INACTIVE - ALL ITEMS SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER N1-087-05-1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001

Date Received 10/20/04

1. FROM (Agency or establishment)
Department of Homeland Security

2. MAJOR SUB DIVISION
United States Secret Service

3. MINOR SUBDIVISION
Management and Organization Division

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Jeffrey McAlpine	**202 406-6889**	1-21-05	John W. Carlin

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 3 page(s) are not needed now 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 the GAO Manual for Guidance of Federal Agencies,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/18/04		**Chief- Management and Organization Division Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Master Central Index Electronic Records Disposition Schedule (MCI) **(See the attached document)** cc Agency, NR, NWMD, NWME		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

INACTIVE - ALL ITEMS SUPERSEDED

1. MASTER CENTRAL INDEX

Privacy Act: Not Applicable

Applicability: Agency-wide

Identifying Information:

Description: The Master Central Index (MCI) is an internal USSS mission-critical mainframe computer database application system. MCI facilitates the investigation process by serving as a case management tool and provides for the retrieval of investigative and criminal history information. MCI is also used as a tool that tracks the status of investigative reports that have been submitted, or that are due for submission. Other systems that interface with MCI are: Agent Manpower and Protection Support System (AMPS), Protective Research Information System Management (PRISM), and Event Name (Evname). This data also assists the Secret Service in providing statistical analyses in terms of performance measurement, program evaluation for departmental and congressional budgets, and reports concerning the investigative mission of the Secret Service.

Specific Restrictions: MCI contains highly sensitive law enforcement and personal information. MCI records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. Safeguards include restricting access to those with assigned passwords and a need-to-know to perform their official duties. 31 CFR 1.36, (National Archives and Records Administration Code of Federal Regulations) exempts Secret Service systems in whole or in part from the provisions of 5 U.S.C. § 552a (Privacy Act).

Vital Record: Yes

Specific Legal Requirements: 18 U.S.C. § 3056 - Powers, Authorities, and Duties of the United States Secret Service.

Disposition Information:

a. System inputs.

MCI includes data from a variety of systems and sources, such as: Protective Research Information System (PRISM), Event Name System (EVNAME), Agent Manpower and Protection Support System (AMPS), financial institutions, and other information provided by federal, state and local law enforcement agencies. The primary sources of data entry for MCI are on-line data entry and data extracts from the systems listed above.

DISPOSITION: TEMPORARY. Destroy/Delete after the data has been transferred to the master file and verified.

Superseded by:
DAA-GRS-2013-0001-0004
DATE (MM/DD/YYYY):
01/09/2017

b. Master file.

Types of data elements include case and violation codes, case classification, subject, open case dates, closed case dates, criminal history, name, social security number, height, weight, sex, hair, eyes, date of birth, place of birth, distinguishing marks, name checks, known aliases, and other information critical to case management.

1. Complete System. **Restrictions:** MCI data is confidential and is restricted from public use under 36 CFR Section 1256.18, Information Related to Law Enforcement Investigations. The data depicts the subject name, case agent's name, and other information that directly applies to

the case being investigated. Compromise of this data could seriously jeopardize active investigations; therefore, public access to these records will be restricted for 50 years after the case is closed.

Superseded by: DAA-0087-2016-0002-0001 and 0002
DATE (MM/DD/YYYY): 04/20/2017

DISPOSITION: PERMANENT. Calendar year end data is permanent. Transfer a copy of the data to the National Archives in blocks of 5 calendar years when the data is 10 years old in accordance with 36 CFR 1228.270.

2. Public use version. Consists of redacted copy of 1b(1) with personal identifiers removed.

Superseded by: DAA-0087-2016-0002-0001 and 0002
DATE (MM/DD/YYYY): 04/20/2017

DISPOSITION: PERMANENT. Calendar year-end data is permanent. Transfer a copy of the data to the National Archives in blocks of 5 calendar years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

c. System outputs.

MCI online outputs are full screen record displays. Offline paper reports include: Monthly Status Report for Offices, Quarterly Financial Arrest Disposition, Number of Cases Reopened Report, Monthly Interest Code Report, Open Case Control with Closed Ticklers for Offices, Open Investigative Support Cases, Domestic Arrests Report, Foreign Arrests Report by Office, Counterfeit Foreign Arrest Reports by Country, Foreign Arrests Report, Monthly Financial Crimes Division/ECB (FCD/ECB) Report, Monthly FSD Polygraph Report, Case Prioritization Guideline Requirement (CPG) – Cases Open/Closed Cases, Case Type Differences Report, Subject Profile, and Open Unassigned Cases.

1. Headquarters Monthly Reports.

a. DISPOSITION: TEMPORARY. Destroy printed reports except Counterfeit Reports when thirty (30) days old or when superseded, whichever comes later.

Obsolete, reported on 05/20/17, Jeremy Schmidt, records no longer created and all records dispositioned

b. Counterfeit Reports.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.

2. Field Office Monthly Reports.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.

Obsolete, reported on 05/02/17, Jeremy Schmidt, records no longer created all records dispositioned

d. System Documentation.

The MCI system documentation contains: technical specifications. Manuals, codebooks, data dictionaries, or other materials that are used to understand how to use the system, regardless of format.

DISPOSITION: PERMANENT. Transfer to the National Archives with system data as indicated in item 1b(1) and 1b(2) above.

Superseded by: DAA-GRS-2013-0005-0002
DATE (MM/DD/YYYY): 01/09/2017

e. Electronic Mail and Word Processing.

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.

Superseded by: DAA-GRS-2013-0001-0007
DATE (MM/DD/YYYY): 09/07/2016

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

   DISPOSITION: TEMPORARY. Destroy/Delete 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Superseded by: DAA-GRS-2013-0001-0007
DATE (MM/DD/YYYY): 09/07/2016

   DISPOSITION: TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed.