

Request for Records Disposition Authority

Records Schedule Number **DAA-0087-2016-0002**

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 **Agency-wide**

Schedule Subject **Master Central Index (MCI)**

Internal agency concurrences will be provided **No**

Background Information

The Secret Service Master Central Index (MCI) is a 1980s vintage, mainframe electronic database and system of records used by the Secret Service to house agency-unique information, including information on individuals that were the subject of criminal, non-criminal, and protective intelligence investigations, Secret Service personnel and applicant data, and other records such as firearms and physical fitness qualifications.

Due to the obsolescence of mainframe-based hardware and software, the MCI system has been retired and all legacy MCI data has been migrated to a successor system, e.g.: Field Investigative Reporting System (FIRS) (investigative data and non-criminal investigations involving USSS personnel); Protective Threat Management System (PTMS) (protective intelligence data); AMPS (survey data for protective travel); and eCase (non-criminal and non-protectee related surveys and any other cases that are not covered by the preceding systems). These successor systems are currently unclassified but a Department-wide schedule is being created, and all of the systems will be proposed as temporary. (This DHS Enterprise Schedule also will supplement coverage by applicable General Records Schedule provisions, e.g., GRS 18, item 22 for Personnel Security Clearance case files; GRS 10, item 5 for Motor Vehicle Accident case files; etc.).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0087-2016-0002

Sequence Number	
1	Master File
1.1	Core Mission Case Types Disposition Authority Number: DAA-0087-2016-0002-0001
1.2	All Other Case Types Disposition Authority Number: DAA-0087-2016-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Master File Types of data elements include case and violation codes, case classification, open case dates, closed case dates, criminal history, name, place of birth, and other information critical to case management.</p>
1.1	<p>Core Mission Case Types Disposition Authority Number DAA-0087-2016-0002-0001</p> <p>Data categorized as relating to Secret Service "General Protective Matters" and "Investigations-General" represented by cases assigned file codes in the 600s, 700s, 800s (811 and above only), and 900s."</p> <p>Final Disposition Permanent</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? Yes</p> <p>GRS or Superseded Authority Citation N1-087-05-001 / b/1 N1-087-05-001 / b/2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Data entered into MCI prior to July 24, 2015</p> <p>Transfer to the National Archives for Accessioning Records will be transferred immediately upon approval of the records schedule.</p> <p>Additional Information</p> <p>First year of records accumulation 1984</p> <p>End year of records accumulation 2015</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1984 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown This will represent the final transfer of records managed under this schedule.</p>

1.2

All Other Case Types

Disposition Authority Number DAA-0087-2016-0002-0002

Data relating to administrative cases (e.g., personnel security investigations) and other case types not covered by item 1. Represented by cases assigned file codes in the 800 to 810 range.

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? Yes

GRS or Superseded Authority Citation N1-087-05-001 / b/1
N1-087-05-001 / b/2

Disposition Instruction

Cutoff Instruction Data entered into MCI prior to July 24, 2015

Retention Period Destroy after migration to successor system(s) has been verified.

Additional Information

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
08/04/2016	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Administration - Management and Organization
08/08/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
09/12/2016	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Administration - Management and Organization
09/12/2016	Certify	Damian Kokinda	Records Officer	Office of Administration - Management and Organization Division
10/25/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
11/10/2016	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Administration - Management and Organization
11/10/2016	Certify	Damian Kokinda	Records Officer	Office of Administration - Management and Organization Division
11/30/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/21/2016	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
12/21/2016	Certify	Damian Kokinda	Records Officer	Office of Strategic Planning and Policy

				- Management and Organization Division
04/18/2017	Submit for Concurrency	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist