

Request for Records Disposition Authority

Records Schedule Number DAA-0087-2017-0002
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 SECRET SERVICE SPARK! PROGRAM
Internal agency concurrences will be provided No

Background Information The Spark! Program is designed to enable innovation and organizational collaboration within the agency, and to facilitate an inclusive, professional community that benefits all employees of the Secret Service. A web-based Spark! forum provides an electronic mechanism for the submission of ideas on improving Secret Service operations and efficiencies, and also allows fellow employees to rate those ideas and comments, propose constructive suggestions on how to improve or expand upon an idea, and/or note respectful disagreements with the idea's content.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0087-2017-0002

Sequence Number	
1	Spark! Application/Website Data Disposition Authority Number: DAA-0087-2017-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="363 421 808 453">Spark! Application/Website Data</p> <p data-bbox="363 474 1141 506">Disposition Authority Number DAA-0087-2017-0002-0001</p> <p data-bbox="363 527 1461 815">Spark! Application/Website Data - Collection of electronic information comprising inputs into, outputs from, and associated workflow/exchange of information within the Agency regarding employee suggestions submitted via the Spark! portal. Entries associated with each suggestion (or "Spark") may reflect vetting of suggestions administered through an established action process of review; approval/disapproval by individual or committee or through a less formal process of review; and suggestions/questions addressed in real-time by an individual or members of the Spark! user community.</p> <p data-bbox="363 836 919 868">Final Disposition Temporary</p> <p data-bbox="363 889 854 921">Item Status Active</p> <p data-bbox="363 942 824 974">Is this item media neutral? Yes</p> <p data-bbox="363 995 824 1112">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 data-bbox="363 1134 824 1229">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="363 1261 670 1293">Disposition Instruction</p> <p data-bbox="363 1315 1422 1389">Cutoff Instruction Cut off annually to produce a compendium of all Sparks submitted during a calendar year.</p> <p data-bbox="363 1410 1162 1442">Retention Period Destroy 7 year(s) after cutoff</p> <p data-bbox="363 1474 670 1506">Additional Information</p> <p data-bbox="363 1527 951 1559">GAO Approval Not Required</p>

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
01/31/2017	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
04/14/2017	Return for Revision	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
05/10/2017	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
05/17/2017	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
07/06/2017	Submit for Concurrence	Addie Compton	Appraisal Archivist	National Archives and Records Administration - Records Management Consulting Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist