

Request for Records Disposition Authority

Records Schedule Number DAA-0087-2014-0001
Schedule Status Approved

Agency or Establishment U.S. Secret Service
Record Group / Scheduling Group Records of the U.S. Secret Service
Records Schedule applies to Major Subdivision
Major Subdivision Office of Technical Development and Mission Support
Minor Subdivision Technical Security Division
Schedule Subject Security Camera Recordings and Associated Data
Internal agency concurrences will be provided No

Background Information This schedule provides authoritative instructions for the disposition of security camera recordings and associated data for facilities and/or persons protected by the United States Secret Service.

It also provides authority for any such records which document an assassination attempt or a successful assassination to be transferred to the National Archives and Records Administration as permanent records, reflective of Secret Service Protective Operations records schedule N1-087-89-1, items 4a, 6b, and 7b(3).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	2	4	0

GAO Approval

0001, 0002, 0004, 0005

Outline of Records Schedule Items for DAA-0087-2014-0001

Sequence Number	
1	Video Surveillance Recordings
1.1	Input/Source Records Disposition Authority Number: DAA-0087-2014-0001-0001
1.2	Recordings Relevant to an Investigative Inquiry Disposition Authority Number: DAA-0087-2014-0001-0002
1.3	Recordings Associated with a Highly Unusual Incident, Occurrence, or Significant Event. Disposition Authority Number: DAA-0087-2014-0001-0003
2	Protective Tracking Operations (PTO) Data
2.1	Routine Data Disposition Authority Number: DAA-0087-2014-0001-0004
2.2	Data Relevant to an Investigative Inquiry Disposition Authority Number: DAA-0087-2014-0001-0005
2.3	Data Associated with a Highly Unusual Incident, Occurrence, or Significant Event Disposition Authority Number: DAA-0087-2014-0001-0006

Records Schedule Items

Sequence Number	
1	<p>Video Surveillance Recordings Digital video files created from internal and external cameras, managed via a dedicated electronic Video Management System (VMS). The VMS operates 24 hours per day, 365 days per year, to facilitate monitoring of grounds and facilities; to document matters related to national security and legitimate law enforcement purposes (e.g. serious crimes); and to enhance law enforcement officer safety.</p>
1 1	<p>Input/Source Records Disposition Authority Number DAA-0087-2014-0001-0001</p> <p>Video source data captured from cameras in electronic format, and managed by the specially configured vendor software and equipment comprising the VMS. These input/source records generally contain uncalibrated and unvalidated digital data collected during observation in real time, and are buffered in the form of electronic files which are named, indexed, and organized according to a proprietary algorithm. When determined relevant by designated program officials, this raw data may be used to create digital master files of footage associated with a specific event, occurrence, or time period. By design, once this raw data reaches a certain age threshold, it will be automatically overwritten by newer data.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records are electronic only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation GRS 4.3, item 20 (DAA-GRS-2013-0001-0004) GRS 21, item 18 (N1-GRS-98-2)</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Configure VMS to retain input/source data for 30 days.</p> <p>Retention Period Destroy immediately after 30 days by overwriting with new data.</p>

1.2	Additional Information	
	GAO Approval	Required and Received
	Recordings Relevant to an Investigative Inquiry	
	Disposition Authority Number	DAA-0087-2014-0001-0002
	Digital master files of relevant footage associated with a specific event, occurrence, or time period, created from input/source data for prescribed law enforcement purposes (e.g., required for court; subpoena; after action analysis, and/or training), and/or in support of any authorized investigation.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	These records are electronic only.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Retention Period	Destroy 3 years after the date the specific event or occurrence was first recorded; or when no longer needed; or with corresponding case file materials, whichever is later.	
1.3	Additional Information	
	GAO Approval	Required and Received
	Recordings Associated with a Highly Unusual Incident, Occurrence, or Significant Event.	
	Disposition Authority Number	DAA-0087-2014-0001-0003
	Data pertaining to an assassination attempt or successful assassination.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	These records are electronic only.
	Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off at the end of each calendar year.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning immediately after such request is made by NARA (as an exception, based on specific compelling circumstances) according to the terms of the request.**

Transfer to the National Archives for Accessioning **Permanent. Transfer to the National Archives in 5 year blocks when newest record is 25 years old.**

Additional Information

First year of records accumulation **2013**

What will be the date span of the initial transfer of records to the National Archives? **Unknown (dependent upon content)**

How frequently will your agency transfer these records to the National Archives? **Unknown (dependent upon content)**

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Protective Tracking Operations (PTO) Data

Data from electronic systems designed to monitor the geospatial location of Secret Service personnel and protective assets, in real time, within venues designated as under the protection of the agency. PTO resources enhance the overall ability of supervisory officials such as Watch Commanders to respond to incidents by providing the geospatial location of on-duty operational Secret Service personnel. PTO also enhances officer safety by providing designated control center personnel and supervisors with an approximate location of any employee who has activated an emergency identifier on his/her radio or communications device. Master file data fields generally consist of receipt data, time latitude, longitude, unit number or alias (if used), altitude, direction of movement, average speed, and stop time.

2.1

Routine Data

Disposition Authority Number **DAA-0087-2014-0001-0004**

Data created during normal monitoring operations that is NOT associated with an investigative inquiry or an assassination attempt, successful assassination, or foreign trips of the President or Vice President.

Final Disposition **Temporary**

2 2	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	These records are electronic only.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-087-09-5, item 2a
	Disposition Instruction	
	Cutoff Instruction	Retain routine data on server for 30 days.
	Retention Period	Destroy immediately after 30 days by overwriting with new data.
	Additional Information	
	GAO Approval	Required and Received
	Data Relevant to an Investigative Inquiry	
	Disposition Authority Number	DAA-0087-2014-0001-0005
	Data created during normal monitoring operations that is or may be associated with a Secret Service investigative inquiry.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	These records are electronic only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	N1-087-09-5, item 2a	
Disposition Instruction		

2.3

Retention Period	Destroy 3 years after the date the data was first recorded; or when no longer needed; or with corresponding case file materials, whichever is later.
Additional Information	
GAO Approval	Required and Received
Data Associated with a Highly Unusual Incident, Occurrence, or Significant Event	
Disposition Authority Number	DAA-0087-2014-0001-0006
Data pertaining to an assassination attempt or successful assassination.	
Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	These records are electronic only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-087-09-5, Item 2b
Disposition Instruction	
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning immediately after such request is made by NARA (as an exception, based on specific compelling circumstances) according to the terms of the request.
Transfer to the National Archives for Accessioning	Permanent. Transfer to the National Archives in 5 year blocks when newest record is 25 years old.
Additional Information	
First year of records accumulation	2013
What will be the date span of the initial transfer of records to the National Archives?	Unknown (dependent upon content)
How frequently will your agency transfer these records to the National Archives?	Unknown (dependent upon content)

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/26/2014	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Administration - Management and Organization
12/17/2015	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
02/18/2016	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Administration - Management and Organization
02/19/2016	Certify	Damian Kokinda	Records Officer	Office of Administration - Management and Organization Division
04/19/2016	Submit for Concurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist