

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-087-07-1</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <i>8/27/07</i>	
2. MAJOR SUB DIVISION <b>United States 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>Jeff McAlpine</b>	5 TELEPHONE <b>202-406-6889</b>	DATE <i>12/12/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>4</u> 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>07.25.2007</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Uniformed Division Official Files Records Disposition</b>  <b>See attached documents</b>	<b>N1-087-93-2</b>	

*SA 12/28/07 copies sent to NWMD, NWMU, NWCT, NR*

## DISPOSITION SCHEDULE FOR UNIFORMED DIVISION'S OFFICIAL FILES

This records schedule covers U S Secret Service official files generated by the Uniformed Division (UD) under the jurisdiction of the Assistant Director, Office of Protective Operations. Members of the United States Secret Service Uniformed Division are assigned to protect the White House and grounds, any building in which Presidential offices are located, the Treasury Building and grounds; the temporary official residence of the Vice President and grounds in the District of Columbia, and foreign diplomatic missions located in the District of Columbia, and any event designated as a special event of national significance. The Uniformed Division is also assigned to protect the President and Vice President of the United States and their immediate families, former Presidents and their spouses, Presidential and Vice Presidential candidates, and within 120 days of the general Presidential election, the spouses of such candidates, visiting heads of foreign states and foreign governments, and those located in such other areas in the United States, its territories, and possessions as specified in Title 18, section 3056A of the United States Code, as the President may direct on a by-case basis.

### 1 Deputy Chief's General Files (All Branches)

Files consist of internal correspondence forwarded from the branch. Copies will be retained by each individual branch.

#### a Temporary (Records copy paper) Cut off files annually

Destroy files when 3 years old if preempted by written policy in the U S Secret Service Directives System. Otherwise retain until superseded by written policy in the U S Secret Service Directives System.

#### b Electronic Copies

Consist of internal correspondence created on word processing systems.

Temporary Destroy when 3 years old (N9-87-00-01)

### 2 Incident Reports (All Branches)

Consist of narrative incident reports occurring during a member's shift, P-56 Notifications, Alert Posting, Telephonic Bomb Threat Post checklist, investigative reports of criminal activities and reports of suspicious persons.

#### a Incidents not involving protectees or protected properties that Protective Operations has reviewed

Temporary (Records copy paper) Cut off files annually at the end of UD involvement. Destroy files when 3 years old.

a2 .. Electronic Copies

Temporary Destroy when 3 years old (N9-87-00-01)

A1

Incidents involving protectees or protected properties, where UD remains the primary responsible office, or incidents which cause a change in UD's policies or procedures

Permanent (Records copy paper) Cut off files at close of case. Transfer to the National Archives when 30 years old

A2

Electronic Copy

Temporary Destroy electronic files copies after 3 years old (N9-87-00-01)

3. **Twenty-Four Hour Incident Reports (formerly Watch Commander's Journals) (All Shifts)**

Overlapping series Incidents, events, and occurrences that occur at the protective branches within 24 hours

Temporary Cut off files annually Destroy files when 3 years old if there is no litigation in process, otherwise retain until no longer needed

4. **Uniformed Division Briefing Sheets**

Shift roll call notices of activities, events, and changes in routine or assignment.

Temporary Cut off files monthly Destroy files when 1 year old if there is no litigation in process, otherwise retain until no longer needed

~~5. **Protectee Activities Itinerary Briefing Sheets (Protectees Movements and Agendas)**~~

~~These files contain protective activities schedules, briefing sheet itineraries, protectee movement logs, and the family and guest locator.~~

~~Temporary Cut off files monthly Maintain files in office until the end of calendar year Transfer files to UD Central Files and destroy 3 years after the administration If protectee serves a second term, destroy records 3 years after second term Copies may be filed with related incident reports if appropriate~~

WITHDRAWN  
AT THE  
REQUEST OF  
THE AGENCY  
RECORDS  
OFFICER  
12/6/07  
JTC

6. **Security Patrol/Surveillances**

Logs and reports such as, Home to Work and Extraordinary Use Vehicle Log (SSF 1778a), Cruiser Activity (Run Sheets) Log, React Drill Sheets, Special Attention Log Sheets, Drawbridge, Room and Floor Checks, Foreign Mission Branch (FMB) Security Report, and Massachusetts Avenue Foot Patrol documents status of the area patrolled

Temporary Cut off files at the end of the calendar year and maintain in the office for 1 year Destroy files when 3 year old

7. **Equipment Logs/ Maintenance**

Check and return documentation for keys, Vehicle Inspection Sheets, radios, weapons, parking permits and similar equipment To include Trouble Log request for Technical Security Division (TSD) and White House Communications Agency (WHCA) repairs

Temporary: Cut off on return of equipment. Destroy when 1 year old.

#### **8. Range Slips**

Monthly records, recording the name of the individual, course code, skill results, i.e. score.

Temporary: Cut off annually. Destroy when 1 year old.

#### **9. Alarm and Detector Inspection Report**

Perimeter, door, and site alarm systems, and special materials detectors. Surveillance/Monitoring tapes.

Temporary: Destroy alarm reports after the next inspection; or when corrective actions are resolved. If these records are involved in litigation, retain until litigation is completed.

#### **10. Alarm Readouts. Vikonics printouts.**

Historical alarm readouts of the White House, Vice President's residence, New and Eisenhower Executive Office buildings, and other Secret Service protected facilities.

Temporary: Cut off monthly and forward to UD Central Files. Destroy 3 years after the end of the Administration. If the Administration's term is extended, maintain the records collection for an additional 3 years. File copies of related incident reports, if appropriate. If these records are involved in litigation, retain until litigation is completed.

#### **11. Intrusion Detection Alarms for Perimeter Alarm System and Special Detector Inspection Reports**

This intrusion detection system provides reports of perimeter, 24 hour secured doors, and special materials detectors activity for the White House, Vice President's residence, New, and Eisenhower Executive Office buildings, and other Secret Service protected facilities upon request.

Temporary: Destroy after each office inspection and upon addressing all corrective matters; and if records are not involved in litigation. Otherwise, retain records until litigation is completed.

#### **12. Intrusion Detection Alarms for Room Alarm System**

This intrusion detection system provides reports of interior rooms and hallways activity for the White House, Vice President's residence, New and Eisenhower Executive Office buildings, and other Secret Service protected facilities upon request.

Temporary: Destroy after each office inspection and upon addressing all corrective matters; and if records are not involved in litigation. Otherwise, retain records until litigation is completed.

### **13. Appointment and Security Control Logs. (All Branches)**

Individual Name Check Logs (NCIC/NLETS)

a. Individual Name Checks Log

Temporary Cut off monthly Destroy when 3 year old.

b K-5 Delivery Log

Temporary Cut off monthly Destroy when 1 year old

### **14. Crime Scene Investigations Unit Case Files**

Crime scene reports and other documents for prosecution of criminal cases before the court system and reports for non criminal photo assignments to include, evidence and supplemental reports, photo assignment reports, firearms processing reports, property reports, DEA-7 lab examinations request forms, FBI and USSS/FSD lab examination request forms, fingerprint examination request forms, post examination reports and technical case notes Evidence may be stored on medium, such as, 35mm negatives, video tapes, audio tape, CD-R and DVD-R media, composite drawings, latent fingerprint cards and mikosil casting material for latent fingerprints

~~X~~ Temporary Evidence case files are cut off annually and maintained in Crimes Scene vault for 5 years Transfer case files older that 5 years to the WNRC (NC1-87-83-1)

~~b. Temporary. Destroy evidence case files 20 years after close of case (NC1-87-83-1)~~

### **15. Court Appearances**

Uniformed Officer's appearance in court

a Court attendance forms documenting dates and times of officer's attended court proceedings

Temporary Cut off annually Destroy after 1 year

b Notice Of Infraction (N O I )/Log Books

Temporary Cut off annually, Destroy after 1 year

### **16. Physical Fitness Performance (PFP)**

Quarterly fitness tests scores used to measure the ability for Uniformed Division officers to perform their responsibilities

Temporary Enter fitness score into the mainframe. Destroy hardcopy of fitness test scores immediately after verification of data entry.