

<b>REQUEST FOR RECORD DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JO. NUMBER <i>NI-87-02-1</i>	DATE RECEIVED <i>10-11-01</i>
1 FROM (Agency or establishment) <b>Jeffrey McAlpine US SECRET SERVICE</b>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION <b>Management and Organization Division</b>			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jeffrey McAlpine</b>	5 TELEPHONE <b>202 406-6889</b>	DATE <i>8.15.02</i>	ARCHIVE OF THE UNITED STATES <b>WITHDRAWN</b>

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   1   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 <i>10/4/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John M. ...</i>	TITLE <i>Branch Chief, PARS, US SS</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>cc nwmw</i>	<b>See Attached</b>		

# United States Secret Service

## Manhour Reporting System (MRS)

The Manhour Reporting System is an administrative system used to collect regular and overtime hours devoted to all investigative and protective activities for special agents and other selected employees. MRS is also used to document Law Enforcement Availability Pay (LEAP) and Administratively Uncontrollable Overtime (AUO). It provides protection hour summaries for employees eligible to transfer into the D.C. Police and Firefighter's Retirement system. MRS is the Information Database Management System/Relational Database (IDMS) managed by the Management and Organization Division and used to provide information to support the planning, budgeting, and resource allocations decisions for the U S Secret Service.

**a. Inputs:** Online data entry by agents.

**Disposition:** Update weekly and monthly. Destroy weekly entries 3 months after related monthly reports has been approved by supervisor

Monthly data resides in the database until archived at the end of 6 years.

**b. Outputs:** 1. Online screens used for reference.

**Disposition:** Temporary. Destroy after system verification.

2. Paper copies of reports reflect regular and overtime hours worked by Special Agents and other selected employees, manpower distribution, and retirement eligibility information. These standard reports may include, but not limited to the Organizational Summary report, Personnel Summary Reports, and Production and Control Reports. These reports may be printed on a weekly, monthly, calendar year, and fiscal year basis.

**Disposition:** Temporary. Destroy when 2 year old or no longer needed for legal, operational, or administrative purposes, whichever is longer.

**c. Master File:** Manhour Reporting System Database layout includes such major fields as name, social security number, report month, year, function, leap/auo and other fields needed to capture information on individuals using the system

**Disposition:** Temporary. Break file at the end of the fiscal year. Transfer data at the end of the fiscal year to CD ROM. Destroy CD ROM when 6 year old

**d. System Documentation:**

Code books, file layouts, procedural manuals and related records needed to read and understand information contained on agency system(s), including records created by e-mail and word processing applications.

**Disposition:** Destroy when superceded, obsolete or no longer of use to the agency.