

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>71-087-05-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		Date Received <i>11-10-2004</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION United States Secret Service		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Administration, Management and Organization Division			
4 NAME OF PERSON WITH WHOM TO CONFER Christine Gardner	5 TELEPHONE (202) 406-6886	DATE <i>11/10/04</i> ARCHIVIST OF THE UNITED STATES <i>Howard Houch</i>	
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 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>October 28, 2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>W. R. Keefe, Jr.</i>	TITLE Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Request changes to the Office of Inspection Schedules Special Investigation Case files a. Non-Criminal "Special" Investigation Case Files (Employee Investigation) (Original File) <i>email/word processing</i> Disposition: Destroy paper and electronic word processing records 5 years after separation of employee or 5 years after last administrative action, whichever is longer. b. Judicial Criminal "Special" Investigation Case Files (Employee Investigation)(Original File) <i>email/word processing</i> Disposition: Destroy paper and electronic word processing records 10 years after separation of employee or last administrative action, whichever is longer. c. Interception, Monitoring, and Recording of Wire and Oral Communication Case Files (Employee Investigation)(Original File) Disposition: Destroy paper and all electronic files 10 years after separation of employee or last administrative action, whichever is longer.	N1-87-93-1, item 1.b.(1) and N9-87-00-01, item 2.a. N1-87-93-1, item 1b.(2) and N9-87-00-01, item 2.b. N1-87-93-1, item 1.b.(3) and N9-87-00-01, item 2.c.	
<i>cc Agency NR NWMW</i>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

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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)
2.	<p>Office Inspection Reports Comprehensive reports of findings prepared in a prescribed format and created as a result of triennial inspections of component operations and procedures. The file includes follow-up memoranda relating to the office inspection.</p> <p>a. Inspection Division (Original File) (Program File) Cut off file at end of the year in which the inspection was conducted. Retain each inspection report for two inspection cycles. Destroy paper and electronic word processing records after the third succeeding inspection is closed. <i>EMAIL/WORD PROCESSING</i></p> <p>b. Inspected Office (Duplicate File) (Administrative File) Cut off file at end of year in which inspection was conducted. Retain inactive file for reference during the next two inspections. Destroy immediately upon closure of the third succeeding office inspection.</p>	<p>NC1-87-84-2, item 3. and N9-87-00-01, item 2.e.</p>	
3.	<p>Fact Finding Investigation and Special Project Files Copies of reports, recommendations, and essential background material pertaining to investigative findings related to allegations of misconduct or mismanagement, or specially assigned projects conducted by the Office of Inspection.</p> <p>a. Fact Finding Investigation File (Original File) (Program File) Disposition: Destroy paper and electronic word processing records 5 years after separation of employee or 5 years after last administrative action, whichever is longer. <i>EMAIL/WORD PROCESSING</i></p> <p>b. Special Project File (Original File) (Program File) Cut off at end of year in which project is completed. Destroy paper records when 10 years old. Destroy electronic word processing records when 5 years old. <i>EMAIL/WORD PROCESSING</i></p>	<p>N1-87-86-1, item 6; N9-87-00-01</p>	