

## Request for Records Disposition Authority

Records Schedule Number      DAA-0087-2016-0001  
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 Training  
Minor Subdivision                James J. Rowley Training Center (JJRTC)  
Schedule Subject                Accreditation  
Internal agency concurrences will be provided      No

Background Information                These records are created and/or received by the U.S. Secret Service James J. Rowley Training Center (JJRTC) regarding the accreditation process for the training center and/or training courses taught at the center. This schedule supplements Job Number N1-87-97-2 and supersedes Job Number N1-087-09-3. Records in this schedule are managed under Master File Classification Code (MFCC) 230.060 and Federal Enterprise Architecture (FEA) Number 115-501-002.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

### Outline of Records Schedule Items for DAA-0087-2016-0001

Sequence Number	
1	Accreditation Applications Disposition Authority Number: DAA-0087-2016-0001-0001
2	Accreditation Self-Assessment Disposition Authority Number: DAA-0087-2016-0001-0002
3	Federal Law Enforcement Training Accreditation (FLETA) Assessment (Initial and Reaccreditation) Disposition Authority Number: DAA-0087-2016-0001-0003
4	Annual Reports Disposition Authority Number: DAA-0087-2016-0001-0004

Records Schedule Items

Sequence Number	
1	<p><b>Accreditation Applications</b></p> <p>Disposition Authority Number      DAA-0087-2016-0001-0001</p> <p>Information regarding a training facility or training program, which is submitted to the Federal Law Enforcement Office of Accreditation (OA). The application is reviewed by OA and other reviewers.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</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?                      No</p> <p>GRS or Superseded Authority Citation      N1-087-09-003 / 1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut-off 5 years after accreditation or reaccreditation. Retain file one additional year at RTC, then transfer to the Federal Records Center.</p> <p>Retention Period                      Destroy 10 year(s) after date of accreditation or reaccreditation.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Accreditation Self-Assessment</b></p> <p>Disposition Authority Number      DAA-0087-2016-0001-0002</p> <p>A written report/letter that documents an accreditation applicant's (RTC) compliance with Federal Law Enforcement Training Accreditation (FLETA) standards.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p>

	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?	No
	GRS or Superseded Authority Citation	N1-087-09-003 / 2
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-off 5 years after accreditation or reaccreditation. Retain file one additional year at RTC, and then transfer to the Federal Records Center.
	Retention Period	Destroy 10 year(s) after date of accreditation or reaccreditation.
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>Federal Law Enforcement Training Accreditation (FLETA) Assessment (Initial and Reaccreditation)</b>	
	Disposition Authority Number	DAA-0087-2016-0001-0003
	FLETA Procedures and Standards Manual, ISCRs and final assessment reports, which may include deficiencies prepared by the FLETA Assessment Team and Corrective Action Plans (CAP) prepared by the Accreditation Applicant (RTC) that address each deficiency identified.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-087-09-003 / 3 N1-087-09-003 / 4 N1-087-09-003 / 5
	<b>Disposition Instruction</b>	

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Cutoff Instruction	Cut-off 5 years after accreditation or reaccreditation. Retain file one additional year at RTC, and then transfer to the Federal Records Center.
Retention Period	Destroy 10 year(s) after date of accreditation or reaccreditation.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Annual Reports</b>	
Disposition Authority Number	DAA-0087-2016-0001-0004
Annual reports describing RTC's academy and/or program compliance adherence, including appropriate documentation regarding significant changes which may alter the accreditation or reaccreditation status of the academy or program.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-087-09-003 / 6
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut-off 5 years after accreditation or reaccreditation. Retain file one additional year at RTC, and then transfer to the Federal Records Center.
Retention Period	Destroy 10 year(s) after date of accreditation or reaccreditation.
<b>Additional Information</b>	
GAO Approval	Not Required

### Agency Certification

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

### Signatory Information

Date	Action	By	Title	Organization
03/11/2016	Certify	Damian Kokinda	Records Officer	Office of Administration - Management and Organization Division
08/12/2016	Submit for Concurrency	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist