

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
Last Modified: 03/19/2025

General Information

Agency or Establishment	United States Secret Service
Record/Scheduling Group	0087 - Records of the U.S. Secret Service
Records Schedule Applies To	Agency-wide
Schedule Subject	U.S. Secret Service Investigative Records
Additional Schedule Information	<p>This schedule covers investigative records relating to U.S. Secret Service (USSS) criminal investigations including financial crimes, counterfeiting crimes, cyber-enabled crimes; associated routine law enforcement transactions, and non-criminal and internal USSS investigations, reviews, and inspections.</p> <p>This schedule is intended to replace disposition schedules related to Investigative records previously registered by the USSS.</p> <p>All disposition instructions are media neutral; they apply regardless of the media or format of the records. Unless otherwise specified, items described below apply to the master files of the controlling office only (i.e., the headquarters or field investigative office with subject matter authority/jurisdiction over the respective investigation).</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 36

Number of Temporary disposition items: 34

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0087-2021-0001

Item #	Title	Disposition
0001	Significant Investigative Case Files	Permanent
0002	Criminal Investigative Case Files : Investigative Case Files with Judicial Action	Temporary
0003	Criminal Investigative Case Files : Investigative Case Files without Judicial Action	Temporary
0004	Other Investigative Records : Arrest Records	Temporary
0005	Other Investigative Records : Incident Response Records and Investigative Leads Not Resulting in an Investigative Case File	Temporary
0006	Other Investigative Records : Confidential Informant Records	Temporary
0007	Other Investigative Records : Undercover and Special Operation Records	Temporary
0008	Other Investigative Records : Evidence Management Records	Temporary
0009	Other Investigative Records : Not-in-Evidence (NIE) Management Records	Temporary
0010	Other Investigative Records : Mobile Wireless Investigations (MWI)	Temporary
0011	Other Investigative Records : Investigative Reference Records	Temporary
0012	Other Investigative Records : Investigative Operations Support Records	Temporary
0013	Other Investigative Records : Recordings Relevant to Other Authorized Law Enforcement Purposes	Temporary
0014	Other Investigative Records : Employee Acquisition/Investigative Case Files: Rejected or Declined Applicants	Temporary
0015	Other Investigative Records : Asset Seizure and Forfeiture Files	Temporary
0016	Other Investigative Records : Lost, Stolen, or Damaged U.S. Government Property Investigations	Temporary
0017	Protective Intelligence Investigations Files : Protective Intelligence Case Files (Controlling Office File)	Temporary
0018	Protective Intelligence Investigations Files : Protective Intelligence Investigations (Contributing Office File)	Temporary

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0019	Protective Intelligence Research, National Threat Assessment Center (NTAC) Records : NTAC Protective Intelligence Research Files	Permanent
0020	Protective Intelligence Research, National Threat Assessment Center (NTAC) Records : NTAC Protective Consultations	Temporary
0021	Forensic Case Files : Forensic Case Files without Judicial Action	Temporary
0022	Forensic Case Files : Forensic Case Files with Judicial Action	Temporary
0023	Forensic Case Files : Other Forensic Records : Forensic Quality Assurance and Training Records	Temporary
0024	Forensic Case Files : Other Forensic Records : Laboratory Accreditation Records	Temporary
0025	Forensic Case Files : Other Forensic Records : Miscellaneous Forensic Laboratory Records	Temporary
0026	Polygraph : Credibility Assessment (CA) Files : Criminal Examination Files	Temporary
0027	Polygraph : Credibility Assessment (CA) Files : Hired Applicant Examination Files	Temporary
0028	Polygraph : Credibility Assessment (CA) Files : Non-applicant Examination Files	Temporary
0029	Polygraph : Credibility Assessment (CA) Files : External Examination Files	Temporary
0030	Polygraph : Credibility Assessment (CA) Files : Examination Indexes	Temporary
0031	Internal Affairs and Compliance Inspection Files : Inspection Division Criminal Case Files	Temporary
0032	Internal Affairs and Compliance Inspection Files : Inspection Division Non-Criminal Case Files	Temporary
0033	Internal Affairs and Compliance Inspection Files : Compliance Inspection Reports.	Temporary
0034	Internal Affairs and Compliance Inspection Files : Inspection Division Fact Finding Investigations	Temporary
0035	Internal Affairs and Compliance Inspection Files : Directorate Based Fact Findings	Temporary
0036	Internal Affairs and Compliance Inspection Files : Inspection Division Special Project Files.	Temporary

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Records Schedule Items

DAA-0087-2021-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Significant Investigative Case Files	
Item Description	Includes Criminal, Protective Intelligence, Forensic, Polygraph, and/or other case files which (1) involve substantive information relating to national security;(2) attract national media or Congressional attention; (3) involve infamous criminals or prominent individuals; (4) result in substantive changes to USSS policies or procedures; (5) were used as a model for training purposes; and/or (6) are otherwise designated as significant by a USSS senior official.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0087	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-087-88-001 / 1/a/1	No	
N1-087-89-002 / 1/a	No	
NC1-087-84-01 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at closure of the case.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(7) Law Enforcement	

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Group Title	Criminal Investigative Case Files	
Group Description	Case files of investigations into alleged, suspected, or established violations of the law.	
DAA-0087-2021-0001-0002 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Investigative Case Files with Judicial Action	
Item Description	Case files of investigations into alleged, suspected, or established violations of the law brought before courts, judges, or other judicial officers.	
	Exclusion: Does not include case files designated as "Significant."	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-89-002 / 14/b	No	
N1-087-89-002 / 1/b/1	No	
N1-087-89-002 / 11/b	Yes	for certified inventory of property held in evidence for judicial cases
N1-087-89-002 / 2/a	Yes	for case files containing Title 1 intercept material referred for judicial action
N1-087-89-002 / 2/b	Yes	for case files containing protected Internal Revenue Service Information referred for judicial action
N1-087-89-002 / 2/c	Yes	for case files containing mail cover information referred for judicial action
N1-087-92-002 / 14/a	Yes	for judicial action case files only
N1-087-92-002 / 2	Yes	for other judicial case files only
NC1-087-84-01 / 4/a	Yes	for judicial action case files only
NC1-087-84-01 / 4/b	Yes	for judicial action case files only
NC1-087-84-01 / 4/c	Yes	for judicial action case files only
NC1-087-84-01 / 4/d	Yes	for judicial action case files only
NC1-087-84-01 / 4/e	Yes	for judicial action case files only

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at closure of the case.
Retention Period	Destroy 20 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Investigative Case Files without Judicial Action
Item Description	Case files of investigations into alleged, suspected, or established violations of the law not brought before courts, judges, or other judicial officers. Exclusion: Does not include case files designated as "Significant."
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-087-89-002 / 14/c	No
N1-087-89-002 / 1/b/2	No
N1-087-89-002 / 1/b/3	No
N1-087-89-002 / 1/b/4	No
N1-087-89-002 / 11/b	Yes for certified inventory of property held in evidence for non-judicial cases
N1-087-89-002 / 2/a	Yes for case files containing Title 1 intercept material not referred for judicial action
N1-087-89-002 / 2/b	Yes for case files containing protected Internal Revenue Service information not referred for judicial action
N1-087-89-002 / 2/c	Yes for case files containing mail cover information not referred for judicial action

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NC1-087-84-01 / 4/a	Yes	for non-judicial and non-criminal case files only
NC1-087-84-01 / 4/b	Yes	for non-judicial and non-criminal case files only
NC1-087-84-01 / 4/c	Yes	for non-judicial and non-criminal case files only
NC1-087-84-01 / 4/d	Yes	for non-judicial and non-criminal case files only
NC1-087-84-01 / 4/e	Yes	for non-judicial and non-criminal case files only
N1-087-92-002 / 14/a	Yes	for non-judicial and non-criminal case files only
N1-087-92-002 / 2	Yes	for other non-judicial and non-criminal case files only
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at closure of the case.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Other Investigative Records
Group Description	Records created and utilized as part of the agency's investigative mission, but which may be maintained independent of / separately from any corresponding case file(s).
DAA-0087-2021-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Arrest Records

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Item Description	Indexes or databases, centrally maintained in law enforcement custody, of USSS arrests or temporary detentions of an individual. The records typically include the identity of the person arrested or detained, the nature of the arrest or detention, and the charge, if any. May include records of Notices of Infraction and other similar issuances. (Note: Arrest records resulting from USSS investigations are also contained in a corresponding case file and are governed by the associated case file retention.)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-92-002 / 14/a	Yes	for Assaults on Secret Service Special Agents
N1-087-92-002 / 14/b	Yes	for Assaults on Secret Service Special Agents
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of calendar year.	
Retention Period	Other: Destroy 10 years after cutoff. Additional retention is allowed for business, legal, or external reporting use, not to exceed 50 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Incident Response Records and Investigative Leads Not Resulting in an Investigative Case File	

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Item Description	Records of intelligence and information gathered in response to reported incidents from internal or external sources that do not result in investigations. Includes records of reported illegal activity, personal background histories in which additional investigations are not warranted and do not result in the creation of an investigative case file. Also includes records of response to arrests and custodial situations outside of USSS jurisdiction and network intrusion incidents for which no further USSS investigation is required.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-00-003 / 10/k	No	
N1-087-89-002 / 13	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at record closure.	
Retention Period	Other: Destroy when investigative or reference use no longer exists, not to exceed 5 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Confidential Informant Records	
Item Description	Records regarding Confidential Informants (CIs) and cooperating individuals who serve as Sources of Information (SOIs) about criminal activities of interest to the agency, and from whom the agency may expect or intend to obtain additional useful and credible information regarding such activities in the future.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at deactivation.
Retention Period	Destroy 30 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0007 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Undercover and Special Operation Records
Item Description	Applications, reviews, and authorizations for investigative special operations, including investigative activities involving undercover employees and confidential informants.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off 20 years from application.
Retention Period	Other: Destroy after cutoff; but longer retention is authorized if needed for legal or other authorized law enforcement purposes, not to exceed 50 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0008 STATUS: Active	
ITEM GENERAL INFORMATION	

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Status: APPROVED
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Item Title	Evidence Management Records	
Item Description	Records and inventories of seized or recovered evidence and related documentation such as chain of custody, evidence vault logs and forms, etc.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off upon closure of the case or record.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Not-in-Evidence (NIE) Management Records	
Item Description	Records and inventories of seized or recovered contraband not associated with a criminal investigation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-087-89-002 / 10/e	No	
N1-087-89-002 / 11/a	No	
NC1-087-84-01 / 5/a	No	
NC1-087-84-01 / 5/b	No	
NC1-087-84-01 / 5/c	No	
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at record closure.
Retention Period	Other: Review after 3 years and destroy if investigative or reference use no longer exists, not to exceed 5 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0010 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Mobile Wireless Investigations (MWI)
Item Description	Data/records gathered via mobile wireless technology to locate persons of interest.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when investigative target is identified.
Retention Period	Other: Destroy upon target identification and no later than 30 days after cut off.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested and Received
DAA-0087-2021-0001-0011 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Investigative Reference Records
Item Description	General analysis, statistics, summary reports, and related materials concerning the agency's investigative mission not covered elsewhere, that are used for reference, informational, or template purposes.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-087-00-002 / 7	No
N1-087-89-002 / 10/f	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually
Retention Period	Other: Review 3 years after cutoff and annually thereafter and destroy when investigative or reference use no longer exists, not to exceed 15 years from cut-off.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0012 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Investigative Operations Support Records
Item Description	Administrative and logistical records that support the USSS investigative mission. Includes mission related correspondence and memos of an administrative nature including manpower studies and reports; equipment use, inventories, and certifications; operational briefings; copies of audit reports; copies of monthly reports pertaining to office investigative activity including statistical reports; requests submitted to the USSS of questioned currency as genuine; requests to produce currency and other securities and obligations for law enforcement purposes or to reproduce likeness or similitude of genuine currency for advertising purposes; and informational copies of referrals of alleged criminal activity, generated internally or received from other government agencies, private individuals or industry regarding, mishandling of funds, counterfeiting, and other financial fraud.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-087-89-002 / 17	No
N1-087-89-002 / 18/a	No
N1-087-89-002 / 18/b	No
N1-087-89-002 / 4/a	No
N1-087-89-002 / 4/b	No
NC1-087-78-01 / 200/11	No
NC1-087-78-01 / 500/7	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year.
Retention Period	Other: Destroy 5 years after cutoff. An additional 5-year retention is permitted if needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Recordings Relevant to Other Authorized Law Enforcement Purposes
Item Description	Media files/data recorded by law enforcement personnel during the performance of their duties needed for other prescribed law enforcement purposes (e.g., after action analysis, training, etc.).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off 3 years after the date of recording.	
Retention Period	Other: Destroy at cut off; or when use in agency mission/business operations ceases (not to exceed 20 years); or when the related case/project file(s) are closed, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Employee Acquisition/Investigative Case Files: Rejected or Declined Applicants	
Item Description	Personnel security investigations and related records created when posting and filling competitive job vacancies. Includes files for applicants for employment (to include contractors), where the applicant is not selected or has declined an offer of employment, and further processing is not required.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-92-0002 / 16	No	
Is this item a deviation from the GRS?	Yes	
GRS Disposition Authority List		
Disposition Authority	Title	
DAA-GRS-2017-0011-0001		
DAA-GRS-2017-0011-0002		
DAA-GRS-2021-0001-0007		

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Justification for GRS Deviation	The agency requests a deviation because of limitations of the retention periods for GRS 5.6, item 180, GRS 2.1, item 050, and GRS 2.1, item 051, and the agency's business process. The agency draws repeat applicants who may be removed from the application process at various points. Scheduling these records together, as a standalone series with a longer retention, addresses the burden of having to conduct background investigations from scratch for repeat applicants.	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of calendar year.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0015		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Asset Seizure and Forfeiture Files	
Item Description	Non-investigative files which document the forfeiture process from the initial seizure of property (cash, real or personal property, etc.) to disposition. These files may contain, but are not limited to, inventory forms, correspondence, financial information, civil judicial actions, affidavits containing the case agents' names on file, information supporting the forfeiture action, claims, petitions, petition decisions, notice letters to victims, advertising, property appraisals, ownership documents, delivery receipts of notice letters, and copies of checks, which are maintained by the Secret Service Asset Forfeiture program under this schedule.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-10-006 / 1	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when disposition of all assets is complete.
Retention Period	Other: Destroy 6 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0016 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Lost, Stolen, or Damaged U.S. Government Property Investigations
Item Description	Investigations of U.S Government property that is lost, stolen, or damaged
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-087-92-002 / 14/a	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually after matter is settled, closed, or terminated
Retention Period	Other: Destroy 10 years after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Protective Intelligence Investigations Files
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
Last Modified: 03/19/2025

Group Description	Records relating to Protective Intelligence investigations	
DAA-0087-2021-0001-0017	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Protective Intelligence Case Files (Controlling Office File)	
Item Description	Investigations of incidents, persons, groups, or organizations that directly or indirectly threaten USSS protectees and USSS protected properties. Includes records of attempts to enter restricted areas to cause harm to USSS protectees or to damage USSS protected properties.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-88-001 / 1/b/1	No	
N1-087-88-001 / 1/b/2	No	
N1-087-88-001 / 1/b/3	No	
N1-087-88-001 / 1/b/4	No	
N1-087-88-002 / 11/a	No	
N1-087-88-002 / 11/b	No	
N1-087-88-002 / 11/c	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at closure of case.	
Retention Period	Other: Destroy 30 year(s) after cutoff. Longer retention for records used in active protective research is authorized, not exceed 50 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0018	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Protective Intelligence Investigations (Contributing Office File)	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
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Item Description	Includes copies of investigative materials that are forwarded to the controlling office and/or headquarters when the investigation is complete. Copies are retained to ensure acceptance by the controlling office, and for continued business use.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-88-001 / 1/b/5	No	
N1-087-88-001 / 2/a/1	No	
N1-087-88-001 / 2/a/2	No	
N1-087-88-002 / 11/d	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the investigation when the case is closed by the Controlling Office.	
Retention Period	Other: Retain until inclusion in master case file is verified, then destroy; longer retention is authorized for administrative, legal, audit, or other operational purposes (whichever is longer), not to exceed five years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Protective Intelligence Research, National Threat Assessment Center (NTAC) Records
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
Last Modified: 03/19/2025

Group Description	<p>Consists of internal and external studies, proposals, and consultations pertaining to behavioral sciences research on assessments of dangerous prediction of violence and development of research models relating to the agency protective function. Reports are prepared by agency staff or by private organizations or individuals under contract to USSS.</p> <p>Reports are sensitive, some classified.</p>	
<div style="display: flex; justify-content: space-between;"> DAA-0087-2021-0001-0019 STATUS: Active </div>		
ITEM GENERAL INFORMATION		
Item Title	NTAC Protective Intelligence Research Files	
Item Description	Project documentation includes project plans; project logs; final reports; executive summaries; and project-specific correspondence, and associated project-related data including case study files, coding instructions, written and electronic coded data, statistical reports, etc. used to generate the final reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-88-001 / 2/e/1/a	No	
N1-087-88-001 / 2/e/1/b	No	
N1-087-88-001 / 2/e/2/a	No	
N1-087-88-001 / 2/e/2/b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the completion of the research project.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
Last Modified: 03/19/2025

DAA-0087-2021-0001-0020		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	NTAC Protective Consultations		
Item Description	Consultations provided under the Presidential Threat Protection Act of 2000 on complex threat assessment cases or plans to requesting entities regarding an individual(s) or group(s) who may pose a risk of an unwanted outcome. Includes the development and/or updating of threat assessment policies and procedures to Federal, State, and local entities. Consists of consultation summaries with a thorough overview of major stakeholders, and any recommendations or deliverables provided by NTAC during the consultation.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-087-88-001 / 1/b/5	No		
N1-087-88-001 / 2/a/1	No		
N1-087-88-001 / 2/a/2	No		
N1-087-88-002 / 11/d	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cut-off annually		
Retention Period	Other: Retain for 10 years, but longer retention, not to exceed 30 years, is authorized if needed for business use		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

Group Title	Forensic Case Files
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
Last Modified: 03/19/2025

Group Description	<p>Forensic records not already covered or contained within an investigative case file. They consist of case identifiers, forensic evaluations of questioned documents, analyses of evidence, reports on digital evidence seized during investigations on digital media, textual information extracted from digital images, and investigative reports composed of verification reports, inventory worksheets, registry reports, scanned notes, lists, or device reports.</p> <p>Per Federal Rules of Evidence (FRE) / Best Evidence Rule, images saved as evidence in forensic examinations may be recalled after the case has been closed for additional review. Images have also been used under FRE Best Evidence Rule when original evidence has been destroyed or lost by the contributor and the images are needed for reexamination or court purposes.</p>
DAA-0087-2021-0001-0021 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Forensic Case Files without Judicial Action
Item Description	Forensic investigations into alleged, suspected, or established violations of the law not brought before courts, judges, or other judicial officers.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
NC1-087-83-01 / 1/a	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the investigation or when all actions are complete.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0022 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Forensic Case Files with Judicial Action
Item Description	Forensic investigations into alleged, suspected, or established violations of the law brought before courts, judges, or other judicial officers.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
NC1-087-83-01 / 1/b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the investigation or when all actions are complete.
Retention Period	Other: Destroy 20 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Forensic Case Files : Other Forensic Records
DAA-0087-2021-0001-0023 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Forensic Quality Assurance and Training Records

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
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Last Modified: 03/19/2025

Item Description	Employee training and competency records, proficiency records, and testimony records related to forensic operations. Records include program timelines, modules with objectives; general knowledge of forensic science, ethical practices in forensic science, criminal law, civil law, and testimony; criteria for acceptable performance; competency and proficiency and testing and provisions for skills maintenance.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut-off annually.
Retention Period	Other: Destroy at close of the 2nd accreditation cycle or when 8 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0024 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Laboratory Accreditation Records
Item Description	Records of external and internal audits of laboratory systems and procedures including quality management system records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut-off annually

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Records Schedule Number: DAA-0087-2021-0001

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Retention Period	Other: Destroy at close of the 4th accreditation cycle or when 12 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0025	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Miscellaneous Forensic Laboratory Records
Item Description	Non-evidence images including reference samples, standards, object shots of an item; forensic equipment records; and validation experiments that establish the efficacy and reliability of forensic techniques and procedures, or modifications to either. Also includes forensic examinations conducted in support of state, local, tribal, territorial (SLTT) and Federal agencies in active criminal investigations, but not relevant to Secret Service investigations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut-off annually.
Retention Period	Destroy 5 year(s) after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Polygraph : Credibility Assessment (CA) Files
Group Description	Includes records related to the Polygraph Program and/or other credibility assessments conducted by the agency.
DAA-0087-2021-0001-0026	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
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Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
Date Approved: 03/21/2024
Last Modified: 03/19/2025

Item Title	Criminal Examination Files	
Item Description	Examinations supporting investigations into violations of the law. These exams are generated from the following agencies: USSS, NCMEC, and local/state agencies.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff on completion of examination	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0027		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Hired Applicant Examination Files	
Item Description	Examinations performed in support of investigations of applicants for employment, where the applicant is hired or offered the position following successful completion of the examination. Records associated with an individual polygraph examination, to include polygraph charts, audio files, statements of consent, medical waivers, signed reports, worksheets, and other related materials.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-087-90-003 / 1/a	No	
Is this item a deviation from the GRS?	No	

National Archives and Records Administration
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Records Schedule Number: DAA-0087-2021-0001

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff on completion of examination
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0028 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Non-applicant Examination Files
Item Description	Examinations of individuals undergoing polygraph testing for reasons other than agency employment, e.g. work details with outside agencies and within agency transfers to the Polygraph Program.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff upon completion of examination.
Retention Period	Other: Destroy 3 years after cut off or when due process is complete, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0029 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	External Examination Files
Item Description	Examinations performed for other government agencies
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Internal Affairs and Compliance Inspection Files	
Group Description	Includes records related to the Inspection Division and other Internal Affairs types of records.	
DAA-0087-2021-0001-0031		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Inspection Division Criminal Case Files	
Item Description	Case files of investigations into alleged, suspected, or established agency employee violations of the law. Case files, including interception, monitoring, and recording of written, oral, and wire communication.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-05-002 / 1/b	No	
N1-087-05-002 / 1/c	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 10 years after separation of employee.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0032		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Inspection Division Non-Criminal Case Files	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0087-2021-0001

Status: APPROVED
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Item Description	Case files of investigations into alleged, suspected, or established civil violations by an employee and/or violations of agency policy that are not brought before courts, judges, or other judicial officers for criminal prosecution.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-05-002 / 1/a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 5 years after separation of employee.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0087-2021-0001-0033		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Compliance Inspection Reports.	
Item Description	Comprehensive reports of findings prepared in a prescribed format and created as a result of compliance inspections of component operations and procedures. The file may include follow-up memoranda relating to the compliance inspection.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-05-002 / 2/a	No	
N1-087-05-002 / 2/b	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off file at end of year in which inspection was conducted. Retain inactive file for reference during the next two inspections, or 8 years whichever is longer.
Retention Period	Other: Destroy immediately upon closure of the third succeeding office inspection or when 12 years old, whichever is longer.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0034	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Inspection Division Fact Finding Investigations
Item Description	Reports, recommendations, and essential background material pertaining to investigative findings related to allegations of employee misconduct or mismanagement. Investigations that reveal violations of agency policy and/or criminal activities will result in the creation of Inspection Division Criminal or Non-Criminal Case Files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-087-05-002 / 3/a	No
N1-087-92-002 / 14/a	Yes for loss of weapons
N1-087-92-002 / 14/b	Yes for loss of weapons
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 5 years after separation of employee.
ADDITIONAL INFORMATION	

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Records Schedule Number: DAA-0087-2021-0001

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0035 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Directorate Based Fact Findings
Item Description	Directorate-Based Fact-Finding Reports, or official memorandum. The report or memorandum includes summaries of employees' interviews, written statements, copies of any relevant documents, and the investigator's synopsis and resolution of the reported incident or allegation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when file is closed.
Retention Period	Other: Destroy 7 years after file closure.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0087-2021-0001-0036 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Inspection Division Special Project Files.
Item Description	Special projects designed to identify potential vulnerabilities and improve operational protocols within and across investigative and mission program areas and develop best practices. Records may include reports, recommendations, lessons learned, independent assessments of operational activities, and essential background material pertaining to mission assurance investigations used to validate effectiveness and efficiency.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-05-002 / 3/b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of year in which project is completed.	
Retention Period	Other: Destroy 10 years after project is completed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
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Records Schedule Number: DAA-0087-2021-0001

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	03/21/2024

DAA-0087-2021-0001 Crosswalk						
Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0001: Significant Investigative Case Files: Includes Criminal, Protective Intelligence, Forensic, Polygraph, and/or other case files which (1) involve substantive information relating to national security;(2) attract national media or Congressional attention; (3) involve infamous criminals or prominent individuals; (4) result in substantive changes to USSS policies or procedures; (5) were used as a model for training purposes; and/or (6) are otherwise designated as significant by a USSS senior official.	Permanent. Cutoff at closure of the case. Transfer to the National Archives 20 year(s) after cutoff	N1-087-88-001 / 1/a/1	Protective Intelligence Records	Protective Intelligence Case Files: Sample Case Files Selected or Permanent Preservation.	Permanent. Offer to the National Archives 20 years from the date of closing of the case.	
		N1-087-89-002 / 1/a	Field Office Investigative Case Files and Records	Closed Investigative Case Files: Selected Closed Case Files	Permanent. Transfer case file and all evidence or related materials to the FRC. Transfer to the National Archives 30 years after the case is closed.	
		NC1-087-84-01 / 1	Closed Investigative Case Files	Sample of Case Files Selected for Preservation.	Permanent. Cut-off at the end of the calendar year in which the case is closed. Offer to the National Archives in 5 yearblocks when 50 years old.	
Group: Investigative Case Files						
Item 0002: Criminal Investigative Case Files Case: Case files of investigations into alleged, suspected, or established violations of the law.	Temporary. Cutoff at closure of the case. Destroy 20 years after cutoff	N1-087-89-002 / 14/b	Field Office Investigative Case Files and Records	Original handwriting specimens related to Judicial cases	Destroy with case file.	
		N1-087-89-002 / 1/b/1	Field Office Investigative Case Files and Records	Closed Investigative Case Files: All Other Closed Case Files, Criminal Judicial Case Files	Temporary (30 years after close of case)	
		N1-087-89-002 / 11/b (In part, certified inventory of property held in evidence for judicial cases)	Field Office Investigative Case Files and Records	Contraband Property: Certified inventory of property held in evidence (SSF-1544).	Destroy with case file to which it relates	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		N1-087-89-002 / 2/a (In part, case files containing Title 1 intercept material referred for judicial action)	Field Office Investigative Case Files and Records	Case Files Containing Special Information: Case Files Containing Title 1 Intercept Material	After the 10 years have elapsed, apply the appropriate disposition authorization in Item 1 above.	
		N1-087-89-002 / 2/b (In part, case files containing protected Internal Revenue Service Information referred for judicial action)	Field Office Investigative Case Files and Records	Case Files Containing Special Information: Case Files Containing Protected Internal Revenue Service Information	After the 8 years have elapsed, apply the appropriate disposition authorization in Item 1 above.	
		N1-087-89-002 / 2/c (In part, case files containing mail cover information referred for judicial action)	Field Office Investigative Case Files and Records	Case Files Containing Special Information: Case Files Containing Mail Cover Information	After the 8 years have elapsed, apply the appropriate disposition authorization in Item 1 above.	
		N1-087-92-002 / 14/a (In part, judicial action case files only)	Investigative Program Records: Changes and Addition to the Investigative Program Records Schedule - Criminal Files	Copies of teletypes and notifications transmitted to SI&SD pertaining to Loss or Theft of Official Weapons (806); Loss or Theft of Secret Service Equipment (806); Possession of Weapons by Arrestees, and Assaults on Secret Service Special Agents and other Employees (812); etc. Details of the investigations are documented in case files.	Destroy 10 years after matter is settled, closed, or terminated.	
		N1-087-92-002 / 2 (In part, other judicial case files only)	Investigative Program Records: Changes and Addition to the Investigative Program Records Schedule - Closed Case Files	Other Judicial, Non-Judicial, and Non-Criminal Case Files.	Cut-off at the end of the calendar year in which the case is closed. Transfer to FRC 10 years after closing. Destroy 30 years after the case is closed.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		NC1-087-84-01 / 4/a (in part, judicial action case files)	Interception, Monitoring and Recording of Wire and Oral Communication Records.	Records relating to the non- consensual or consensual electronic interception, monitoring, or recording of Wire and oral communications: Electronic interception index file.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/b (in part, judicial action case files only)	Closed Investigative Case Files	Consensual interception logs.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/c (in part, judicial action case files only)	Closed Investigative Case Files	Requests and authorizations to and from Department of Justice for use of non-telephonic consensual interception.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/d (in part, judicial action case files only)	Closed Investigative Case Files	Ledger books controlling use of equipment.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/e (in part, judicial action case files only)	Closed Investigative Case Files	Semi-annual review certification rosters.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
Item 0003: Investigative Case Files without Judicial Action: Case files of investigations into alleged, suspected, or established violations of the law not brought before courts, judges, or other judicial officers. Exclusion: Does not include case files designated as "Significant."	Temporary. Cutoff at closure of the case. Destroy 10 years after cutoff	N1-087-89-002 / 14/c	Field Office Investigative Case Files and Records	Original handwriting specimens related to Non-Judicial cases and all photocopies of handwriting specimens	Destroy when 2 years old.	
		N1-087-89-002 / 1/b/2	Field Office Investigative Case Files and Records	Closed Investigative Case Files: All Other Closed Case Files, Criminal Non- Judicial Case (except forgery)	Temporary (10 years after close of case)	
		N1-087-89-002 / 1/b/3	Field Office Investigative Case Files and Records	Closed Investigative Case Files: All Other Closed Case Files, Criminal Non- Judicial Case (forgery)	Temporary (5 years after close of case)	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		N1-087-89-002 / 1/b/4	Field Office Investigative Case Files and Records	Closed Investigative Case Files: All Other Closed Case Files, Non-Criminal Case	Temporary (5 years after close of case)	
		N1-087-89-002 / 11/b, (in part, for certified inventory of property held in evidence for non-judicial cases)	Field Office Investigative Case Files and Records	Contraband Property: Certified inventory of property held in evidence (SSF-1544).	Destroy with case file to which it relates	
		N1-087-89-002 / 2/a (In part, case files containing Title 1 intercept material not referred for judicial action)	Field Office Investigative Case Files and Records	Case Files Containing Special Information: Case Files Containing Title 1 Intercept Material	After the 10 years have elapsed, apply the appropriate disposition authorization in Item 1 above.	
		N1-087-89-002 / 2/b (In part, case files containing protected Internal Revenue Service Information not referred for judicial action)	Field Office Investigative Case Files and Records	Case Files Containing Special Information: Case Files Containing Protected Internal Revenue Service Information	After the 8 years have elapsed, apply the appropriate disposition authorization in Item 1 above.	
		N1-087-89-002 / 2/c (In part, case files containing mail cover information referred not for judicial action)	Field Office Investigative Case Files and Records	Case Files Containing Special Information: Case Files Containing Mail Cover Information	After the 8 years have elapsed, apply the appropriate disposition authorization in Item 1 above.	
		N1-087-92-002 / 14/a (In part, non-judicial and non-criminal case files only)	Investigative Program Records: Changes and Addition to the Investigative Program Records Schedule - Criminal Files	Copies of teletypes and notifications transmitted to SI&SD pertaining to Loss or Theft of Official Weapons (806); Loss or Theft of Secret Service Equipment (806); Possession of Weapons by Arrestees, and Assaults on Secret Service Special Agents and other Employees (812); etc. Details of the investigations are documented in case files.	Destroy 10 years after matter is settled, closed, or terminated.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		N1-087-92-002 / 2 (In part, other non-judicial and non-criminal case files only)	Investigative Program Records: Changes and Addition to the Investigative Program Records Schedule - Closed Case Files	Other Judicial, Non-Judicial, and Non-Criminal Case Files.	Cut-off at the end of the calendar year in which the case is closed. Transfer to FRC 10 years after closing. Destroy 30 years after the case is closed.	
		NC1-087-84-01 / 4/a (in part, judicial action case files)	Interception, Monitoring and Recording of Wire and Oral Communication Records.	Records relating to the non-consensual or consensual electronic interception, monitoring, or recording of Wire and oral communications Electronic interception index file.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/b (in part, non-judicial and noncriminal case files only)	Interception, Monitoring and Recording of Wire and Oral Communication Records.	Consensual interception logs.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/c (in part, non-judicial and noncriminal case files only)	Interception, Monitoring and Recording of Wire and Oral Communication Records.	Requests and authorizations to and from Department of Justice for use of non-telephonic consensual interception.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/d (in part, non-judicial and noncriminal case files only)	Interception, Monitoring and Recording of Wire and Oral Communication Records.	Ledger books controlling use of equipment.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	
		NC1-087-84-01 / 4/e (in part, non-judicial and noncriminal case files only)	Interception, Monitoring and Recording of Wire and Oral Communication Records.	Semi-annual rev low certification rosters.	Temporary. Destroy when 10 years old or when investigative use no longer exists, whichever is longer.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Group: Other Investigative Records						
Item 0004: Arrest Records: Indexes or databases, centrally maintained in law enforcement custody, of USSS arrests or temporary detentions of an individual. The records typically include the identity of the person arrested or detained, the nature of the arrest or detention, and the charge, if any. May include records of Notices of Infraction and other similar issuances. (Note: Arrest records resulting from USSS investigations are also contained in a corresponding case file and are governed by the associated case file retention.)	Temporary. Cut off at end of calendar year. Destroy 10 years after cutoff. Additional retention is allowed for business, legal, or external reporting use, not to exceed 50 years.	N1-087-92-02 / 14/a and 14/b (in part - assaults on Secret Service Special Agents)	Criminal (CO-1) Files	Copies of cross-referenced preliminary investigative reports, teletypes, and notifications transmitted to SI&SD pertaining to Loss or Theft of Official Weapons (CO- 1-17,880); Loss or Theft of Secret Service Equipment (CO-1-23,210); Possession of Weapons by Arrestees, and Assaults on Secret Service Special Agents and Other Employees (CO-1- 17,930); etc. Details of the investigations are documented in case files.	Temporary. Destroy 10 years after matter is settled, closed, or terminated.	citation corrected 3/18/2025
Item 0005: Incident Response Records and Investigative Leads Not Resulting in an Investigation Case File: Records of intelligence and information gathered in response to reported incidents from internal or external sources that do not result in investigations. Includes records of reported illegal activity, personal background histories in which additional investigations are not warranted and do not result in the creation of an investigative case file. Also includes records of response to arrests and custodial situations outside of USSS jurisdiction and network intrusion incidents for which no further USSS investigation is required. further USSS investigation is required.	Temporary. Cutoff at record closure. Destroy when investigative or reference use no longer exists, not to exceed 5 years.	N1-087-00-003 / 10/k	Run-out Log and Contraband Property Records	Counterfeiting. Passing. Possession. and Manufacturing of Counterfeiting U.S. Currency, Coins, Securities, Slugs, Tokens, and Trade Coins: Run-Out Log	Temporary. Destroy 5 years after last entry.	
		N1-087-89-002 / 13	Forgery of Checks, Bonds, and Other U.S. Government Obligations and Securities; Fraud, Larceny, or Direct Deposit Electronic Funds Transfer (EFT)	Incident-type reports and information pertaining to the above when there is insufficient information to develop a case file.	Temporary. Cut off at the end of the calendar year. Destroy when 2 years old.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0006: Confidential Informant Records: Records regarding Confidential Informants (CIs) and cooperating individuals who serve as Sources of Information (SOIs) about criminal activities of interest to the agency, and from whom the agency may expect or intend to obtain additional useful and credible information regarding such activities in the future.	Temporary. Cutoff at deactivation. Destroy 30 years after cutoff.					
Item 0007: Undercover and Special Operation Records: Applications, reviews, and authorizations for investigative special operations, including investigative activities involving undercover employees and confidential informants.	Temporary. Cutoff 20 years from application. Destroy after cutoff; but longer retention is authorized if needed for legal or other authorized law enforcement purposes, not to exceed 50 years.					
Item 0008: Evidence Management Records: Records and inventories of seized or recovered evidence and related documentation such as chain of custody, evidence vault logs and forms, etc.	Temporary. Cut off upon closure of the case or record. Destroy 5 years after cutoff					
Item 0009: Not-in-Evidence (NIE) Management Records: Records and inventories of seized or recovered contraband not associated with a criminal investigation.	Temporary. Cutoff at record closure. Review after 3 years and destroy if investigative or reference use no longer exists, not to exceed 5 years.	N1-087-89-002 / 10/e	Field Office Investigative Case Files and Records	Counterfeiting, Passing, Possession, and Manufacturing of Counterfeiting U.S. Currency, Coins, Securities, Slugs, Tokens and Trade Coins: Receipts for shipments from Federal Reserve Banks.	Cut off at end of the calendar year and destroy when 2 years old.	
		N1-087-89-002 / 11/a	Field Office Investigative Case Files and Records	Contraband Property: Monthly Reports of all contraband received (SSF-1589).	Cut off at the end of each calendar year. Destroy when 2 years old.	
		NC1-087-84-001 / 5/a	Closed Investigative Case Files	Contraband Receipt Chron Files: Monthly Report of All Contraband Received Files (SSF 1589).	Cut-off at the end of each calendar year. Destroy when 2 years old.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		NC1-087-84-001 / 5/b	Closed Investigative Case Files	Contraband Receipt Chron Files: Certified Inventory of Property Held in Evidence Files (SSF 1544), inventories of property obtained from violators of laws.	Destroy with case file to which it relates.	
		NC1-087-84-001 / 5/c	Closed Investigative Case Files	Contraband Receipt Chron Files: Certified Inventory of Property Held in Evidence Files (SSF 1544), contraband retained for educational purposes.	Destroy 2 years after items are returned.	
Item 0010: Mobile Wireless Investigations (MWI): Data/records gathered via mobile wireless technology to locate persons of interest	Temporary. Cut off when investigative target is identified. Destroy upon target identification and no later than 30 days after cut off.					
Item 0011: Investigative Reference Records: General analysis, statistics, summary reports, and related materials concerning the agency's investigative mission not covered elsewhere, that are used for reference, informational, or template purposes.	Temporary. Cut off annually. Review 3 years after cutoff and annually thereafter and destroy when investigative or reference use no longer exists, not to exceed 15 years from cut-off.	N1-087-89-002 / 10/f	Field Office Investigative Case Files and Records	Counterfeiting, Passing, Possession, and Manufacturing of Counterfeiting U.S. Currency, Coins, Securities, Slugs, Tokens and Trade Coins: Volume 1 and 2 of the Counterfeit Note Index.	Update on bi-weekly basis. (To be reviewed again after CIS is implemented).	
		N1-087-00-002 / 7	Records of the Headquarters Office	Digest of Counterfeit Information - Master Set	Temporary. Maintain in Counterfeit Division until the agency determines the records are no longer needed for administrative, legal, audit, or other operational purposes.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0012: Investigative Operations Support Records: Administrative and logistical records that support the USSS investigative mission. Includes mission related correspondence and memos of an administrative nature including manpower studies and reports; equipment use, inventories, and certifications; operational briefings; copies of audit reports; copies of monthly reports pertaining to office investigative activity including statistical reports; requests submitted to the USSS of questioned currency as genuine; requests to produce currency and other securities and obligations for law enforcement purposes or to reproduce likeness or similitude of genuine currency for advertising purposes; and informational copies of referrals of alleged criminal activity, generated internally or received from other government agencies, private individuals or industry regarding, mishandling of funds, counterfeiting, and other financial fraud.	Temporary. Cut off at end of calendar year. An additional 5-year retention is permitted if needed for business use.	N1-087-89-002 / 17	Field Office Investigative Case Files and Records	Genuine U.S. Foreign and Specimen Obligations	Destroy when matters are settled, terminated, or closed.	
		N1-087-89-002 / 18/a	Field Office Investigative Case Files and Records	Reproduction of U.S. Obligations, Securities, Currency, Coin, Emblems, and Official Seal: Requests and authorization to reproduce currency and other obligations and securities of the United States for law enforcement and banking purposes (e.g., recording bait and ransom monies).	Cut off at the end of the calendar year. Destroy when 5 years old.	
		N1-087-89-002 / 18/b	Field Office Investigative Case Files and Records	Reproduction of U.S. Obligations, Securities, Currency, Coin, Emblems, and Official Seal: Inquires, request, authorizations, and opinions transmitted to and from SI&SD and Legal Counsel concerning the legality of reproducing coins, paper, tokens, discs, etc. made in the likeness or similitude of genuine currency for advertising and novelty purposes. May contain original and copies of specimen.	Cut off at the end of the calendar year. Destroy when 5 years old.	
		N1-087-89-002 / 4/a	Field Office Investigative Case Files and Records	Investigative Files of an Administrative Nature - Correspondence, memos, TWX, reports and inquiries of an administrative nature and generated internally, other agencies or organizations, or by private individuals regarding any type of counterfeiting, fraud, (except item b. below) forgery, criminal investigations, and non-criminal investigation (i.e., Information Only Copies, Statistical Reports, etc.)	Cutoff at the end of calendar year and destroy after 2 years.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		N1-087-89-002 / 4/b	Field Office Investigative Case Files and Records	Investigative Files of an Administrative Nature: Correspondence and memos of an administrative nature pertaining to mishandling of funds, false claims, statements, and referrals of alleged criminal activity received from other government agencies, private industry; or individuals. Fraud against Federal Deposit Insurance Corporation, or other federally insured banking institutions.	Cut off at end of calendar year. Destroy when 5 years old.	
		NC1-087-78-01 / 200/11	Administrative Records: Personnel	Manpower Strength and Distribution	Cutoff at the end of each calendar year; hold and destroy at any time after five years at the discretion of those holding the material.	
		NC1-087-78-01 / 500/7	Administrative Records: Equipment, Supplies, Space and Services	Special Purpose Law Enforcement Equipment	Destroy when obsolete or when purpose for which they were prepared was been served whichever comes first.	
Item 0013: Recordings Relevant to Other Authorized Law Enforcement Purposes: Media files/data recorded by law enforcement personnel during the performance of their duties needed for other prescribed law enforcement purposes (e.g., after action analysis, training, etc.).	Temporary. Cut off 3 years after the date of recording. Destroy at cut off; or when use in agency mission/business operations ceases (not to exceed 20 years); or when the related case/project file(s) are closed, whichever is later.					

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0014: Employee Acquisition/Investigative Case Files: Rejected or Declined Applicants: Personnel security investigations and related records created when posting and filling competitive job vacancies. Includes files for applicants for employment (to include contractors), where the applicant is not selected or has declined an offer of employment, and further processing is not required.	Temporary. Cut off at end of calendar year. Destroy 5 years after cutoff.	N1-087-92-002 / 16	Investigative Program Records	Contractor Criminal Record Checks Maintained by the Special Investigations and Security Division	Maintained In Special Investigations and Security Division until inactive for one year and then destroy.	See final page of crosswalk for GRS deviations.
Item 0015: Asset Seizure and Forfeiture Files: Non-investigative files which document the forfeiture process from the initial seizure of property (cash, real or personal property, etc.) to disposition. These files may contain, but are not limited to, inventory forms, correspondence, financial information, civil judicial actions, affidavits containing the case agents' names on file, information supporting the forfeiture action, claims, petitions, petition decisions, notice letters to victims, advertising, property appraisals, ownership documents, delivery receipts of notice letters, and copies of checks, which are maintained by the Secret Service Asset Forfeiture program under this schedule.	Temporary. Cut off when disposition of all assets is complete. Destroy 6 years after cutoff.	N1-087-10-006 / 1	Asset Seizure and Forfeiture Files	Non-investigative case files which document the forfeiture process from the initial seizure of property (cash, real or personal property, etc) to disposition. These files may contain, but are not limited to, inventory forms, correspondence, financial information, civil judicial actions, affidavits containing the case agents' names on file, purchase card information, information supporting the forfeiture action, claims, petitions, petition decisions, notice letters to victims, advertising, property appraisals, ownership documents, delivery receipts of notice letters, and copies of checks, which are maintained by the Secret Service Asset Forfeiture program under this schedule.	Temporary. Transfer to the Federal Records Center (FRC) after the seizure or forfeiture case is closed. Cutoff the closed case file at the end of each calendar year. Destroy 6 years from the seizure or forfeiture case closure.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0016: Lost, Stolen or Damaged U.S. Government Property Investigations: Investigations of U.S Government property that is lost, stolen, or damaged	Cut off annually after matter is settled, closed, or terminated. Destroy 10 years after cut off.	N1-087-92-002 / 14/a	Investigative Program Records	Copies of teletypes and notifications transmitted to SI&SD pertaining to Loss or Theft of Official Weapons (806); Loss or Theft of Secret Service Equipment (806); Possession of Weapons by Arrestees, and Assaults on Secret Service Special Agents and other Employees (812); etc. Details of the Investigations are documented in case files.	Destroy 10 years after matter is settled, closed, or terminated	
Group: Protective Intelligence Investigations Files						
Item 0017: Protective Intelligence Case Files (Controlling Office File): Investigations of incidents, persons, groups, or organizations that directly or indirectly threaten USSS protectees and USSS protected properties. Includes records of attempts to enter restricted areas to cause harm to USSS protectees or to damage USSS protected properties.	Cut off at closure of case. Destroy 30 years after cutoff. Longer retention for records used in inactive protective research is authorized, not to exceed 50 years.	N1-087-88-001 / 1/b/1	Protective Intelligence Records	Protective Intelligence Case Files: All Other Case Files, Judicial Cases	Temporary. Destroy 20 years from date of last action.	
		N1-087-88-001 / 1/b/2	Protective Intelligence Records	Protective Intelligence Case Files: All Other Case Files, Non-judicial Cases	Temporary. Destroy 5 years after case becomes inactive.	
		N1-087-88-001 / 1/b/3	Protective Intelligence Records	Protective Intelligence Case Files: All Other Case Files, Case files containing electronic surveillance records	Temporary. Destroy a minimum of 10 years after case is closed	
		N1-087-88-001 / 1/b/4	Protective Intelligence Records	Protective Intelligence Case Files: All Other Case Files, Field Office judicial and non-judicial cases	Temporary. Destroy 30 days from closing date of close of case.	
		N1-087-88-002 / 11/a	Protective Intelligence Division Trip File.	Trip files for domestic travel are no longer needed for intelligence purposes	Temporary. Destroy when 5 years old.	
		N1-087-88-002 / 11/b	Protective Intelligence Division Trip File.	Trip files for foreign travel no longer needed for intelligence purposes	Temporary. Destroy when 10 years old.	
		N1-087-88-002 / 11/c	Protective Intelligence Division Trip File.	Trip files having long-term intelligence value	Temporary. Destroy when no longer needed for administrative purposes.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0018: Protective Intelligence Investigations (Contributing Office File): Includes copies of investigative materials that are forwarded to the controlling office and/or headquarters when the investigation is complete. Copies are retained to ensure acceptance by the controlling office, and for continued business use.	Temporary. Cut off at the end of the investigation when the case is closed by the Controlling Office. Retain until inclusion in master case file is verified, then destroy; Longer retention is authorized for administrative, legal, audit, or other operational purposes (whichever is longer), not to exceed five years.	N1-087-88-001 / 1/b/5	Protective Intelligence Records	Protective Intelligence Case Files: Cases made for other districts.	Destroy 30 days from closing date of case.	
		N1-087-88-001 / 2/a/1	Protective Intelligence Records	Protective Intelligence Administrative Files: General Files, Intelligence Division	Review and purge when SAIC determines material is no longer needed for administrative purposes.	
		N1-087-88-001 / 2/a/2	Protective Intelligence Records	Protective Intelligence Administrative Files: General Files, Field Office	Cut off at the end of the month. Destroy 30 days after cut off. At the discretion of the SAIC files may be retained 2 years then destroyed.	
		N1-087-88-002 / 11/d	Protective Intelligence Division Trip File	Field office files	Cut off at the end of each calendar year. Destroy when no longer needed for administrative and/or reference use, not to exceed 5 years.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Protective Intelligence Research, National Threat Assessment Center (NTAC) Records						
Item 0019: NTAC Protective Intelligence Research Files: Project documentation includes project plans; project logs; final reports; executive summaries; and project-specific correspondence, and associated project-related data including case study files, coding instructions, written and electronic coded data, statistical reports, etc. used to generate the final reports.(Permanent)	Permanent. Cut off at the completion of the research project. Transfer to the National Archives 30 years after cutoff	N1-087-88-001 / 2/e/1/a	Protective Intelligence Records	Protective Intelligence Research: Protective Intelligence Research Files, Research conducted directly by Secret Service.	Permanent. Transfer to Secret Service storage area 5 years after completion of research. When 20 years old, transfer to permanent custody of National Archives.	
		N1-087-88-001 / 2/e/1/b	Protective Intelligence Records	Protective Intelligence Research: Protective Intelligence Research Files, Research conducted by outside contractors.	Destruction not authorized	
		N1-087-88-001 / 2/e/2/a	Protective Intelligence Records	Protective Intelligence Research: Protective Intelligence Research Correspondence, Research conducted directly by Secret Service.	Permanent. Transfer to Secret Service storage area 5 years after completion of research. When 20 years old, transfer to permanent custody of National Archives.	
		N1-087-88-001 / 2/e/2/b	Protective Intelligence Records	Protective Intelligence Research: Protective Intelligence Research Correspondence, Research conducted by outside contractors.	Destruction not authorized	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0020: NTAC Protective Consultations: Consultations provided under the Presidential Threat Protection Act of 2000 on complex threat assessment cases or plans to requesting entities regarding an individual(s) or group(s) who may pose a risk of an unwanted outcome. Includes the development and/or updating of threat assessment policies and procedures to Federal, State, and local entities. Consists of consultation summaries with a thorough overview of major stakeholders, and any recommendations or deliverables provided by NTAC during the consultation.	Temporary. Cut-off annually. Retain for 10 years, but longer retention, not to exceed 30 years, is authorized if needed for business use.	N1-087-88-001 / 1/b/5	Protective Intelligence Records	Protective Intelligence Case Files, All Other Case Files, Cases made for other districts	Destroy 30 days from closing date.	
		N1-087-88-001 / 2/a/1	Protective Intelligence Records	Protective Intelligence Administrative Files, Protective Intelligence - General Files, Intelligence Division	Review and purge when SAIC determines material is no longer needed for administrative purposes.	
		N1-087-88-001 / 2/a/2	Protective Intelligence Records	Protective Intelligence Administrative Files, Protective Intelligence - General Files, Field Office	Cut off at the end of the month. Destroy 30 days after cut off. At the discretion of the SAIC files may be retained 2 years then destroyed.	
		N1-087-88-002 / 11/d	Protective Intelligence Records	Protective Intelligence Division Trip File, Field Office files	Cut off at the end of each calendar year. Destroy when no longer needed for administrative and/or reference use, not to exceed 5 years.	
Group: Forensic Case Files						
Item 0021: Forensic Case Files without Judicial Action: Forensic investigations into alleged, suspected, or established violations of the law not brought before courts, judges, or other judicial officers.	Temporary. Cut off at the end of the investigation or when all actions are complete. Destroy 10 year(s) after cutoff.	NC1-087-83-01 / 1/a	Identification Cases	Non-identification Case Files	Destroy 5 years after close of case.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0022: Forensic Case Files with Judicial Action: Forensic investigations into alleged, suspected, or established violations of the law brought before courts, judges, or other judicial officers.	Temporary. Cut off at the end of the investigation or when all actions are complete. Destroy 20 years after cutoff.	NC1-087-83-01 / 1/b	Identification Cases	Positive Identification Case Files	Destroy 20 years after close of case.	
Item 0023: Forensic Quality Assurance and Training Records: Employee training and competency records, proficiency records, and testimony records related to forensic operations. Records include program timelines, modules with Objectives; general knowledge of forensic science, ethical practices in forensic science, criminal law, civil law, and testimony; criteria for acceptable performance; competency and proficiency and testing and provisions for skills maintenance.	Temporary. Cut-off annually. Destroy at close of the 2nd accreditation cycle or when 8 years old.					
Item 0024: Laboratory Accreditation Records: Records of external and internal audits of laboratory systems and procedures including quality management system records	Temporary. Cut off annually. Destroy at close of the 4th accreditation cycle or when 12 years old.					

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0025: Miscellaneous Laboratory Forensic Records: Non-evidence images including reference samples, standards, object shots of an item; forensic equipment records; and validation experiments that establish the efficacy and reliability of forensic techniques and procedures, or modifications to either. Also includes forensic examinations conducted in support of state, local, tribal, territorial (SLTT) and Federal agencies in active criminal investigations, but not relevant to Secret Service investigations.	Temporary. Cut-off annually. Destroy 5 years after cut off					
Group: Polygraph / Credibility Assessment (CA) Files						
Item 0026: Criminal Examination Files: Examinations supporting investigations into violations of the law. These exams are generated from the following agencies: USSS, NCMEC, and local/state agencies.	Temporary. Cutoff on completion of examination. Destroy 5 years after cutoff.					
Item 0027: Hired Applicant Examination Files: Examinations performed in support of investigations of applicants for employment, where the applicant is hired or offered the position following successful completion of the examination. Records associated with an individual polygraph examination, to include polygraph charts, audio files, statements of consent, medical waivers, signed reports, worksheets, and other related materials.	Temporary. Cutoff on completion of examination. Destroy 5 years after cutoff.	N1-087-90-003 / 1/a	Applicant Polygraph Examination Records	Polygraph Examinations for Applicants Maintained by The Forensic Services Division: Applicants hired.	Maintain in Forensic Services Division for two years and then destroy.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0028: Non-applicant Examination Files: Examinations of individuals undergoing polygraph testing for reasons other than agency employment, e.g. work details with outside agencies and within agency transfers to the Polygraph Program	Temporary. Cutoff upon completion of examination. Destroy 3 years after cut off or when due process is complete, whichever is later.					
Item 0029: External Examination Files: Examinations performed for other government agencies.	Temporary. Cutoff upon completion of examination. Destroy 5 years after cut off.	N1-087-86-002 / 2	Polygraph Examination Records	Polygraph Examinations Performed By Forensic Services Division For Other Government Agencies	Maintain in Forensic Services Division for five years and then destroy.	
Item 0030: Examination Indexes: Summary records/abstracts recording the case identifiers, findings, and conclusions resulting from interpretations of polygraph examinations, typically aggregated in an electronic database format including indexes used for statistical and other non-operational purposes, with all subject and PII information deleted.	Temporary. Cut-off annually. Review 3 yeras after cutoff and annually thereafter and destroy when investigative or reference use no longer exists, not to exceed 15 years from cutoff.					

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Group: Internal Affairs and Compliance Inspection Files						
Item 0031: Inspection Division Criminal Case Files: Case files of investigations into alleged, suspected, or established agency employee violations of the law. Case files, including interception, monitoring, and recording of written, oral, and wire communication.	Temporary. Destroy 10 years after separation of employee.	N1-087-05-002 / 1/b	Employee Investigative Files and Office Inspection Reports	Special Investigation Case Files: Judicial Criminal "Special" Investigation Case Files (Employee Investigation) (Original File)	Destroy 10 years after separation of employee or last administrative action, whichever is longer.	
		N1-087-05-002 / 1/c	Employee Investigative Files and Office Inspection Reports	Special Investigation Case Files: Interception, Monitoring, and Recording of Wire and Oral Communication Case Files (Employee Investigation) (Original File)	Destroy paper and all electronic files 10 years after separation of employee or last administrative action, whichever is longer.	
Item 0032: Inspection Division Non-Criminal Case Files: Case files of investigations into alleged, suspected, or established civil violations by an employee and/or violations of agency policy that are not brought before courts, judges, or other judicial officers for criminal prosecution.	Temporary. Destroy 5 years after separation of employee.	N1-087-05-002 / 1/a	Employee Investigative Files and Office Inspection Reports	Special Investigation Case Files: Non-Criminal "Special" Investigation Case Files (Employee Investigation) (Original File)	Destroy 5 years after separation of employee or 5 years after last administrative action, whichever is longer.	
Item 0033: Compliance Inspection Reports: Comprehensive reports of findings prepared in a prescribed format and created as a result of compliance inspections of component operations and procedures. The file Includes follow-up memoranda relating to the compliance inspection.	Temporary. Cut off file at end of year in which inspection was conducted. Retain inactive file for reference during the next two inspections, or 8 years whichever is longer.	N1-087-05-002 / 2/a	Employee Investigative Files and Office Inspection Reports	Office Inspection Reports: Inspection Division (Original File) (Program File)	Cut off file at end of the year in which the inspection was conducted. Retain each inspection report for two inspection cycles. Destroy after the third succeeding inspection is closed.	

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
		N1-087-05-002 / 2/b	Employee Investigative Files and Office Inspection Reports	Office Inspection Reports: Inspected Office (Duplicate File) (Administrative File)	Cut off file at end of the year in which the inspection was conducted. Retain inactive file for reference during the next two inspections. Destroy immediately upon closure of the third succeeding office inspection.	
Item 0034: Inspection Division Fact Finding Investigations: Reports, recommendations, and essential background material pertaining to investigative findings related to allegations of employee misconduct or mismanagement. Investigations that reveal violations of agency policy and/or criminal activities will result in the creation of Inspection Division Criminal or Non- Criminal Case Files.	Temporary. Destroy 5 years after separation of employee.	N1-087-05-002 / 3/a	Employee Investigative Files and Office Inspection Reports	Fact Finding Investigation and Special Project Files: Fact Finding Investigation File (Original File) (Program File)	Destroy 5 years after separation of employee or 5 years after last administrative action, whichever is longer.	
		N1-087-92-02 / 14/a and 14/b (in part - loss of weapons).	Closed Investigation Case Files	Criminal (CO-1) Files	Destroy 10 years after matter is settled, closed, or terminated.	citation corrected 3/18/2025
Item 0035: Directorate Based Fact Findings: Directorate-Based Fact-Finding Reports, or official memorandum. The report or memorandum includes summaries of employees' interviews, written statements, copies of any relevant documents, and the investigator's synopsis and resolution of the reported incident or allegation.	Temporary. Cutoff when file is closed. Destroy 7 years after case closure					

Proposed Item Description	Proposed Disposition	Superseded Authority	Superseded Schedule Name	Superseded Item Description	Superseded Disposition	Notes
Item 0036: Inspection Division Special Project Files: Special projects designed to identify potential vulnerabilities and improve operational protocols within and across investigative and mission program areas and develop best practices. Records may include reports, recommendations, lessons learned, independent assessments of operational activities, and essential background material pertaining to mission assurance investigations used to validate effectiveness and efficiency.	Temporary. Cut off at end of year in which project is completed. Destroy 10 years after project is completed.	N1-087-05-002 / 3/b	Employee Investigative Files and Office Inspection Reports	Fact Finding Investigation and Special Project Files: Special Project File (Original File) (Program File)	Cut off at end of year in which project is completed. Destroy paper records when 10 years old. Destroy electronic records when 5 years old.	