arrest and seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Exptcd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Exptcd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Exptcd Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Exptcd Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Exptcd Ans: Yes  Actual Ans: No Activity  Addendum?: No
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<th>SIW Code</th>
<th>BORDER SEARCH DOCUMENTATION</th>
</tr>
</thead>
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<tr>
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<td>091</td>
</tr>
<tr>
<td>Office Inspected</td>
<td>(b)(2); (b)(7); (E)</td>
</tr>
<tr>
<td>No Researchers</td>
<td></td>
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</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Worksheet Audit Trail
1. Yes. Appropriate codes were used when electronic media was examined.
2. Yes. All detention of documents were being approved by a supervisor.
3. Yes copies of documents were destroyed after vetting.
4. Yes. The port has a log for exams.
5. No Activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  Cycle: 091  Office Inspected: (b)(2); (b)(7)(E)  

Certification Statement

BORDER SEARCH DOCUMENTATION

From 07/01/08 to 06/30/09

I, (b)(6); (b)(7)(C) [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C) [redacted]  Date: 05/17/09

Clearly Print Name: (b)(6); (b)(7)(C) [redacted]  

Title: SUPVY CBP OFFICER (PORT DIR)
SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION  
Cycle: 091  
From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIR  
Date: 05/18/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies
thereof, being recorded in an IOIL and approved by a supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies
thereof, being destroyed in accordance with the Border Search
of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]

Worksheet Audit Trail

Q1 Review of all S/A/S and IOIL entries indicate the proper codes were used. Copies provided in SIW file.
Q2-5 No Activity at the [redacted] for this audit period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.)

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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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICCR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________________________  Date: 04/18/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Appointing Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: AREA PORT DIR  
Date: 04/20/09
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) [redacted]
SIW Code: 13BFBSB5 BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Exptcd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Exptcd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Worksheet Audit Trail

Q1: A review indicated the appropriate document codes were used in S/A/S and IOIL records.

Q2-5: No activity during the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICF was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in

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

Question: 2 Were all detentions of documents being recorded

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

Question: 3 Were all detentions of documents being destroyed

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

Question: 4 Did the port maintain a copy of all Document and

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

Question: 5 Does the paper file for detained original document

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

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official:  Date: 05/19/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 05/19/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2):(b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)    (redacted)

Worksheet Audit Trail
1. Yes, 3 S/A/S completed and correct
2. Yes, 2 IOIL completed and correct
3. Yes, Destroyed 1 S/A/S seizure number (b)(2)
4. No activity
5. No activity
Self Inspection Guidance

SIW Code: 13BFBS  
BORDER SEARCH DOCUMENTATION
Cycle: 091  
From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1. Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2. Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3. Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4. Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5. Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)

Clearly Print Name: (b)(6); (b)(7)(C)

Title: SUPVY CBP OFFICER (PORT DIR)

Date: 04/18/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ____________________________ Date: 04/20/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

Run: (b)(2); (b)(7)(E)  
SIW Code: 13BF BDS  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a supervisor?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBS3D  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSDB  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

1. For the reporting period the (b)(2); (b)(7)(E) had 14 border search of information examinations. One sample (5%), IOIL# (b)(2); (b)(7)(E), was randomly selected for this SIW. The BSI exam reviewed was recorded correctly in IOIL pursuant to CBP policy. The appropriate code was used for the exam. The BSI exam did not involve any detention, transfer of custody or seizure. Sample in SIW folder.

2. The BSI exam reviewed (IOIL # (b)(2); (b)(7)(E) ) was properly recorded in IOIL. The IOIL was reviewed and approved by the Supervisor on duty in accordance with CBP policy. Sample in SIW folder.

3. There were no detentions of documents or electronic devices made during the reporting period. Therefore, no Document and Electronic Device Information Control Records (DEDICR) were completed. Sample in SIW folder.

4. There were no detentions of documents or electronic devices made during the reporting period. Therefore, no Document and Electronic Device Information Control Records (DEDICR) were completed. Sample in SIW folder.

5. There were no detentions of documents or electronic devices made during the reporting period. Therefore, no Document and Electronic Device Information Control Records (DEDICR) were completed. Sample in SIW folder.
Self Inspection Guidance

SIW Code: 13BPBSD
Cycle: 091
Office Inspected: [b](2); [b](7);[E]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSBD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: __________________________________________ Date: 05/07/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted] Date: 05/14/09
Clearly Print Name: (b)(6); (b)(7)(C) [redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSFD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSQ   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: [(b)(2), (b)(7)(E)]

Worksheet Audit Trail
13BFBSQ Border Search Documentation

Audit Trail Notes: During the reporting time, 33 Border searches involved electronic device examination. Two completed SAS and/or IOIL reports were randomly pulled to review completeness. One electronic device was detained for review by [REDACTED] and returned to CBP. Documentation of this case is on file in this SIW folder.

1) Yes. The proper codes were used to document all examination, detention and transfer of information.

2) Yes. All detentions of electronic devices were recorded in an IOIL and approved by a Supervisor.

3) Yes. All detentions of documents, electronic devices and copies were destroyed in accordance with the Border search of Information Policy when applicable.

4) Yes. Completed copies of the DEDICR are on file at the port. A copy of a DEDICR is included in this SIW folder.

5) Yes. Paper files located at the port show sufficient documentation and no breaks in custody. Copy of files included in this SIW folder.
Self Inspection Guidance

SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected:  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _____________________________________________ Date: 04/22/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]  Date: 04/29/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Core Area Self Inspection Worksheet

RUN: [Redacted]
SIW Code: 13BFBS6D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document:
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Worksheet Audit Trail

1. There was no "information" seized during the SIW period. Reviewed over 50% of the IOIL entries that were entered to record the examination, detention, and transfer of information. The appropriate documentation codes were utilized in these samples.

2. Reviewed the IOIL's for the SIW period. There was only one instance where an information item was detained for further examination. The incident was recorded in IOIL and approved by a supervisor.

3. Reviewed the IOIL's for the SIW period. There was only one instance where an information item was detained for further examination. As stated in the remarks section of the IOIL entry, the information that was detained was destroyed.

4. Muster 2008-09 states that a paper file for detained original documents and/or devices must be created. There were no "original" documents detained during the SIW period. The only information items that were detained during this SIW period were copies.

5. There were no original documents and/or electronic devices detained during this SIW period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1. Were the appropriate documentation codes used in

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

Question: 2. Were all detentions of documents being recorded

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

Question: 3. Were all detentions of documents being destroyed

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

Question: 4. Did the port maintain a copy of all Document and

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

Question: 5. Does the paper file for detained original document

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

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) —

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 05/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: (b)(6); (b)(7)(C)  Date: 05/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Worksheet Audit Trail

Q1. Yes. During the reporting period, there were a total of eight (8) records where the Border Search of Information procedures according to BSI Muster 2008-09 received August 31, 2008 were implemented to include five (4) IOIL's (b)(2); (b)(7)(E); (b)(2); (b)(7)(E); (b)(2); (b)(7)(E); (b)(2); (b)(7)(E); one (1) S/A/S report (b)(2); (b)(7)(E); and two (2) IO95 entries. A total of four (4) of the eight (8) BSI related entries were not in compliance with the 2008-09 BSI Muster by not having the BSI code in the correct place within the narrative. However, prior to August 31, 2008, BSI procedures did not specify where the BSI code was to be placed. Also, different BSI codes were established. Therefore, based on when the individual entries were made, each entry was in compliance with the corresponding set of BSI procedures in place at those times. Attached documentation is on file at the (b)(2); (b)(7)(E) [Redacted].

Q2. Yes. There were three (3) of the eight (8) BSI related entries where copies of documents were detained for admissibility purposes. In each case, an IOIL or IO95 entry was completed in accordance with current BSI policy at the time the entry was made. (see IOIL # (b)(2); (b)(7)(E); (b)(2); (b)(7)(E), and an IO95). In each case, proper BSI codes were used and each detention was approved by a supervisor. However, the IO95 BSI entry is related to an immigration related matter and supervisor approval is not required for an IO95 entry.

Q3. X. No activity during the reporting period. No copies of documents related to the BSI entries from question 2 were destroyed or needed to be destroyed. The copies that have been retained are still needed for admissibility purposes.

Q4. X. No activity during the reporting period.

Q5. X. No activity during the reporting period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [redacted]  Date: 05/11/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBS0D    BORDER SEARCH DOCUMENTATION
Cycle: 091            From 07/01/08 to 06/30/09
Office Inspected:    (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBF OFFCR

Date: 05/11/09
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(E)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Exptcd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Exptcd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Exptcd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Exptcd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Exptcd Ans: Yes  Actual Ans: Yes  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

AUDIT TRAIL NOTES

(b)(2);(b)(7)(E) - CYCLE 091 WORKSHEET CODE:13BFBSD WORKSHEET TITLE: Border Search Documentation

QUEST.001: Were the appropriate documentation codes 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 complete SAS and/or IOIL's to determine whether they were recorded properly.

ANSWER: Yes

ACTION: A random selection (using "Cruncher") of fifteen completed IOIL and fifteen completed SAS Reports for a total of thirty (the lesser of 5%) were reviewed for appropriate documentation codes in accordance with Revised Muster 2008-09, page 2-5.

All thirty were in compliance. Twenty-eight of the thirty did not require Border Search coding.

IOIL (b)(2);(b)(7)(E) contained the code (b)(2) for the examination of the subject's cellular phone.

IOIL (b)(2);(b)(7)(E) contained the code (b)(2) for copies of the subject's hand written material detained for further examination by CBP and turned over to (b)(2);(b)(7)(E).

QUEST.002: 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
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail - continued

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

ANSWER: Yes

ACTION: A random selection (using [b](2);[b](7)(E)) of fifteen completed IOIL and fifteen completed SAS Reports for a total of thirty (the lesser of 5%) were reviewed for appropriate supervisory approval in accordance with Revised Muster 2008-09, pg. 2. All thirty were appropriately approved by a supervisor; however, twenty-eight of the thirty did not require Border Search coding.

IOIL [b](2);[b](7)(E) contained the code [b](F) for the examination of the subject’s cellular phone, and was appropriately approved by a supervisor.

IOIL [b](2);[b](7)(E) contained the code [b](E) for copies of the subject’s hand written material detained for further examination by CBP and turned over to [b](2);[b](7)(E), and was appropriately approved by a supervisor.

QUEST.003: Were all detentions of document, 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.

ANSWER: No Activity

ACTION: A random selection (using [b](2);[b](7)(E)) of fifteen completed IOIL and fifteen completed SAS Reports for a total of thirty (the lesser of 5%) were reviewed for proper destruction in accordance with the Border Search of Information Policy, dated July 16, 2008, pg. 3.

Of the thirty reports reviewed, there were none that required seizure or destruction.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Worksheet Audit Trail - continued

IOIL [b](2);[b](7)(E) contained the code [b](3) for the examination
of the subject's cellular phone, and was returned to the owner,
therefore, no seizure or destruction required.

IOIL [b](2);[b](7)(E) contained the code [b](2) for copies of the
subject's hand written material detained for further examination
by CBP and turned over to [b](2);[b](7)(E). No
original documents were seized or detained; therefore, no seizure
or destruction required.

QUEST.004: 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.

ANSWER: No Activity

ACTION: A random selection (using [b](2);[b](7)(E)) of fifteen completed
IOIL and fifteen completed SAS Reports for a total of thirty (the
lesser of 5%) were reviewed for proper Document Information
Control Records (DEDICR) in accordance with Revised Muster 2008-09,
pg. 5.

Of the thirty reports reviewed, there were none that required
DEDICR.

IOIL [b](2);[b](7)(E) contained the code [b](2) for the examination
of the subject's cellular phone, and was returned to the owner,
therefore, no DEDICR required.

IOIL [b](2);[b](7)(E) contained the code [b](2) for copies of the
subjects hand written material detained for further examination
by CBP and turned over to [b](2);[b](7)(E). No
original documents were seized or detained; therefore, no DEDICR
required.

QUEST.005: Does the paper file for detained original documents and/
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)  (b)(2);(b)(7)(E)

Worksheet Audit Trail - continued
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.

ANSWER: Yes

ACTION: A random selection (using (b)(2);(b)(7)(E)) of fifteen completed IOIL and fifteen completed SAS Reports for a total of thirty (the lesser of 5%) were reviewed for properly documented chain of custody in accordance with Revised Muster 2008-09, pg. 5.

Of the thirty reports reviewed, there were none that required chain of custody.

IOIL (b)(2);(b)(7)(E) contained the code (b)(2) for the examination of the subject's cellular phone, and was returned to the owner; therefore, no chain of custody was required.

IOIL (b)(2);(b)(7)(E) contained the code (b)(2) for copies of the subject's handwritten material detained for further examination by CBP and turned over to (b)(2);(b)(7)(E). No original documents were seized or detained; therefore, no chain of custody was required.
Self Inspection Guidance
BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09
(b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________________________ Date: 06/09/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: __________________________ Date: 06/11/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document and electronic devices include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

1. Yes, A sample of thirty SAS and IOILs were examined and the correct codes were used. There were a total of 678 SAS and IOILs completed from April 2008-March 2009 verified through [REDACTED]. Random samples were obtained by opening the electronic files of inspections and selecting three SAS or IOILs from each month. Selections were made by randomly choosing three SAS or IOILs from each month that contained a BSI code.

2. YES. In all samples documents, electronic devices and copies were recorded in either an IOIL or SAS and were subsequently approved by a Supervisor.

3. YES. If after reviewing information/documents there exists no probable cause to seize the information/documentation, the port retained no copies of the information/documentation.

4. YES. There is a port copy of the 6051D and the DEDICR along with the record of when the devices/original records were returned.

5. YES. The port copy does include all of the required information.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSB       BORDER SEARCH DOCUMENTATION
Cycle: 091             From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official:  [Redacted]  Date: 06/14/09

Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7);(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________  Date: 06/14/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Core Area Self Inspection Worksheet

RUN: \(b(2);b(7)(E)\)  
SIW Code: 15BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: \(b(2);b(7)(E)\)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: \(b(6);b(7)(C)\)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: No  
Addendum?: Yes

Question:  2 Were all detentions of documents being recorded

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question:  3 Were all detentions of documents being destroyed

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question:  5 Does the paper file for detained original document

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2);(b)(7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: (b)(6);(b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/22/09
Follow-up Code: R
Status Code: AP

Cause:
The BSI code listed was done in error, the code doesn't exist.
Additionally the code was not listed in correct place within the
narrative.

Corrective Action:
Action taken, problem resolved. The author of the narrative has
been advised of the error, since being advised no errors have
occurred since.
Self Inspection Researcher List

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)[(E)]

Worksheet Audit Trail

Question 1. No. The sample for this review period was obtained by querying all IOIL and S/A/S reports through [H(2)];(H(7)[(E)] for any Border Search of Information (BSI) codes or any mention of devices or documents included in the reports narrative that would require BSI tracking. The query resulted in 88 potential matches, of which 26 were confirmed through analysis of all of the potential matches. The sample size requested was 5% or 30, whichever is lower. Due to the fairly small resultant sample (13 reports), the sample size was increased to 5 reports for a better review of the ports performance.

The IOIL/SAS numbers sampled are as follows: [b](2);[b](7)[(E)], [b](2);[b](7)[(E)], [b](2);[b](7)[(E)], [b](2);[b](7)[(E)] and SAS [b](2). Of these samples, all reports had a BSI coding included in the narrative. Of the 5 reports, all BSI codes were documented correctly except IOIL [b](2);[b](7)[(E)], in this sample the BSI code was listed as [b](2) instead of [b](2) in the narrative. It is believed that this was a simple typographical error that was not discovered before the report was approved. Copies of the IOILs and SAS reports are included as supporting documentation.

Question 2. No activity. In the sample group from Question #1, no documents or electronic devices were detained. All of the sample reports were for electronic device searches only. See supporting documentation from question #1.

Question 3. No activity. There were two detentions of documents and electronic media within the review period, both of which were turned over to [H(2);H(7)] and took over the case on the day of occurrence. Supporting documentation are copies of the SAS reports and the corresponding CBF 6051D signed from by [H(2);H(7)].

Question 4. No activity during the review period.

Question 5. No activity during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  REDACTED

Question: 1 Were the appropriate documentation codes used in

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

Question: 2 Were all detentions of documents being recorded

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

Question: 3 Were all detentions of documents being destroyed

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

Question: 4 Did the port maintain a copy of all Document and

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

Question: 5 Does the paper file for detained original document

Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

Certification Statement
BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)

Date: 05/22/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPV CBPO (ASST FORT DIR, TAC/TRD/PAS)  
Date: 05/27/09
Core Area Self Inspection Worksheet

RUN: [b](2); (b)(7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: [b](6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ........................................

Worksheet Audit Trail

Sampling Process- The completed IOILs and SAS reports were reviewed from April 1, 2008 to March 31, 2009. A total of 43 IOIL /SAS reports were retrieved from TECS containing Border Search of Information codes. From the 43 records, 31 were IOIL records and 12 were SAS records.

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

Yes, the random samples contained the appropriate documentation codes. Of the total 43 SAS/IOIL reports containing Border Search Of Information Codes twenty one records (half) were randomly selected for review. Random IOIL and SAS reports were selected using the research randomizer obtained from World Wide Web (WWW.randomizer.org). The IOIL /SAS reports were numbered 1 thru 43 by date of creation; ascending and the random samples were selected using the research randomizer. The selected reports were then reviewed to assure that the proper Border of Information Documentation Codes was used.

The reports selected for review were IOIL Reports # 18 20,19,6,25,24,29,14,7,5,26,21,22,17, and 30. SAS reports # 40,42,34,41, 37, and 39.

Question #2 Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a supervisor?

Yes, of the random samples reviewed all the IOIL reports were reviewed and approved by a supervisor. There were 31 IOIL reports containing Border Search Of Information Codes, 15 were randomly selected for review. The random samples were generated utilizing the research randomizer (WWW.randomizer.org). The IOIL reports were numbered from 1 thru 31 by date of creation; ascending and the research randomizer randomly selected 15 IOIL reports for review. The IOIL reports selected for review were: 5,2,24,30,25,18,4,11,7,29,20,26,19,8,AND 28.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail - continued

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

No Activity. Sample IOIL report # 2, 8, 18, 24, and 30 the CBP Officer utilized (b)(2) or (b)(2) BSI codes. These IOILS involved photocopying of documentation and forwarding copies of information to (b)(2); (b)(7)(E) or to (b)(2); (b)(7)(E). In these instances tracking the copies of information are not required.

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

No activity. During this rating period CBP (b)(2); (b)(7)(E) did not detain any original documentation, electronic and or digital devices for translation and or decryption. CBP (b)(2); (b)(7)(E) does maintain a binder entitled (b)(2); (b)(7)(E). Border Security Initiative (BSI) Media /Document tracking sheets. The binder contains the BSI tracking worksheet and the mandatory DEDICR Form. The binder is located in the Administrative Supervisors Office and placed in the (b)(2) cabinet.

Question #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?

No activity. During this rating period CBP (b)(2); (b)(7)(E) did not detain any original documents and/or electronic devices for translation/decryption or for Subject Matter Assistance.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ______________________ Date: 05/12/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ____________________________  Date: 05/13/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [REDACTED]  Cycle: 091
SIW Code: 13BFBSX  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]  From 04/01/08 to 03/31/09
Certifier: [REDACTED]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expcctd Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expcctd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expcctd Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expcctd Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expcctd Ans: Yes  Actual Ans: Yes  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)

SIW Code: T3BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 001  Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08   End: 03/31/09   Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 05/01/09
Follow-up Code: A
Status Code: AP
Cause:
One code was used incorrectly due to memo being distributed to
CBP staff at [REDACTED] after record was completed.
Corrective Action:
Done.  All other reports have the correct codes since the
implementation of the policy.
Self Inspection Researcher List

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [(b)\textsuperscript{2}](b)(r)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

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

Answer: No. A random check of 30 IOIL reports revealed one discrepancy (#(b)(2); (b)(7)(E) of 05/21/2008, one laptop and thumb drive detained and tot

REPORTS:

-(b)(2); (b)(7)(E)  03312009
(b)(2); (b)(7)(E)  03252009
(b)(2); (b)(7)(E)  02252009
(b)(2); (b)(7)(E)  02162009
(b)(2); (b)(7)(E)  01212009
(b)(2); (b)(7)(E)  01172009
(b)(2); (b)(7)(E)  12222008
(b)(2); (b)(7)(E)  11302008
(b)(2); (b)(7)(E)  10292008
(b)(2); (b)(7)(E)  09042008
(b)(2); (b)(7)(E)  03312009
(b)(2); (b)(7)(E)  02272009
(b)(2); (b)(7)(E)  01202009
(b)(2); (b)(7)(E)  11122008
(b)(2); (b)(7)(E)  08132008
(b)(2); (b)(7)(E)  06082008
(b)(2); (b)(7)(E)  05212008
(b)(2); (b)(7)(E)  04302008
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSDB  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 
Worksheet Audit Trail - continued

(b)(2); (b)(7)(E) 04042008
(b)(2); (b)(7)(E) 03312009
(b)(2); (b)(7)(E) 02262009
(b)(2); (b)(7)(E) 01192009
(b)(2); (b)(7)(E) 12052008
(b)(2); (b)(7)(E) 11202008
(b)(2); (b)(7)(E) 10162008
(b)(2); (b)(7)(E) 08022008
(b)(2); (b)(7)(E) 07272008
(b)(2); (b)(7)(E) 06282008
(b)(2); (b)(7)(E) 05242008
(b)(2); (b)(7)(E) 12312008

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

Answer: Yes. Of the five BSI records for the review period, all were found to have corresponding IOILs which had supervisory approval. Only 5 detentions occurred during the reporting period.

REPORTS:

(b)(2); (b)(7)(E) 01142009
(b)(2); (b)(7)(E) 01102009
(b)(2); (b)(7)(E) 01092009
(b)(2); (b)(7)(E) 12172008
(b)(2); (b)(7)(E) 11102008

Question 3: Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Worksheet Audit Trail - continued

Answer: No Activity. None of the five BSI records involved destruction. There were only 5 detentions during the reporting period.

(b)(2); (b)(7)(E)  01142009
(b)(2); (b)(7)(E)  01102009
(b)(2); (b)(7)(E)  01092009
(b)(2); (b)(7)(E)  12172008
(b)(2); (b)(7)(E)  11102008

Question 4: Did the port maintain a copy of all Document and Electronic Device Information Control Records?

Answer: Yes. All five BSI records maintained a copy of the Document and Electronic Media Transmittal Records. There were only 5 detentions during the reporting period.

(b)(2); (b)(7)(E)  01142009
(b)(2); (b)(7)(E)  01102009
(b)(2); (b)(7)(E)  01092009
(b)(2); (b)(7)(E)  12172008
(b)(2); (b)(7)(E)  11102008

Question 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?

Answer: Yes. The detention date, along with the name of the passenger, was sufficient to retrieve the corresponding IOIL, from which a final disposition of the detained/searched items could be ascertained. The paper file contains all pertinent documents including the CF 6051 D maintaining the chain of custody. There were only 5 detentions during the reporting period.

(b)(2); (b)(7)(E)  01142009
(b)(2); (b)(7)(E)  01102009
(b)(2); (b)(7)(E)  01092009
(b)(2); (b)(7)(E)  12172008
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail - continued
(b)(2), (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: [(b)(2)(B)(7)(E)]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

Question:  1  Were the appropriate documentation codes used in
Citation:  Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2  Were all detentions of documents being recorded
Citation:  Revised: Muster 2008-09, pg. 2

Question:  3  Were all detentions of documents being destroyed
Citation:  Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4  Did the port maintain a copy of all Document and
Citation:  Revised: Muster 2008-09, pg. 5

Question:  5  Does the paper file for detained original document
Citation:  Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ___________________________ Date: 06/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASSISTANT DIRECTOR, FIELD OPERATIONS
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7); (E)

I, (b)(6); (b)(7); (C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________ Date: 06/08/09
Clearly Print Name: (b)(6); (b)(7); (C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBD Border Search Documentation
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08 End: 03/31/09 Ans: N Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit? Yes X No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 06/02/09
Follow-up Code: A
Status Code: AP

Cause:
IOIL was input according to policy in place at the time of the
incident. Narrative correctly described all facts on the copying of
documents and where they were being sent to. A revised Muster from
December 2008 was not implemented at the time.

Corrective Action:
A muster was held to advise all CBP Officers of the revised muster
issued in Dec08. All CBPOs were instructed on how to code properly
any and all IOIL's for the proper Documentation of the Border
Search of Information.
<table>
<thead>
<tr>
<th>Self Inspection Researcher List</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIW Code: 13BFBSD</td>
</tr>
<tr>
<td>Cycle: 091</td>
</tr>
<tr>
<td>BORDER SEARCH DOCUMENTATION</td>
</tr>
<tr>
<td>From 07/01/08 to 06/30/09</td>
</tr>
<tr>
<td>Office Inspected: (b)(2), (b)(7)(E)</td>
</tr>
</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

Universe: The (b)(2); (b)(7)(E) had zero for the sample period 04/01/2008 to 03/31/2009. The (b)(2); (b)(7)(E) had a total of 5 IOIL reports and the (b)(2); (b)(7)(E) had zero. Of the 5 IOIL reports for (b)(2); (b)(7)(E), incident number (b)(2); (b)(7)(E) is the only one which related to Border Search Documentation. Copies of the IOIL queries are included in the SIW folder.

Q # 1: No. A review of the narrative for incident number (b)(2); (b)(7)(E) did not have the appropriate documentation code of (b)(2) (If a copy of documents, excluding travel documents, and/or electronic devices are created and detained for further examination by a CBP Officer).

Q # 2: Yes. All detentions of documents, electronic devices and copies there of were being recorded in an IOIL and approved by a supervisor.

Q # 3: No Activity. There were no documents that required destruction during the review period. Copies of documents related to incident number (b)(2); (b)(7)(E) were forwarded to (b)(2); (b)(7)(E) for further review.

Q # 4: No Activity. The use of the Document and Electronic Device Information Control Record form was not used during the sample period since no Border Search Documentation information was forwarded to an outside agency.

Q # 5: No Activity. No original documents and/or electronic devices were detained during the sample period.
Self Inspection Guidance

SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2), (b)(7)(E)  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSDE  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in the appropriate places?
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded and documented?
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed?
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and Information?
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document contain the necessary documentation?
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: SUPVY CBP OFFCR  
Date: 05/08/09
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)    [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]    Date: 06/02/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2);(b)(7)(E)
SIW Code: 13BFPSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6);(b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 2 Were all detentions of documents being recorded were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
Q1) Yes, an IOIL, (b)(2); (b)(7)(E), and IO25 were completed with the appropriate language for a Baggage Control Secondary search of electronic media (8)(2).

Q2) There was no activity for the timeframe in regards to the detention of documents and electronic devices.

Q3) There was no activity for the timeframe.

Q4) There was no activity for the timeframe.

Q5) There was no activity for the timeframe.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

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.

Question: 1  Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2  Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3  Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4  Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5  Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2);(b)(7)(E)  

I, (b)(6);(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6);(b)(7)(C)  
Title: SUPVY CBP OFFCR  

Date: 06/08/09
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________ Date: 06/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Worksheet Audit Trail

QUEST.001: Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Answer: 001  Yes. Individuals entering IOIL and SAS entries appear to be using the correct documentation codes. A random sample of IOILs were conducted and the following were reviewed: (b)(2);(b)(7)(E)

QUEST.002: Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?

Answer: 002  Yes. All detentions of documents, electronic devices and copies were recorded in an IOIL and each was approved by a Supervisor. The port keeps track of all searches and detentions of electronic devices on a monthly report. A random sample of IOILs were conducted and the following were reviewed: (b)(2);(b)(7)(E)

QUEST.003: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

Answer: 003. No Activity (b)(2). There has not been an instance in which (b)(2);(b)(7)(E) has detained documents, electronic devices and/or copies and therefore needing destruction per CBP Policy as provided in the CBP Information Systems Security Policies and Procedures Handbook, CIS HB 1400-05C. There has been one instance within the time period that copies were made as a result of a (b)(2);(b)(7)(E) , no local copies were made or retained.

QUEST.004: Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

Answer: 004: No Activity (b)(2). There are two individuals who have been tasked to keep this report up to date at the (b)(2);(b)(7)(E) , however the (b)(2);(b)(7)(E) has not had an instance in which the completion of the Document and Electronic Device Information Control Records (DEDICR) was warranted per CBP Policy Muster 2008-08 (Revised).
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Worksheet Audit Trail - continued

QUEST.005: 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?

Answer.005. Yes. There have been no incidents at [redacted] where the chain of custody of such documents can not be traced. Per CBP Policy and Muster 2008-09 all copies of the information is destroyed when no longer needed and the continued retention is not otherwise required to ensure compliance with customs, immigration and other Federal laws. Specific guidance on destruction procedures is provided in the CBP Information Systems Security Policies and Procedures Handbook, CIS HB 1400-05C. All detained original documents and/or electronic devices contains the required information to provide an appropriate audit trail for the custody of the detained items to include: A signed copy of the 6051D, Detention Notice and Custody Receipt for Detained Property. A signed copy of the Document and Electronic Device Information Control Record, if turned over to another Federal agency for assistance. Documentation of return to subject (if applicable) such as a shipping document with proof of receipt acknowledgement of receipt from the individual.
Self Inspection Guidance

SIW Code: 13BFBSD  
Cycle: 091  
From 07/01/08 to 06/30/09  
Office Inspected: (b)(2),(b)(7)(E)  
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR

Date: 06/07/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _______________________________  Date: 06/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2);[b](7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Q. 1. During the review period there was no activity regarding SAS or IOIL entries that required electronically track and record the examination, detention, transfer and/or seizure of information. A review of 26 SAS reports and the port had 0 IOIL’s.

Sample: \((b)(2);(b)(7)(E)\)

Q.2. As per question 1 no activity during the review period.
Q.3. As per question 1 no activity during the review period.
Q.4. As per question 1 no activity during the review period.
Q.5. As per question 1 no activity during the review period.
Self Inspection Guidance

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]

I, [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 04/17/09

Clearly Print Name: [redacted]
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Appointing Official: ___________________________  Date: 04/17/09
Clearly Print Name: (b)(6); (b)(7)(C).
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [REDACTED]

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [REDACTED]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD     BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)   [REDACTED]

Worksheet Audit Trail

QUESTION 1 - No activity, There were no SAS or IOIL entries to track and record the examination, detention, transfer and/or seizure of information for this review period for the (b)(2); (b)(7)(E).

QUESTION 2 - No activity, There were no SAS or IOIL entries to track and record the examination, detention, transfer and/or seizure of information for this review period for the (b)(2); (b)(7)(E).

QUESTION 3 - No activity, There were no SAS or IOIL entries to track and record the examination, detention, transfer and/or seizure of information for this review period for the (b)(2); (b)(7)(E).

QUESTION 4 - No activity, There were no SAS or IOIL entries to track and record the examination, detention, transfer and/or seizure of information for this review period for the (b)(2); (b)(7)(E) and no DEDICR were created.

QUESTION 5 - No activity, There were no SAS or IOIL entries to track and record the examination, detention, transfer and/or seizure of information for this review period for the (b)(2); (b)(7)(E) and no DEDICR were created.
Self Inspection Guidance

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Blacked Out]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICTC was maintained.

Question: 5 Does the paper file for retained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)[E]    [Redacted]

I, [b](6); [b](7)[C], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [b](6); [b](7)[C]    Date: 05/12/09
Clearly Print Name: [b](6); [b](7)[C]
Title: CBP OFPCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ........................................ Date: 05/12/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Core Area Self Inspection Worksheet

RUN:  [b](2); [b](7)(E)  [removed]
SIW Code:  13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  [b](2); [b](7)(E)  [removed]
Period Review Dates:  From 04/01/08 to 03/31/09
Certifier:  [b](6); [b](7)(C)  [removed]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question:  1 Were the appropriate documentation codes used in
          Were the appropriate documentation codes used in Search, 
          Arrest and Seizure (SAS) and IOIL entries that electronically 
          track and record the examination, detention, transfer and/or 
          seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  2 Were all detentions of documents being recorded
          Were all detentions of documents, electronic devices and copies 
          there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  3 Were all detentions of documents being destroyed
          Were all detentions of documents, electronic devices and copies 
          there of, being destroyed in accordance with the Border Search 
          of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  4 Did the port maintain a copy of all Document and
          Did the port maintain a copy of all Document and Electronic 
          Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question:  5 Does the paper file for detained original document
          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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail
13BFBSD

Q.1. The port did not have any arrest, seizures or IOIL entries that involved examination, detention, transfer and/or seizure of information.

Q.2. The port did not have any detentions of documents, electronic devices or copies there of during the review period.

Q.3. The port did not have any detentions of documents, electronic devices or copies there of during the review period.

Q.4. The port did not have any detentions of documents, electronic devices or copies there of during the review period.

Q.5. The port did not have any detentions of documents, electronic devices or copies there of during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDIRC was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official:  Date: 04/28/09
Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, (b)(6); (b)(7)(C) [REDACTED], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [REDACTED]  Date: 04/30/09
Clearly Print Name: (b)(6); (b)(7)(C) [REDACTED]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 

SIW Code: 13BFBSB  BORDER SEARCH DOCUMENTATION 
Cycle: 091 From 07/01/08 to 06/30/09 
Office Inspected: (b)(2); (b)(7)(E) 
Period Review Dates: From 07/01/08 to 03/31/09 
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

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

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes   Actual Ans: No Activity   Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
Q1. No Activity - There were no SAS or IOIL entries encountered during the reporting period at (b)(2); (b)(7)(E) that dealt with electronic devices under Muster 2008-09, page 2-5.

Q2. No Activity - There were no detentions of documents or electronic devices during the reporting period at (b)(2); (b)(7)(E).

Q3. No Activity - There were no detentions of documents or electronic devices to destroy during the reporting period at 09/01/08.

Q4. No Activity - There were no DEDICR records created during the reporting period at (b)(2); (b)(7)(E).

Q5. No Activity - There were no paper files created during the reporting period at (b)(2); (b)(7)(E).
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);(b)(7)(E) [redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.
Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2
Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3
Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5
Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) [Redacted]

I, (b)(6). (b)(7)(C) [Redacted], have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: [Redacted]  Date: 04/22/09

Clearly Print Name: (b)(6). (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7);[E]  [Redacted]

I, [b](6);[b](7);[C], have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  Date: 05/04/09
Clearly Print Name: [b](6);[b](7);[C]
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [redacted]
SIW Code: 13BFBS3D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
<table>
<thead>
<tr>
<th>Self Inspection Researcher List</th>
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<td>BORDER SEARCH DOCUMENTATION</td>
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<td>Cycle: 091</td>
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<td>From 07/01/08 to 06/30/09</td>
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<td>Office Inspected: (b)(2), (b)(7)(E)</td>
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Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail
13BFBSD  Border Search Documentation Cycle091

Q1. X-No activity.
Q2. X-No activity.
Q3. X-No activity.
Q4. X-No activity.
Q5. X-No activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7);[E] [Redacted]

I, [b](6);[b](7);[C] [Redacted], have conducted a Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and
associated addenda, if applicable, accurately represent the
results of my inspection.

Certifying Official: [b](6);[b](7);[C] [Redacted]  Date: 04/24/09
Clearly Print Name: [b](6);[b](7);[C] [Redacted]
Title: CBP OFFCR (FLD CANINE ENFCMNT TRAINER)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 04/27/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) ____________________________
SIW Code: I3BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ____________________________
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Device Information Control Records (DEDICRR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091            From 07/01/08 to 06/30/09
Office Inspected:     (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [(b)(2):(b)(7)(E)]
Worksheet Audit Trail

1. No activity during this cycle
2. No activity during this cycle
3. No activity during this cycle
4. No activity during this cycle
5. No activity during this cycle
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]
Overall Guidance: [REDACTED]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)

Date: 05/13/09
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: 
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: PORT DIRECTOR 

Date: 05/14/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]  [Redacted]

Worksheet Audit Trail
1. No activity for the [Redacted] during this rating period.
2. No activity for the [Redacted] during this rating period.
3. No detained documents or documents during this rating period.
4. No activity during this rating period.
5. No detained original documents and or electronic devices during this rating period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  

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.

Question: 1 Were the appropriate documentation codes used in Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document 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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

I, (b)(6), (b)(7)(C) not on active TELE, have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.
Certifying Official: __________________________ Date: 06/05/09
Clearly Print Name: (b)(6), (b)(7)(C) not on active TELE
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)    

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:    Date: 06/05/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [f]

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [f]

Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [f]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)

Worksheet Audit Trail

1. No activity. A review of the [b](2);[b](7)(E) SAS reports and IOIL's for SIW cycle 091 revealed no detained or seized documents or electronic devices.

2. No activity.

3. No activity.

4. No activity.

5. No activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL’s to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL’s to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) *********

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Date: 05/08/09

Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: \textbf{(b)(2),(b)(7)(E)}

I, \textbf{(b)(6),(b)(7)(C)}, have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: \hspace{6cm} Date: 05/11/09
Clearly Print Name: \textbf{(b)(6),(b)(7)(C)}
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

Self Inspection Questions, Citations, and Guidance SIW: 13BFBSD
BORDER SEARCH DOCUMENTATION

The 5% Sampled and reviewed records include: (b)(2) *, (b)(7)(E) *, (b)(2) *, (b)(7)(E) *, (b)(2) *, (b)(7)(E) *.

Question 1. Yes. Each month all reports reflecting a BSI code are reviewed to ensure the accuracy of the information, and the appropriateness of the code used in the narrative. All codes were found to be correct. See sample above.

Question 2. Yes. A review showed that all IOIL reports reflecting the detention of documents, electronic devices and copies thereof were properly approved by a supervisor. See sample above.

Question 3. Yes. The disposition is recorded in the IOIL for any item detained to include the destruction of detained documents or devices. Port practice encourages seizures, detentions, of documents, electronic devices and copies thereof to be made under the authority of therefore, minimizing and eliminating the monitoring by CBP; comments in the narrative will indicate if CBP responsible and underlying authority for copy and seizure. See sample.

Question 4. Yes. The port has a separate file for all Document and Electronic Device Information Control Records (DEDICR). See port file: [redacted]

Question 5. Yes. The paper file includes enough information to provide an audit trail for the custody of the detained items to include copies of form 6051D, Detention Notice and Custody Receipt for Detained Property, Document and Electronic Device Information Control Record and shipping documents or a signed receipt for the items detained. One case: [redacted]
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: \( (b)(2); (b)(7)(E) \)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPV CBPO (ASST PORT DIR, TAC/TRD/PAS)  
Date: 06/09/09
Approval Statement

SIW Code: 13BFBS
BORDER SEARCH DOCUMENTATION
Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)[E]

I, [b](6), [b](7)[C], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [b](6), [b](7)[C] Date: 06/10/09
Clearly Print Name: [b](6), [b](7)[C]
Title: AREA PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)

SIW Code: I3BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 2 Were all detentions of documents being recorded Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes    Actual Ans: No Activity    Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes    Actual Ans: Yes    Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes    Actual Ans: No Activity    Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)E

Worksheet Audit Trail

In order to conduct the Self Inspection of the Border Search of Information Documentation Section, a search was performed conducting a query of records from the Area Port. A total of twenty one (21) records were found that satisfy the parameters of the Border Search of Information they are as follows:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/28/2009</td>
</tr>
<tr>
<td>09/28/2008</td>
</tr>
<tr>
<td>10/05/2008</td>
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</tr>
<tr>
<td>02/22/2009</td>
</tr>
<tr>
<td>03/06/2009</td>
</tr>
</tbody>
</table>

Q#1: YES

All records were found to have the appropriate documentation codes.

Q#2: YES

In all instances all detentions were recorded in an IOIL and approved by a supervisor.

Q#3: No Activity

Examination of electronic devices did not occur during the review period.

Q#4: YES

In all cases/instances upon completion of DEDICR, a copy of the same was kept at the ports.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]
Worksheet Audit Trail - continued

Q#5: No Activity

No paper files or electronic device files were detained during the reporting period.

The samples to this SIW are available at the office of the Area Port Director.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: Date: 06/01/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: ASST. PORT DIR (TACT./TRDE./PASS. OPS)
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approved By: _________________________________ Date: 06/06/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: [b](2); [b](7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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?
Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 001  Were the appropriate documentation codes used in Period Reviewed Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y
Is the corrective action described in this addendum within the scope and responsibility of this Reporting Unit?  Yes X  No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 08/31/09
Completion Date: 08/27/09
Follow-up Code: A
Status Code: AP

Cause:
In the beginning of the inspection period there was confusion as to the application of BSI matrix codes. HS Officers/Supervisors did not receive the proper training in time thus accounting for missing codes in IOIL and incorrect placement of applicable codes.

Corrective Action:
The Data Integrity Group with the cooperation of the Statistical Coordinator from the MFO have put together a BSI training given the months of April-May 2009 and it is ongoing. In addition, the team conducts quality reviews to ensure we comply with criteria.
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(D), (b)(7)(E), (b)(7)(G)
The following query was used to produce a set of IOIL records for the Border Search Documentation Self-Inspection AND Incident Date: 04/01/2008 THROUGH 03/31/2009. This query produced a universe of 1714 records from which a random sample of 30 IOIL records was extracted. The sample set used for this self-inspection are described below.

Even though the report period is from 04-01-08 through 03-31-09, the Border Search Information program started in the month of August 2008. Therefore, the random sampling set reflects the period of August 2008- March 2009. Method used: starting with the first IOIL record in error and every other record in the queried set for a total of 24 plus the first record of each month from October 2008 to March 2009, for a grand total of 30 IOIL.

1-Q: NO Upon review of a random sampling of 30 recorded IOIL, it was discovered that two (2) records were deficient in this criteria; they were not properly recorded in IOIL. (Reference Revised Muster 2008-09 pages 2-5 stipulating that the code MUST be the first item(s) in the narrative and MUST be in parentheses).

The following record has an INVALID code and/or code improperly placed in the body of the narrative.

09/14/2008. An invalid code (b)(2) was used and the placement of the BSI code is incorrect per the Revised Muster 2008-09. It is found at the end of the narrative not at the beginning of the narrative.
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION
Cycle: 06 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) continued
Worksheet Audit Trail - continued
The following record was found to be correctly coded but an additional code was improperly inserted in the body of the narrative.

(b)(2); (b)(7)(E) 12/25/2008 The proper code was used (b)(2) but an additional code was improperly placed per the Revised Muster 2008-09.

* 2-Q: YES

All detentions of documents and devices or copies thereof are properly recorded in a Register (Log) by the Passenger Operations Command Center (POCC).

* 3-Q: YES

Copies of documents made during the inspection process for purposes of further review by CBP are destroyed immediately when no longer needed by CBP with the approval of a Supervisor.

* 4-Q: X (No Activities)

During the inspection period of 04-01/2008 and 03-31-2009, there were no detentions of original documents or devices by this port.

* 5-Q: X (No Activities)

Procedure to properly record and maintain detained documents or devices is in place but no activities took place during this inspection period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)  [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [Redacted]

I, [b](6);[b](7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted] Date: 06/24/09

Clearly Print Name: [b](6);[b](7)(C)
Title: ASST FORT DIR (TACT/TRDE/PASS OPS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]

I, [redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted]  Date: 06/25/09
Clearly Print Name: [redacted]
Title: PORT DIR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)
SIW Code: [b]BFBD [b] BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

(b)(6), (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [REDACTED]

Worksheet Audit Trail

1. Answer: Yes. The appropriate documentation codes were used in search and arrest (SAS) and IOIL entries that electronically tracked the examination, detention, transfer and/or seizure of information.

   For the review period, April 1st, 2008 to March 31, 2009, there was a combined total of 26 SAS and IOIL entries created to electronically track the examination, detention, transfer and/or seizure of information. For the purpose of this self inspect, the entries were arranged in chronological order by entry date (4/1/2008 to 3/31/2009).

   A random sample group was created by selecting the middle and last record for review. The 2 records reviewed, which equaled to 5% of the entries are listed below.

   1. [b](2);[b](7)(E)  2. [b](2);[b](7)(E)

   Both entries clearly listed the correct code as the first item in the remarks according to Muster 2008-09.

2. Answer: No Activity. There were no detentions of documents, electronic devices or copies of, therefore no records were entered in IOIL that needed to be approved by a supervisor.

3. Answer: No Activity. Since there were no detentions, no destruction of documents, electronic devices of copies of was necessary.

4. Answer: No Activity. No Document and Electronic Device Information Control Records (DEDICR) were created therefore the port is not in possession of any.

5. Answer: No Activity. No original documents were detained so no paper files were created.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7);[b](E)  [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 – 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDACTED]

I, (b)(6); (b)(7)(C) [REDACTED], have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: [REDACTED] Date: 05/27/09
Clearly Print Name: (b)(6); (b)(7)(C) [REDACTED]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)  [Redacted]

I, (b)(6); (b)(7)(C)  [Redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  [Redacted]  Date: 06/08/09
Clearly Print Name: (b)(6); (b)(7)(C)  [Redacted]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 13BFBSL  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

- Expected Answer: Yes
- Actual Answer: Yes
- Addendum?: No

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

- Expected Answer: Yes
- Actual Answer: Yes
- Addendum?: No

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

- Expected Answer: Yes
- Actual Answer: Yes
- Addendum?: No

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

- Expected Answer: Yes
- Actual Answer: No Activity
- Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

- Expected Answer: Yes
- Actual Answer: No Activity
- Addendum?: No
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<td>Office Inspected: (b)(2), (b)(7)(E)</td>
<td></td>
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</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail
The period of 1 April 2008 through 31 March 2009 was covered. This inspection covered aspects of S/A/S and IOIL reports in TECS. 13 of approximately 29 S/A/S reports, and 5 of approximately 14 IOIL reports were sampled.

All reports were approved by a supervisor, using the correct code.

There was only 1 S/A/S report where documentation was required to be maintained at the port level, and it was. There were no IOIL reports sampled that required the retention of documents at the port level.

Questions 4 & 5 of the worksheet did not apply in any of the cases reviewed.

The following S/A/S reports were sampled:
(b)(2)

The following IOIL reports were sampled:
(b)(2); (b)(7)(E)
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question:  1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question:  2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question:  3 Were all detentions of documents being destroyed?
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question:  4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question:  5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ____________________________________________  Date: 05/11/09

Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E)

I, (b)(6);(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 05/12/09
Clearly Print Name: (b)(6);(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBS LD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Exptd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded?
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Exptd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed?
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Exptd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Exptd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Exptd Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail  BORDER SEARCH DOCUMENTATION  SIW: 13BFBSD

Q.1. Answer = Yes, Audit Trail Notes = This port only had two border search encounters that required only IOIL s to be documented. The IOIL numbers were (b)(2); (b)(7)(E) that was entered on 08/02/2008 and (b)(2); (b)(7)(E) that was entered on 10/30/2008. These encounters were the only ones required to have the documentation codes included in the narrative. Both reports were compliant. Supporting Documents = IOIL s (b)(2); (b)(7)(E) and (b)(2); (b)(7)(E) are available in the TECS database, and hard copies of IOIL (b)(2); (b)(7)(E) and (b)(2); (b)(7)(E) are in a locked cabinet in the CBP (b)(2) office labeled BSI files.

Q.2. Answer = Yes, Audit Trail Notes = This port only had two detention of documents, electronic devices and copies thereof and all were recorded in IOIL. Both were approved by a Supervisor. Supporting Documents = IOIL (b)(2); (b)(7)(E) and (b)(2); (b)(7)(E) are available in the TECS database, and hard copies of the IOIL (b)(2); (b)(7)(E) and (b)(2); (b)(7)(E) are in a locked cabinet in the CBP (b)(2) office labeled BSI files.

Q.3. Answer = Yes, Audit Trail Notes = Each detention of documents had the certification of final disposition state the destruction of documents completed. Supporting Documents = Copies of the Document and Electronic Device Information Control Record (DEDICR) dated 08/02/2008 and 10/30/2008 are located in a locked cabinet in the CBP (b)(2) office in a file labeled BSI files.

Q.4. Answer = Yes, Audit Trail Notes = The DEDICR was completed for each border search incidents and this port maintained a copy. Supporting Documents = Copies of the Document and Electronic Device Information Control Record (DEDICR) dated 08/02/2008 named (b)(7)(C) and 10/30/2008 named (b)(7)(C) are in a locked cabinet in a folder labeled BSI files in the CBP (b)(2) office.

Q.5. Answer = Yes, audit Trail Notes = Of the two border search incidents, only one that occurred on 10/30/2008, involved original documents. As per revised muster 2008-09 guidelines, the paper file contained the required audit trail info. Supporting documents = Signed copy of the 6051B HRTF/BN dated 10/30/2008, and signed copy of the DEDICR dated 10/30/2008 named (b)(7)(C) are in a locked cabinet in a folder labeled BSI files in the CBP (b)(2) office.
Self Inspection Guidance
BORDER SEARCH DOCUMENTATION
From 07/01/08 to 06/30/09
(b)(2);(b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  [REDACTED]

Question:  1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question:  2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question:  3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question:  4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question:  5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)
Clrly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR

Date: 06/09/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C) , have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPV CBP OFFICER (PORT DIR)  
Date: 06/10/09
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)  [b]XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX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Core Area Self Inspection Worksheet Addendum

RUN: (b)(2); (b)(7)(E)

SIW Code: T3BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 001 Were the appropriate documentation codes used in
Period Reviewed Start: 04/01/08   End: 03/31/09   Ans: N   Expctd: Y
Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?   Yes X   No
Person responsible for corrective action: (b)(6); (b)(7)(C)
Due Date: 11/30/09

Completion Date:
Follow-up Code: X
Status Code: IP

Cause:
The appropriate documentation codes were not used on all entries.

Corrective Action:
The use of appropriate codes will be addressed through muster and
future training for all secondary officers.
Self Inspection Researcher List
SIW Code: 13BFBSO BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Worksheet Audit Trail
BORDER SEARCH DOCUMENTATION  13BFBSD

SAS Samples

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IOIL Samples

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</tr>
<tr>
<td>030109</td>
<td>(b)(2); (b)(7)(E)</td>
</tr>
</tbody>
</table>

1. No

From the random sample that was obtained, one of the entries was not in compliance for documentation codes used in the SAS OR IOIL. There were twenty-eight random entries chosen. IOIL [b](2); [b](7)(E) was inputted using the [b](2). The remaining twenty-seven entries were in compliance.

2. Yes

The random samples of entries (SAS & IOIL) were all approved by a Supervisor and/or Chief. Thus they are all in compliance.

3. Yes

All detentions of documents, electronic devices and copies were destroyed in accordance within the Border Search of Information Policy as demonstrated in the list of samples above.

4. Yes

The port maintained a copy of all Document and Electronic Device Information Control Records (DEDCIR). A random sample of 5% was performed and found to be in compliance using the samples listed above.
The port maintained a paper trail for detained original documents and/or electronic devices that included sufficient information for custody transfer of items (CF 6051). A random sample was chosen and a CBP Form 6051S was located in all seizure files from the list of sample above.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ____________________________________________

I, (b)(6); (b)(7)(C) ____________________________________________, have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: ____________________________________________ Date: 06/09/09
Clearly Print Name: (b)(6); (b)(7)(C) __________________________
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: __________________________________________ Date: 06/09/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)

SIW Code: I3BEBSO BORDER SEARCH DOCUMENTATION

Cycle: 091 From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes Actual Ans: Yes Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSDF  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [(b)(2); (b)(7)(E)]

Worksheet Audit Trail

Q1. Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
A. Yes. The appropriate codes were used in search IOIL entries. A total of 14 IOILs were recorded for the detention of electronic held information. 7 records were reviewed. A hard copy of the samples is in the SIW file.

Q2. Were all detentions of documents, electronic devices and copies there of, beign recorded in an IOIL and approved by a Supervisor?
A. Yes. All IOILs were approved by a Supervisor.

Q3. Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search and Information Policy?
A. Yes. Copies relevant to IOIL [(b)(2); (b)(7)(E)] were destroyed on 9/2/08. All other detentions were returned to passengers.

Q4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
A. Yes. 2 of the 7 items sampled were detained. Copies of the CBP6059B, CBP6051D and DEDICR are in the SIW file.

Q5. 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?
A. Yes. 2 of the 7 items sampled were detained. A copy of the CBP6051D or each detention includes sufficient information to show custody from the passenger, to CBP, [(b)(7)(E)]. Copies of the samples are in the SIW file.
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]
Worksheet Audit Trail - continued
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Worksheet Audit Trail - continued
Self Inspection Guidance

SIW Code: 13BFBSO
Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 05/07/09

Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [Redacted]  Date: 05/07/09
Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BFBS6D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document Does the paper file for detained original document and/or electronic devices include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

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<tr>
<td>Cycle:</td>
<td>091</td>
<td>From 07/01/08 to 06/30/09</td>
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(b)(6), (b)(7)(C)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS3D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

BORDER SEARCH DOCUMENTATION Sampling was accomplished in accordance with the guidance instructions. During the reporting period there were no instances of a documentation search in SAS or IOIL and no documentation searches or seizures were conducted. The period of review covers 04-01-08 through 03-31-09.

Researcher: (b)(6); (b)(7)(C)

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

No Activity. During the reporting period there were no incidents of examination, detention, transfer and/or seizure of information.

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

No activity. During the reporting period there were no detentions of documents, electronic devices or copies thereof.

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

No activity. During the reporting period there were no detentions of documents, electronic devices or copies thereof.

4: Did the Port maintain a copy of all document and Electronic Device Information Control Records (DEDICR)

No activity. During the reporting period there were no detentions of documents, electronic devices or copies thereof.

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?

No activity. During the reporting period there were no detentions of documents, electronic devices or copies thereof.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (B)(2)(B)(7)(E)  [Redacted]
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  
Cycle: 091  
Office Inspected: (b)(2); (b)(7)(E)  

Certification Statement

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 05/02/09
SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [Redacted]
Date: 05/07/09
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [redacted]
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, write NO. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original documents include sufficient information to provide an audit trail for the custody of the detained items?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BPFBSD      BORDER SEARCH DOCUMENTATION
Cycle: 091              From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) 

Worksheet Audit Trail

1. No activity. There were no SAS or IOILs created in (b)(2); (b)(7)(E) for the tracking and recording of the examination, detention, and transfer and/or seizure of information. There was no activity of this nature in either Port for this period.
2. No activity. There were no activities regarding the detention of documents, electronic devices, and copies thereof being recorded in IOIL that needed supervisory approval, for this period in (b)(2); (b)(7)(E).
3. No activity. There were no documents, electronic devices and copies thereof that were required to be destroyed per policy, for (b)(2); (b)(7)(E) for this period.
4. No activity. There was no data to copy for DEDICR purposes for this period, for (b)(2); (b)(7)(E).
5. No activity. There were no documents and/or electronic devices detained in (b)(2); (b)(7)(E) for this period.
Self Inspection Guidance

SIW Code: 13BFBS
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)

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.

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Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSFD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 – 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, [redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [redacted]  Date: 04/29/09
Clearly Print Name: [redacted]  Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E) [REDACTED]

I, [b](6); [b](7)(C) [REDACTED], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [REDACTED]  Date: 05/06/09
Clearly Print Name: [b](6); [b](7)(C) [REDACTED]
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)  
SIW Code: 18BFBSDB  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2); (b)(7)(E)  
Period Review Dates: From 04/30/08 to 03/31/09  
Certifier: (b)(6); (b)(7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
          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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD     BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected:    (b)(2);(b)(7)(E)  [Redacted]
Worksheet Audit Trail

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

A: There was no activity for the (b)(2);(b)(7)(E) for this reporting period.

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

A: There was no activity for the (b)(2);(b)(7)(E) for this reporting period.

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

A: There was no activity for the (b)(2);(b)(7)(E) for this reporting period.

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

A: There was no activity for the (b)(2);(b)(7)(E) for this reporting period.

Q.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?

A: There was no activity for the (b)(2);(b)(7)(E) for this reporting period.
Self Inspection Guidance

BORDER SEARCH DOCUMENTATION

From 07/01/08 to 06/30/09

(b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1. Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2. Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3. Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4. Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5. Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER 
SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and 
associated addenda, if applicable, accurately represent the 
results of my inspection.

Certifying Official: 
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 05/12/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, [redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [redacted]  Date: 05/12/09
Clearly Print Name: [redacted]
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: \[\textcolor{red}{(b)(2): (b)(7)(E)}\]  
SIW Code: 13BFBS0D  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: \[\textcolor{red}{(b)(2): (b)(7)(E)}\]  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: \[\textcolor{red}{(b)(6): (b)(7)(C)}\]  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in
Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and
Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)  [Redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBS0D    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Items 1: There were no documents, electronic files, or electronic information devices searched, copied, detained, or seized during the reporting period at the (b)(2); (b)(7)(E), therefore there were no SAS or IOILs created to track and record the detention, seizure, or transfer of any such information during the reporting period at the (b)(2); (b)(7)(E).

Item 2: There were no activities concerning the detention of documents, electronic devices, or information therein contained that required an IOIL at the (b)(2); (b)(7)(E) during the rating period, so there were no IOIL's requiring supervisory approval.

Item 3: There were no documents, electronic devices, or copies of information therein contained searched, copied, detained, or seized at the (b)(2); (b)(7)(E) during the reporting period, so there were no requirements for the destruction of such information at the (b)(2); (b)(7)(E) during the reporting period.

Item 4: There was no data to copy for DEDICR purposes for the rating period at the (b)(2); (b)(7)(E).

Item 5: There were no documents or electronic devices detained at the (b)(2); (b)(7)(E) during the rating period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICCR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7); (E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: (b)(6); (b)(7)(C)  Date: 06/22/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 06/22/09
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: ASST PORT DIR (TACT/TRADE/PASS OPERS)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSDD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Q1. Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

No Activity. An IOIL query for (b)(2); (b)(7)(E) for the review period of 04/01/08 through 03/31/09 resulted in no records for detention, transfer and/or seizure of information. A copy of the IOIL query is attached to the SIW. The SAS query for the port also indicated there were no records for detention, transfer and/or seizure of information.

Q2. Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a supervisor?

No activity. IOIL query showed that the port had no detentions of documents, electronic devices and copies there of. A copy of the IOIL query is attached to the SIW.

Q3. Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

No Activity. The port had no destructions of documents, electronic devices and copies there of.

Q4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?

No Activity. The port had no detention, transfer and/or seizure of information, no Document and Electronic Device Information Control Records (DEDICR) copies exist.

Q5. 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?

No Activity. The port had no detentions of original documents and/or electronic devices so we do not have a paper file that is used for this purpose.
Self Inspection Guidance

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091           From 07/01/08 to 06/30/09
Office Inspected:

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5 Does the paper file for detached original document
Guidance: Randomly sample 5% or 30, whichever is less, of the detached
documents and/or electronic device files to determine whether
the chain of custody has not been broken and is properly
documented.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C) [Redacted], have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official: [Redacted]  Date: 04/28/09

Clearly Print Name: (b)(6); (b)(7)(C) [Redacted]  Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091        From 07/01/08 to 06/30/09
Office Inspected:          (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:                      Date: 04/28/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN:  (b)(2); (b)(7)(E)       
SIW Code:  13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)       
Period Review Dates:  From 04/01/08 to 03/31/09
Certifier:  (b)(6); (b)(7)(C)       

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes    Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes    Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed thereof, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes    Actual Ans: No Activity  Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes    Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes    Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  [redacted]
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSY  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: [censored]

Worksheet Audit Trail

1. No activity. There were no search, arrest, and seizure (SAS) or IOIL's issued by the personnel for this period.
2. No activity. There were no documents detained by the personnel for this period.
3. No activity. There were no detained documents for this period at the location.
4. No activity. There were no records to enter into DEDICR at the location for this period.
5. No activity. There were no detained documents for this period for a paper file to be documented at the location.
Self Inspection Guidance

SIW Code: 13BFBSH  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDIRC was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)   [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________ Date: 04/23/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (FORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: ___________________________ Date: 05/06/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: AREA PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) 

SIW Code: 15BFBSI 
BORDER SEARCH DOCUMENTATION

Cycle: 091 
From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E) 

Period Review Dates: From 04/01/08 to 03/31/09

Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes 
Actual Ans: Yes 
Addendum?: No

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

Expected Ans: Yes 
Actual Ans: Yes 
Addendum?: No

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

Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No

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

Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes 
Actual Ans: No Activity 
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091    From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E) [Redacted]

Worksheet Audit Trail
1) There were a total of 72 IOILs during the review period that contained BSI Codes. A random sampling of 5% were examined and all showed appropriate BSI codes and narrative.

2) A review of the sample 5% of IOILs show approval by a supervisor.

3) No Activity.

4) No Activity.

5) No Activity.
Self Inspection Guidance

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2).(b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ** **

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: 
Clearly Print Name: (b)(6); (b)(7)(C) 
Title: SUPVY CBP OFFCR 

Date: 06/05/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 06/08/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No  Addendum?: Yes

Question: 2 Were all detentions of documents being recorded were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

Question: 3 Were all detentions of documents being destroyed were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes  Actual Ans: Never Applies  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Never Applies  Addendum?: No

Question: 5 Does the paper file for detained original document 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?

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No
Core Area Self Inspection Worksheet Addendum

RUN: [Redacted]

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION

Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: [Redacted]

Question: 001  Were the appropriate documentation codes used in

Period Reviewed  Start: 04/01/08  End: 03/31/09  Ans: N  Expctd: Y

Is the corrective action described in this addendum within the scope
and responsibility of this Reporting Unit?  Yes X  No

Person responsible for corrective action: [Redacted]

Due Date: 08/31/09

Completion Date: 07/26/09

Follow-up Code: A

Status Code: AP

Cause:

New policy went into effect 07/16/08, officers initial understand
of policy reflected "electronic detentions" only and not copies of
documents. Also initial confusion of what code to enter and where
to include in IOIL added to problem.

Corrective Action:

Internal musters reiterating the policy and instructions of the
policy were conducted as well as posting of codes and explanations
of how and when to use them. Subsequent IOIL's were reviewed for
proper documentation and previous IOIL reports being corrected.
Self Inspection Researcher List

SIW Code: 13BFBSID  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSDF  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Details: 1.) No, Upon review of selected IOIL reports for this reporting period, the reports prior to the release of CBP's Policy Regarding Border Search of Information was issued, there was no code included as expected; for the IOIL's post CBP policy there were inconsistencies with the codes being used. Further review of IOIL's of the reporting period show that the codes were used properly after musters and e-mails were continued in the (b)(2); (b)(7)(E).

2.) Through these musters as well as one on one consultation with the Officers of the (b)(2); (b)(7)(E), the situation has been resolved and the (b)(2); (b)(7)(E) is in full compliance of the CBP policy. All IOIL reports do contain required statements concerning detention and copy of material for inclusion in the A files created. There were no S/A/S reports created in the (b)(2); (b)(7)(E) relating to detentions of documents and copies there of were recorded and approved by the appropriate Supervisor. 3.) Z, never applies. The (b)(2); (b)(7)(E) only detains or copies immigration related materials and all materials are included in a permanent A file which is sent for processing and review and then stored per DHS guidelines at the final office of processing. Therefore there were no documents or copies that needed to be destroyed as required by the Border Search of Information Policy during this reporting period. 4.) Z, never applies. During this reporting period the (b)(2); (b)(7)(E) is a (b)(2); (b)(7)(E) Any materials except documents or copies relating directly to immigration admissibility are referred to the (b)(2); (b)(7)(E) for examination and final determination. Therefore during this reporting period there was no need for a copy of the Document and Electronic Device Information Control Record (DEDICR). 5.) Yes, as required any and all documents or copies of relating to immigration admissibility issues are properly maintained in the A File which serves as the audit trail due to the specific A number created in relation to that material. Therefore the (b)(2); (b)(7)(E) is in full compliance for this rating period.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

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

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

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

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted] Date: 04/23/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [Redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER
SEARCH DOCUMENTATION for report cycle 091. I concur that this
Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official:  Date: 04/23/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E) [b](7)(C)  
SIW Code: 13BPBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: [b](2); [b](7)(E) [b](7)(C)  
Period Review Dates: From 04/01/08 to 03/31/09  
Certifier: [b](6); [b](7)(C)  

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 2 Were all detentions of documents being recorded

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

Expected Ans: Yes  
Actual Ans: Yes  
Addendum?: No

Question: 3 Were all detentions of documents being destroyed

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

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

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No

Question: 5 Does the paper file for detained original document

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?

Expected Ans: Yes  
Actual Ans: No Activity  
Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

Worksheet Audit Trail

IOILs (b)(2); (b)(7)(E) were reviewed. This constituted all of the IOILs generated by this port.
1. The appropriate documentation codes were used in all records reviewed.
2. All records reviewed had been approved by a supervisor.
3. No detained documents or electronic devices were destroyed during the reporting period.
4,5 No original documents or electronic devices were detained during the reporting period.

No S/A/S incidents were generated out of this (b)(2); (b)(7)(E)  

Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [B](2); [B](7)(E)
Overall Guidance

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

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

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

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  Date: 05/20/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]

I, [Redacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Applying Official: [Redacted]  Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) [Redacted]

SIW Code: 13BFBS-5D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Worksheet Audit Trail

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

(X) No Activity, We did not detain any documents, electronic devices or copies, during the review period.

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

(X) No Activity, We did not detain any documents, electronic devices or copies, during the review period. All of the randomly selected samples were approved properly.

Q-3: Were all detention of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?

(X) No Activity, We did not detain any documents, electronic devices or copies, during the review period.

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

(X) No Activity, The port did not detain any documentation, electronic devices or copies, during the review period. There is a file in place in the event that such items are detained.

Q-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?

(X) No Activity, The port did not detain any original documents or electronic devices during the review period.
Self Inspection Guidance

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) 
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.

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Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(B)  [Redacted]

I, [Redacted], have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 05/19/09

Clearly Print Name: (b)(6); (b)(7)(C)  Title: SUPV CBP OFFCR
Approval Statement

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [REDacted]

I, (b)(6); (b)(7)(C) [REDacted], have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [REDacted] Date: 05/28/09
Clearly Print Name: (b)(6); (b)(7)(C) [REDacted]
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBS5D  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBS D BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question#1: There was no S/A/S or IOIL activity relating to the examination, detention, transfer and/or seizure of information.

Question#2: There was no activity. There were no incidents where documents were detained, or electronic devices were copied or detained.

Question#3: There was no activity. There were no incidents where documents were detained, or electronic devices were copied or detained.

Question#4: There was no activity. There were no incidents where documents were detained, or electronic devices were copied or detained.

Question#5: There was no activity. There were no incidents where documents were detained, or electronic devices were copied or detained.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [redacted]
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.)

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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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICKR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in

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

Question: 2 Were all detentions of documents being recorded

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

Question: 3 Were all detentions of documents being destroyed

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

Question: 4 Did the port maintain a copy of all Document and

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

Question: 5 Does the paper file for detained original document

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

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:   (b)(2); (b)(7)(E)       

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________________________ Date: 06/14/09
Clearly Print Name:   (b)(6); (b)(7)(C)       
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted]  Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: \(b\)(2); (b)(7)(E) \(\text{redacted}\)
SIW Code: 13BFBSD \(\text{BORDER SEARCH DOCUMENTATION}\)
Cycle: 091 \(\text{From 07/01/08 to 06/30/09}\)
Office Inspected: \(b\)(2); (b)(7)(E) \(\text{redacted}\)
Period Review Dates: \(\text{From 04/01/08 to 03/31/09}\)
Certifier: \(b\)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

**Expected Ans:** Yes  **Actual Ans:** No Activity  **Addendum:** No

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

**Expected Ans:** Yes **Actual Ans:** No Activity **Addendum:** No

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

**Expected Ans:** Yes **Actual Ans:** No Activity **Addendum:** No

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

**Expected Ans:** Yes **Actual Ans:** No Activity **Addendum:** No

**Question:** 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?

**Expected Ans:** Yes **Actual Ans:** No Activity **Addendum:** No
Self Inspection Researcher List
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  [REDACTED]

Worksheet Audit Trail

1. Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information? No Activity. A review of Muster 2008-09 and 30 (5%) IOIL records created during the review period do not reflect any border search examinations. As a result there were no instances in which the border search examination codes were utilized or necessary.

2. Were all detentions of documents, electronic devices and copies there of, being recorded in an IOIL and approved by a Supervisor? No Activity. A review of Muster 2008-09 and 30 (5%) IOIL records created during the review period do not reflect any border search examinations or detentions of documents, electronic devices and copies there of. As a result there was no need to indicate supervisory approval.

3. Were all detentions of documents, electronic devices and copies there of, being destroyed in accordance with the Border Search of Information Policy? No Activity. A review of Muster 2008-09 and 30 (5%) IOIL records created during the review period do not reflect any border search examinations or detentions of documents, electronic devices and copies there of. As a result there was no need for documentary destruction.

4. Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)? No Activity. A review of Muster 2008-09 and 30 (5%) IOIL records created during the review period do not reflect any border search examinations or detentions of documents, electronic devices and copies there of. As a result there was no need for completion of a DEDICR.

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? No Activity. A review of Muster 2008-09 and 30 (5%) IOIL records created during the review period do not reflect any border search examinations or detentions of documents, electronic devices and copies there of. As a result no paper records were reviewed in connection with this inspection.
Self Inspection Guidance

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ________________________________ Date: 06/15/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: PORT DIRECTOR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: [redacted]  Date: 06/16/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: CBP OFFCR (PROG MGR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]
SIW Code: 13BFBS86 BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 05/01/08 to 04/30/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091     From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle:  091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  

Worksheet Audit Trail

Q-1: The appropriate documentation codes were used in SA, SAS, and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information.

Q-2: There were no detentions of documents or electronic devices during the reporting period. All copies made were recorded in an IOIL was approved by a supervisor.

Q-3: There were no detentions of documents or electronic devices during the reporting period to be destroyed. All copies were made to forward to (b)(2),(b)(7)(E) and were not kept on site.

Q-4: There were no DEDICR forms to record or maintain during the reporting period.

Q-5: There were no paper files for detained original documents or electronic devices as there were no detained documents or electronic devices during this reporting period.
Self Inspection Guidance

SIW Code: 13BFBSN  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSO  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  \( b(2); b(7)E \)  [Redacted]

I, \( b(6); b(7)C \), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: \( b(6); b(7)C \)  
Title: SUPVY CBP OFFCR

Date: 05/30/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ___________________________  Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) [Redacted]

SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded there of, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed there of, being destroyed in accordance with the Border Search of Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document include sufficient information to provide an audit trail for the custody of the detained items?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

Worksheet Audit Trail
1. Yes, all Seizure's and IOIL's were recorded properly. There were know Arest's.

2. Yes, all IOIL's were apprved by a GS 12 Supervisor.

3. No Activity.

4. No Activity.

5. No Activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2),(b)(7)(E)  [Redacted]

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 – 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: _______________________________  Date: 06/05/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  
BORDER SEARCH DOCUMENTATION

Cycle: 091  
From 07/01/08 to 06/30/09

Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of  
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that  
this Worksheet and associated addenda, if applicable, accurately  
represent the results of the inspection.

Approving Official:  

Clearly Print Name: (b)(6); (b)(7)(C)  

Title: SUPVY CBP OFFICER (PORT DIR)  

Date: 06/05/09
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BFBSBD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device information Control Records (DEDCR)?

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   Office Inspected: (b)(2); (b)(7)(E)

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

Yes. The appropriate Border Search Documentation codes were used
in the sample taken for the reporting period. The sample of 30
was obtained by auditing every 3rd IOIL.

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

Yes. The detention of documents and electronic devices (including
copies) was recorded in an IOIL and approved by a Supervisor for
the reporting period. The sample of 30 was obtained by auditing
every 3rd IOIL.

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

Yes. All detentions of documents, electronic devices and copies
there of, were destroyed in accordance to the Border Search of
Information policy during the reporting period. Documentation is
on file in the SIP folder.

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

Yes. The port did maintain a copy of all Document and Electronic
Device Information Control Records (DEDICR) during the reporting
period. Documentation is on file in the SIP folder.

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?
No related activity.
Self Inspection Guidance

SIW Code: 13BFBS BD
Cycle: 091
Office Inspected: (b)(2); (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION  
Cycle: 091  From 07/01/08 to 06/30/09  
Office Inspected: (b)(2),(b)(7)(E)  

Question: 1 Were the appropriate documentation codes used in  
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in  
place until system enhancements have been established.  

Question: 2 Were all detentions of documents being recorded  
Citation: Revised: Muster 2008-09, pg. 2  

Question: 3 Were all detentions of documents being destroyed  
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3  

Question: 4 Did the port maintain a copy of all Document and  
Citation: Revised: Muster 2008-09, pg. 5  

Question: 5 Does the paper file for detained original document  
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSOD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091, and this
Worksheet and associated addenda, if applicable, accurately
represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR  

Date: 05/28/09
Approval Statement

SIW Code: 13BFBSD       BORDER SEARCH DOCUMENTATION
Cycle: 091            From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: ________________________________________________ Date: 06/01/09
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) (b)(2); (b)(7)(E) (b)(2); (b)(7)(E)
SIW Code: 15BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) (b)(2); (b)(7)(E) (b)(2); (b)(7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091          From 07/01/08 to 06/30/09
Office Inspected:   (b)(2): (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail
(b)(2); (b)(7)(E) Cycle 091: 04/01/2008 to: 03/31/2009 BORDER
SEARCH DOCUMENTATION
SIW: 13BFBSD Run: Prepared by: (b)(6); (b)(7)(C) Certifier:
(b)(6); (b)(7)(C)
Valid question responses Y Yes, N No, X No Activity, Z Never Applies

QUEST.001: Were the appropriate documentation codes used in
Search, Arrest and Seizure (SAS) and IOIL entries that
electronically track and record the examination, detention,
transfer and/or seizure of information?

Y Yes. The appropriate documentation codes used in Search,
Arrest and Seizure (SAS) and IOIL entries that electronically
track and record the examination, detention, transfer and/or
seizure of information. The following four IOIL s show that the
appropriate codes were used: (IOIL (b)(2); (b)(7)(E)

in the
documentation of codes.

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
complete SAS and/or IOIL s to determine whether they recorded
properly.

QUEST.002: Were all detentions of documents, electronic devices
and copies thereof, being record in an IOIL and approved by a
Supervisor?

Y Yes. The following four IOIL s show that the detention of
documents, electronic devices and copies were properly recorded
and approved. Please see the following: IOIL (b)(2); (b)(7)(E)

in the
documentation detention of documents, electronic
approved by a Supervisor. With regard to IOIL: (b)(2); (b)(7)(E), a
copy of documents was retained, then destroyed the next day,
witnessed by PD and SCBPO, once determination that information was
no longer needed.

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

Guidance: Randomly sample 5% or 30, whichever is less, of the
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail - continued
completed IOIL S to determine whether they were properly approved.

QUEST.003: Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information Policy?

X  No Activity. There were no detentions of documents, electronic devices or copies at (b)(2); (b)(7)(E) for this reporting period as shown in the IOIL s and 1095 s.

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.

QUEST.004: Did the port maintain a copy of all documents and electronic device information control records (DEDICR)?

X  No Activity. There were no detentions of documents, electronic devices or copies at (b)(2); (b)(7)(E) for this reporting period as shown in the IOIL s and 1095 s.

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.

QUEST.005: 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?

X  No Activity. There were no detained original documents and/or electronic devices at (b)(2); (b)(7)(E) for this reported period.

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
Self Inspection Worksheet Audit Trail
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [redacted]
Worksheet Audit Trail - continued
whether the chain of custody has been broken and is properly
documented.
Self Inspection Guidance

SIW Code: 13BFBSD
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2), [b](7)(E) [REDACTED]

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.

Question: 1. Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS
and/or IOIL's to determine whether they were recorded properly.

Question: 2. Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
IOIL's to determine whether they were properly approved.

Question: 3. Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether they were properly destroyed
according to policy.

Question: 4. Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed
control form to determine whether a copy of the DEDICR was
maintained.

Question: 5. Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected:  (b)(2), (b)(7)(E)

Question: 1. Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2. Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3. Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4. Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5. Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBS Border Search Documentation
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of Border Search Documentation for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ___________________________ Date: 05/23/09

Clearly Print Name: (b)(6); (b)(7)(C)
Title: Supervisory CBP Officer
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, [redacted], have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: [redacted]           Date: 05/25/09
Clearly Print Name: [redacted]           Title: SUPVY CBF OFFCR
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E) [redacted]
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document

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?

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
<table>
<thead>
<tr>
<th>SIW Code: 13BFBS</th>
<th>Border Search Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle: 091</td>
<td>From 07/01/08 to 06/30/09</td>
</tr>
<tr>
<td>Office Inspected: (b)(2), (b)(7)(E)</td>
<td><strong>Confidential</strong></td>
</tr>
</tbody>
</table>
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD    BORDER SEARCH DOCUMENTATION
Cycle: 091            From 07/01/08 to 06/30/09
Office Inspected: (b)(2)(B)(E)

Worksheet Audit Trail
1. A total of thirty-six approved IOIL records were located for this time period. A random sampling of two of these records were examined to determine if they were recorded properly. A total of 28 non-agriculture seizures were located for this time period. A random sample of one record was examined to determine if it was recorded properly. All records sampled were properly recorded.

2. No activity this inspection cycle.

3. Never applies.

4. Never applies.

5. Never applies.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [REDACTED]

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2);(b)(7)(E) [Redacted]

I, (b)(6);(b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: [Redacted]  Date: 05/17/09
Clearly Print Name: (b)(6);(b)(7)(C)  Title: SUPVY CBF OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Applying Official: __________________________________________ Date: 06/02/09
Clearly Print Name: (b)(6); (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2); [b](7)(E)

SIW Code: 1SBFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6); [b](7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: Yes  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

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

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No

Question: 5 Does the paper file for detained original document
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?

Expected Ans: Yes  Actual Ans: No Activity  Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Worksheet Audit Trail

2009 SIW Border Search Documentation

There were three S/A/S reports and one hundred and thirty two IOIL reports during the reporting period of April 1, 2008 through March 31, 2009. Random samples of 5% (7) of the reports were used for this review. (b)(2); (b)(7)(E) CBPO performed all research for this worksheet.

Question 001. Yes, in accordance with the July 16, 2009 Policy Regarding Border Search of Information, and the Clarification guidance received December 12, 2008 Ensuring Proper Documentation of the Border Search of Information, all reports in the random sample were coded properly to track and record the examination of information.

Question 002. Yes, in accordance with Standard Operating Procedure all detentions of documents and electronic devices were recorded in an IOIL and approved by a supervisor.

Question 003 No activity. No detention of documents, electronic devices, or copies thereof was in our sample during the reporting period.

Question 004. No activity. No items or information were turned over to another Federal agency to require completion of the Document and Electronic Device Information Control Record in our sample during the reporting period.

Question 005. No activity. No original documents and/or electronic devices were detained in our sample during the reporting period, therefore no paper file exists.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: [b](2); [b](7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  

I, (b)(6); (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  
Clearly Print Name: (b)(6); (b)(7)(C)  
Title: SUPVY CBP OFFCR  

Date: 05/27/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6); (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: (b)(6); (b)(7)(C)

Date: 06/01/09

Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E) ____________
SIW Code: 13BFBSB BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) ____________
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: (b)(6); (b)(7)(C) ____________

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded
Were all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed
Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search of Information policy?
Expctd Ans: Yes Actual Ans: Yes Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document
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?
Expctd Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Worksheet Audit Trail

Question #1
Twenty-one Border Search Records were conducted during the Self Inspection Period 2008-2009. During this review it was noted that the appropriate documentation codes were used that electronically track and record the examination, detention, transfer and/or seizure of information. 5% of 21 cases were reviewed.

Question #2
The Self Inspection for 2008-2009 indicated that IOIL's entered for Border Searches of Documents or electronic devices were approved by a Supervisor. 5% of 21 cases were reviewed.

Question #3
During the 2008-2009 Self Inspection Period, it was confirmed that all copies of documents, or copy from electronic devices were destroyed according to the Border Search of Information Policy dated July 16, 2008.

Question #4
The Self Inspection Period of 2008-2009 indicated that (b)(2); (b)(7)(E) did not have activity warranting the maintenance of a Document and Electronic Device Information Control Record, according to Muster 2008-09 page 5.

Question #5
During the Self Inspection Period of 2008-2009, (b)(2); (b)(7)(E) did not detain original documents or electronic devices warranting information to provide an audit trail for custody of the detained items. According to Muster 2008-09 page 5.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICCR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
Certification Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091      From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(C)  

I, (b)(6), (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: ____________________________ Date: 05/02/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official:  Date: 05/04/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: PORT DIRECTOR
Core Area Self Inspection Worksheet

RUN: (b)(2); (b)(7)(E)
SIW Code: 13BPBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)
Period Review Dates: From 04/02/08 to 04/01/09
Certifier: (b)(6); (b)(7)(C)

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, so state. If the question addresses causes for which you do not have supervisory responsibility, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

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

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 2 Were all detentions of documents being recorded in the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?

Expected Ans: Yes Actual Ans: Yes Addendum?: No

Question: 3 Were all detentions of documents being destroyed in accordance with the Border Search of Information policy?

Expected Ans: Yes Actual Ans: Yes Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No

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

Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List

SIW Code: 13BFBSR  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

No Researchers
Self Inspection Worksheet Audit Trail

SIW Code: 13BFBSDBORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2), (b)(7)(E) [Redacted]

Worksheet Audit Trail

A review of Border Search Documentation was conducted for the (b)(2), (b)(7)(E) covering April 02, 2008 through April 01, 2009. A random sample of 5% of IOIL's and SAS completed and indicated that the Port is conforming to CBP Policy.

Question 001: SAS and IOIL documentation codes were used appropriately on entries that track and record the examination, detention, transfer and/or seizure of information.

Question 002: The port did not detain any documents or electronic devices. Copies of documents were recorded appropriately in an IOIL and approved by a Supervisor.

Question 003: The port did not detain and documents or electronic devices. Copies of documents were properly destroyed in accordance with the Border Search of Information policy.

Question 004: No Activity.

Question 005: No Activity.
Self Inspection Guidance

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

Question: 4 Did the port maintain a copy of all Document and
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether a copy of the DEDICR was maintained.

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSI  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2): (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

Question: 5 Does the paper file for detained original document
Citation: Revised: Muster 2008-09, pg. 5
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)  (b)(6)  (b)(7)(C)

I, (b)(6), (b)(7)(C), have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official:  (b)(6), (b)(7)(C)  Title: SUPVY CBP OFFICER (PORT DIR)  Date: 04/23/09
Approval Statement

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091  From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6),(b)(7)(C), have reviewed this Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that this Worksheet and associated addenda, if applicable, accurately represent the results of the inspection.

Approving Official: _____________________________________ Date: 04/23/09
Clearly Print Name: (b)(6),(b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)
Core Area Self Inspection Worksheet

RUN: [b](2);[b](7)(E)  [Redacted]
SIW Code: 13BFBSD BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: [b](2);[b](7)(E) [Redacted]
Period Review Dates: From 04/01/08 to 03/31/09
Certifier: [b](6);[b](7)(C) [Redacted]

Respond YES or NO to each question that relates to your supervisory responsibilities. If during the review there was no related activity, respond NEVER APPLIES. Explain how you determined your response using appropriate worksheet or question audit trail forms.

Question: 1 Were the appropriate documentation codes used in Search, Arrest and Seizure (SAS) and IOIL entries that electronically track and record the examination, detention, transfer and/or seizure of information?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 2 Were all detentions of documents being recorded Where all detentions of documents, electronic devices and copies thereof, being recorded in an IOIL and approved by a Supervisor?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 3 Were all detentions of documents being destroyed Were all detentions of documents, electronic devices and copies thereof, being destroyed in accordance with the Border Search Information policy?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 4 Did the port maintain a copy of all Document and Electronic Device Information Control Records (DEDICR)?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No

Question: 5 Does the paper file for detained original document 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?
Expected Ans: Yes Actual Ans: No Activity Addendum?: No
Self Inspection Researcher List
SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091       From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E) [Redacted]
No Researchers
Questions 1-5 (No Activity)

A review of SAS and IOIL reveal that there were no Border Search activity during the rating period.

There were no detention of documents or electronic devices.

There was no destruction either.

There were no entries on the log.

We did not have any entries for the file.
Self Inspection Guidance

SIW Code: 13BFBSFBD
Cycle: 091
Office Inspected: (b)(2), (b)(7)(E)
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.

Question: 1 Were the appropriate documentation codes used in
Guidance: Randomly sample 5% or 30, whichever is less, of the completed SAS and/or IOIL's to determine whether they were recorded properly.

Question: 2 Were all detentions of documents being recorded
Guidance: Randomly sample 5% or 30, whichever is less, of the completed IOIL's to determine whether they were properly approved.

Question: 3 Were all detentions of documents being destroyed
Guidance: Randomly sample 5% or 30, whichever is less, of the completed control form to determine whether they were properly destroyed according to policy.

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

Question: 5 Does the paper file for detained original document
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.
Self Inspection Citations

SIW Code: 13BFBSD  BORDER SEARCH DOCUMENTATION
Cycle: 091 From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

Question: 1 Were the appropriate documentation codes used in
Citation: Revised: Muster 2008-09, page 2 - 5. These procedures are in
place until system enhancements have been established.

Question: 2 Were all detentions of documents being recorded
Citation: Revised: Muster 2008-09, pg. 2

Question: 3 Were all detentions of documents being destroyed
Citation: Border Search of Information Policy, dated July 16, 2008, pg. 3

Question: 4 Did the port maintain a copy of all Document and
Citation: Revised: Muster 2008-09, pg. 5

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

SIW Code: 13BFBSD   BORDER SEARCH DOCUMENTATION
Cycle: 091   From 07/01/08 to 06/30/09
Office Inspected: (b)(2). (b)(7)(E) __________________________

I, (b)(6). (b)(7)(C) have conducted a Self-Inspection of BORDER SEARCH DOCUMENTATION for report cycle 091, and this Worksheet and associated addenda, if applicable, accurately represent the results of my inspection.

Certifying Official: __________________________   Date: 05/21/09

Clearly Print Name: (b)(6). (b)(7)(C) __________________________

Title: SUPVY CBP OFFCR
Approval Statement

SIW Code: 13BFBSD
Commerce Search Documentation

Cycle: 091
From 07/01/08 to 06/30/09
Office Inspected: (b)(2); (b)(7)(E)

I, (b)(6), (b)(7)(C), have reviewed this Self-Inspection of
BORDER SEARCH DOCUMENTATION for report cycle 091. I concur that
this Worksheet and associated addenda, if applicable, accurately
represent the results of the inspection.

Approving Official: _______________________________ Date: 06/10/09
Clearly Print Name: (b)(6), (b)(7)(C)
Title: SUPVY CBP OFFICER (PORT DIR)