

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Inst: is on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
~~Jeffrey McAlpine~~ U.S. Secret Service

2 MAJOR SUBDIVISION
Management and Organization Division

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Jeffrey McAlpine

5 TELEPHONE
202 406-6889

LEAVE BLANK (NARA use only)

NUMBER
 11-087-02-2

DATE RECEIVED
 12-10-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES
 8/15/02 **WITHDRAWN**

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached		

United States Secret Service

Workload Statistical Reporting System (WSRS)

The Workload Statistical Reporting System is an administrative system used to summarize data from several operational systems in a single multi-dimensional database. It is used to provide the Secret Service with program performance statistics, productivity and workload measurements, and other data on the core operations of the organization.

a. Inputs: Data inputs into WSRS are extracted from the Master Central Index (MCI), Agent Management and Protection Support System (AMPS), Manhour Reporting System (MRS), and the Counterfeit Contraband System (CCS). WSRS is updated online monthly.

b. Outputs: Paper copies of statistical report. These reports may include, but are not limited to Ad-Hoc Reports, Statistical Summary Reports, and Counterfeit Contraband Reports. These reports may be printed on a weekly, monthly, calendar year, fiscal year and upon request.

Disposition: Temporary. Destroy 2 years old or no longer needed for business, whichever is longer.

c. Master File: The Workload Statistical Reporting System Database layout includes such fields as Name, social security number, calendar, fiscal month/year, counterfeit note denomination, and other fields to capture information within 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 years old.

d. System Documentation:

System documentation includes codebooks, file layouts, procedural manuals and related records documenting the agency system(s), including records created to e-mail and word processing applications.

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

WD 8/15/02