

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on separate page)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-87-00-3	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 5-15-2000	
2. MAJOR SUBDIVISION United States Secret Service		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Management and Organization Division		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Shirley King	5. TELEPHONE 202-406-6884	DATE 12-15-00	

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,

is not required; is attached; or has been requested.

DATE 5/16/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Branch Chief - PARS
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records of the Field Offices</p> <p>See attached sheets containing items 10k, 11c, 11d, 11e, 11f, 11g, and 21.</p>		
	<i>Agency NWRMD NWRM W</i>	<i>NR</i>	

Item No	Description of Item and Proposed Disposition	GRS Or Superseded Job Citation
10.	<p>Records of the Field Offices</p> <p><u>Counterfeiting, Passing, Possession, and Manufacturing of Counterfeiting U.S. Currency, Coins, Securities, Slugs, Tokens, and Trade Coins.</u></p>	
k.	<p><u>Run-Out Log.</u> Log that establishes control over items assigned to agents for investigations.</p> <p>Disposition: Temporary. Destroy 5 years after last entry. (To be reviewed again after office computerization).</p>	<p>N1-87-89-2 #10 Delete item 10-k, Contraband Log. Replace with item 10-l, Run Out Log as new Item 10-k.</p>
11.	<p><u>Contraband Property</u> Records relating to the custody, transmittal, receipt of contraband property that has been seized or released to Secret Service Agents.</p>	
c.	<p><u>Not-In-Evidence Contraband</u> Not-In-Evidence Contraband is maintained for two years for investigative purposes, for public education, and Congressional briefings. Investigations may determine that notes from six months ago would prove beneficial to their case. Those notes would then be pulled and returned to the requesting office. This happens two to three times a week from different offices.</p> <p>Disposition: Temporary. Destroy when two years old.</p>	<p>New Superseded by: JAA-0087-2017-0003-0001 DATE (MM/DD/YYYY): <u>09/13/2017</u></p>
d.	<p><u>In Evidence Contraband</u> In Evidence contraband is evidence which has been used in a judiciary investigation. Often this evidence may have to be returned to the controlling field office for further trial and/or sentencing purposes during its two year period.</p> <p>Disposition: Temporary. Destroy when two years old from the date closed.</p>	<p>New</p>
e.	<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. Transfer to Counterfeit Division and destroy when seven years old.</p>	<p>New</p>
f.	<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</p>	<p>New</p>

Item No	Description of Item and Proposed Disposition	GRS Or Superseded Job Citation
g.	<p>watermarks and other defects. They are often used for trial testimony, training, and demonstration purposes.</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> <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. Maintain in Counterfeit Division for two years, then transfer to BEP for redemption.</p>	New
21.	<p><u>Electronic Mail and Word Processing System Copies</u></p> <p>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
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