

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See instructions on separate page)		JOB NUMBER	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		71-87-00-2	
WASHINGTON, DC 20408		DATE RECEIVED	
1 FROM (Agency or establishment)		5-15-2000	
Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
United States Secret Service			
3 MINOR SUBDIVISION		DATE	
Management and Organization Division		46-01	
4 NAME OF PERSON WITH WHOM TO CONFER		ARCHIVIST OF THE UNITED STATES	
Shirley King		[Signature]	
5 TELEPHONE		DATE	
202-406-6884		46-01	
6 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 on the attached ____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE		SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/10/00		[Signature]	Branch Chief - PARS
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION
	<b>Records of the Headquarters Office</b>  See attached sheets containing items 7, 17, 18, 19, and 20		10 ACTION TAKEN (NARA USE ONLY)

*name  
name  
nr*

*Agency  
4-12-01 [Signature]*

Item No	Description of Item and Proposed Disposition	GRS Or Superseded Job Citation
<b>Records of the Headquarters Office</b>		
7.	<p><u>Digest of Counterfeit Information-Master Set</u>  Digest of Counterfeit Information is the historical record of all known circular counterfeit notes. Investigative and arrest information is maintained in these files. USSS personnel often refer to these files for comparative investigative information. We often access these files for information to provide for public interview.</p> <p>Disposition: Temporary. Maintain in Counterfeit Division until the agency determines the records are no longer needed for administrative, legal, audit, or other operational purposes. Transfer to an FRC is not authorized.</p>	NC1-87-84-1 #7
17.	<p><u>Counterfeit U.S. Treasury Checks</u>  These checks are retained at Counterfeit Division since they are considered contraband and chain of custody must be maintained for evidentiary purposes. These checks are often examined to compare defects against any new counterfeit check</p> <p>Disposition: Temporary. Destroy when seven years old.</p>	New
18.	<p><u>Additional Specimen Notes</u>  The Counterfeit Division of the Secret Service maintains four notes of each circular/variation. These are called additional specimen notes. These notes are maintained in the Counterfeit Division vault. They are examined for watermarks and other defects. They are often used for trial testimony, training, and demonstration purposes.</p> <p>Disposition. Temporary. Destroy when investigative use no longer exists. Transfer to any FRC is not authorized</p>	New
19.	<p><u>Raised Notes and Pieced Notes</u>  Raised and Pieced notes are maintained by the Secret Service for two years because of the possibility of becoming evidence. A note or notes may have to be pulled and returned to the investigative office. At the end of the two year retention period, notes are tallied and forwarded to BEP for redemption.</p> <p>Disposition: Temporary. Retain for two years then transfer to Bureau of Engraving and Printing for redemption.</p>	New
20.	<p><u>Electronic Mail and Word Processing System Copies</u>  Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>	New

**GRS Or  
Superseded Job  
Citation**

**Item  
No**

**Description of Item and Proposed Disposition**

a.	<p>Copies that have no further administrative after the recordkeeping copy is made. Included copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Disposition: Temporary: Destroy/delete with 180 days after the record keeping copy has been produced.</p>	New
b	<p>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: Temporary: Destroy/delete when dissemination, revision, or updating is complete.</p>	New