

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only) <i>N1-87-06-1</i>	
		JOB NUMBER	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		Date Received <i>7/6/06</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION <b>U. S. Secret Service</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>Management and Organization Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Allan Twoey</b>	5 TELEPHONE <b>202-406-6872</b>	DATE <i>12/11/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allan Twoey</i>
<b>6 AGENCY CERTIFICATION</b> 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>06-28-2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <b>Chief Records Officer</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Land Mobile Radio (LMR) Voice Transmission Recordings Recordings of routine protective radio transmissions over multiple frequencies between the Command Post and agents and support services such as local police during Presidential and Vice-Presidential trips. Media used to record these transmissions may be optical disk hard drives or equivalent hard drive technology, standard cassette tapes, magnetic tapes, compact disc (CDs), digital video disks (DVD) or other disposable electronic media. The office of Protective Research, Information Resources Management Division (IRM), is responsible for the receipt of radio transmissions data via the White House Communications Agency (WHCA) and/or the Communications Management Control Activity (CMCA) under provisions of Public Law 94-524. The initial recording of radio transmissions by IRM is considered the official record copy.</p> <p>Note: If a request is made for a copy of the digital file within the 30-day cycle, the following process will take place. If legally acceptable, an IRM technician will run a digital signature hashing program against each requested file. The copied file and documentation concerning the hash comparison will be stored in IRM in compliance with legal and MNO policies. This procedure safeguards against tampering with these recordings.</p> <p>Disposition: Temporary - IRM will retain original transmission (official record copy) data recordings for 30 days; destroy by burning or by overwriting the storage media on the 31st day after the date of the recording. However, when a recording is affected by a particular case, significant event, pending or current litigation, or special requests, the recording should be disposed of in accordance with appropriate authorization.</p>	N1-87-99-1	

*2/19/06 copies sent to Agency, NWC S*

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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><del>a. Unusual Incidents/Significant Events - Recordings related to unusual incidents, occurrence, or significant events as determined by the Service.</del></p> <p><del>Disposition: PERMANENT - Retain as permanent and transfer to the National Archives and Records Administration with files according to applicable disposition instructions.</del></p> <p>b. Pending or Current Litigation - Recordings affected by pending or current litigation.</p> <p>Disposition: TEMPORARY - Retain until litigation is resolved.</p> <p>c. Special Requests - Recordings requested by the President, Congress, National Archives and Records Administration, or similar authority, and until otherwise directed.</p> <p>Disposition: TEMPORARY - Destroy when no longer needed for agency business.</p> <p>d. Case Files - Recordings related to a case.</p> <p>Disposition: TEMPORARY - Retain according to the appropriate disposition authorization of that case.</p> <p>e. All Other Offices - Requested copies of recordings. The business owner will notify IRM, when recordings are affected by a particular case, significant event, pending or current litigation and special requests.</p> <p>Disposition: TEMPORARY - IRM will retain official record copy of recordings. Destroy recordings 30 days from the date the transmission was originally recorded. On the 31st day after the data was recorded, destroy by burning. However, when recordings are affected by a particular case, significant event, pending or current litigation, or special requests, the recordings should be disposed of in accordance with appropriate authorization.</p>		