

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Spark! Application/Website Data</b></p> <p>Disposition Authority Number      <b>DAA-0087-2017-0002-0001</b></p> <p><b>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.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off annually to produce a compendium of all Sparks submitted during a calendar year.</b></p> <p>Retention Period                         <b>Destroy 7 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></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