

## Request for Records Disposition Authority

Records Schedule Number DAA-0087-2022-0001  
Schedule Status Approved  
  
Agency or Establishment U.S. Secret Service  
Record Group / Scheduling Group Records of the U.S. Secret Service  
Records Schedule applies to Agency-wide  
Schedule Subject Incident-Activated Media Records  
Internal agency concurrences will be provided No

### Background Information

This schedule covers incident-activated non-surveillance media recordings created by United States Secret Service personnel using recording devices (including, but not limited to, body-worn, mobile, and vehicle/vessel-mounted cameras) during the course of their official duties. Each recording results in the creation of a media file. Media files may be determined to have evidentiary or non-evidentiary value.

- For use in this schedule, “USSS” or “(the) Secret Service” refers to the United States Secret Service, including all operational and support divisions.
- For use in this schedule, “media” refers to audio, visual, or a combination of the two, recorded through analog or digital means. It can contain raw or uncompressed data, compressed data, excerpts of the data, and associated metadata. “Media” will also refer to either clips or full length recordings, without distinction.
- When a recording device fails to capture some or all of the audio or video of an incident due to malfunction, displacement of camera, or any other cause, any other audio or video footage that is captured shall be treated the same as body-worn or vehicle camera audio or video footage under this schedule.
- Upon determination that footage is evidence (or has a high likelihood or potential to become evidence) in a criminal, civil, or administrative proceeding, the footage will be managed according to applicable Rules of Evidence until the conclusion of that proceeding and then dispositioned according to the relevant provisions of this schedule. However, any copies or portions thereof which are included in a case

file will be dispositioned according to the corresponding retention schedule for case files.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

0001

## Outline of Records Schedule Items for DAA-0087-2022-0001

Sequence Number	
1	<b>NON-EVIDENTIARY RECORDINGS THAT HAVE NO FURTHER BUSINESS USE</b> Disposition Authority Number: DAA-0087-2022-0001-0001
2	<b>RECORDINGS VOLUNTARILY REQUESTED FOR LONGER RETENTION</b> Disposition Authority Number: DAA-0087-2022-0001-0002
3	<b>RECORDINGS ASSERTED TO HAVE POTENTIAL EVIDENTIARY OR EXCULPATORY VALUE AND WHICH ARE REQUESTED FOR EXTENDED RETENTION</b> Disposition Authority Number: DAA-0087-2022-0001-0003
4	<b>RECORDINGS RELATED TO A USE OF FORCE</b> Disposition Authority Number: DAA-0087-2022-0001-0004
5	<b>RECORDINGS RELATED TO A COMPLAINT REGISTERED BY A SUBJECT OF THE VIDEO FOOTAGE</b> Disposition Authority Number: DAA-0087-2022-0001-0005
6	<b>RECORDINGS RELEVANT TO OTHER AUTHORIZED LAW ENFORCEMENT PURPOSES</b> Disposition Authority Number: DAA-0087-2022-0001-0006

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1529 411"><b>NON-EVIDENTIARY RECORDINGS THAT HAVE NO FURTHER BUSINESS USE</b></p> <p data-bbox="345 432 1154 464">Disposition Authority Number      <b>DAA-0087-2022-0001-0001</b></p> <p data-bbox="345 485 1529 642"><b>Media files/data recorded by law enforcement personnel during the performance of their duties that are not determined to have potential evidentiary or exculpatory value; and which are not otherwise required to meet legal obligations, nor to initiate, sustain, evaluate, or provide documentation of agency actions.</b></p> <p data-bbox="345 653 919 684">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 705 850 737">Item Status                                <b>Active</b></p> <p data-bbox="345 758 818 789">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 810 818 947">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p data-bbox="345 957 818 1052">Do any of the records covered by this item exist as structured electronic data?                          <b>Yes</b></p> <p data-bbox="345 1083 659 1115"><b>Disposition Instruction</b></p> <p data-bbox="345 1136 1529 1220">Cutoff Instruction                        <b>Cut off 90 days from the recording termination date of the event.</b></p> <p data-bbox="345 1230 1214 1262">Retention Period                         <b>Destroy immediately after cutoff</b></p> <p data-bbox="345 1293 659 1325"><b>Additional Information</b></p> <p data-bbox="345 1346 1097 1377">GAO Approval                              <b>Required and Received</b></p>
2	<p data-bbox="345 1419 1414 1451"><b>RECORDINGS VOLUNTARILY REQUESTED FOR LONGER RETENTION</b></p> <p data-bbox="345 1472 1154 1503">Disposition Authority Number      <b>DAA-0087-2022-0001-0002</b></p> <p data-bbox="345 1524 1529 1682"><b>Media files/data requested for extended retention within the initial 90 days of their creation by: a) any member of the public who is a subject of the video footage; b) any parent or legal guardian of a minor who is a subject of the video footage; and/ or c) a deceased subject's spouse, next of kin, or legally authorized designee.</b></p> <p data-bbox="345 1692 919 1724">Final Disposition                        <b>Temporary</b></p> <p data-bbox="345 1745 850 1776">Item Status                                <b>Active</b></p> <p data-bbox="345 1797 818 1829">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 1850 818 1927">Do any of the records covered by this item currently exist in</p>

3

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 3 year(s) after the date the specific event or occurrence was first recorded.**

Additional Information

GAO Approval **Not Required**

**RECORDINGS ASSERTED TO HAVE POTENTIAL EVIDENTIARY OR EXCULPATORY VALUE AND WHICH ARE REQUESTED FOR EXTENDED RETENTION**

Disposition Authority Number **DAA-0087-2022-0001-0003**

Media files/data asserted to have potential evidentiary or exculpatory value in an ongoing investigation, which are voluntarily requested for extended retention within the initial 90 days of their creation, by a) the Federal law enforcement officer whose body camera recorded the video footage; b) any Federal law enforcement officer who is a subject of the video footage; and/or c) any superior officer of a Federal law enforcement officer whose body camera recorded the video footage or who is a subject of the video footage.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 3 year(s) after the date the specific event or occurrence was first recorded; or when use in agency mission/business operations ceases; or when the related case file(s) are closed, whichever is later.**

Additional Information

GAO Approval **Not Required**

4

**RECORDINGS RELATED TO A USE OF FORCE**

Disposition Authority Number      **DAA-0087-2022-0001-0004**

**Any media files/data capturing an interaction or event involving any use of force.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?                      **Yes**

**Disposition Instruction**

Retention Period                      **Destroy 3 year(s) after the date the specific event or occurrence was first recorded; or when use in agency mission/business operations ceases; or when the related case file(s) are closed, whichever is later.**

**Additional Information**

GAO Approval                              **Not Required**

5

**RECORDINGS RELATED TO A COMPLAINT REGISTERED BY A SUBJECT OF THE VIDEO FOOTAGE**

Disposition Authority Number      **DAA-0087-2022-0001-0005**

**Any media files/data capturing an interaction or event about which a complaint has been registered, within the initial 90 days of its creation, by a subject of the video footage.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?                      **Yes**

**Disposition Instruction**

6	Retention Period	Destroy 3 year(s) after the date the specific event or occurrence was first recorded; or when use in agency mission/business operations ceases; or when the related case file(s) are closed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	<b>RECORDINGS RELEVANT TO OTHER AUTHORIZED LAW ENFORCEMENT PURPOSES</b>	
	Disposition Authority Number	DAA-0087-2022-0001-0006
	Media files/data recorded by law enforcement personnel during the performance of their duties needed for prescribed law enforcement purposes (e.g., after action analysis, training, etc.), and/or in support of any other authorized investigative inquiry not covered above.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Retention Period	Destroy 3 year(s) after the date the specific event or occurrence was first recorded; or when use in agency mission/business operations ceases; or when the related case/project file(s) are closed, whichever is later.	
Additional Information		
GAO Approval	Not Required	

## Agency Certification

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

## Signatory Information

Date	Action	By	Title	Organization
03/01/2022	Certify	Damian Kokinda	Chief Records Office r	Entire Agency - Entire Agency
05/04/2022	Return for Revisio n	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
05/04/2022	Submit For Certific ation	Damian Kokinda	Chief Records Office r	Entire Agency - Entire Agency
05/04/2022	Certify	Damian Kokinda	Chief Records Office r	Entire Agency - Entire Agency
09/14/2022	Submit for Concur rence	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
09/21/2022	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
09/22/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
09/28/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office