

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-087093	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 1/22/09	
1. FROM (Agency or establishment) Department of Homeland Security		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUB DIVISION U.S. Secret Service			
3. MINOR SUBDIVISION Management and Organization Division			
4. NAME OF PERSON WITH WHOM TO CONFER Christine Gardner	5. TELEPHONE 202-406-6886	DATE 9-2-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 <u> 2 </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	SIGNATURE OF AGENCY REPRESENTATIVE Damian Kokinda <i>Damian Kokinda</i>	TITLE Chief 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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>Records are created and/or received by the U.S. Secret Service James J. Rowley Training Center (RTC) regarding the accreditation process for the training center and/or training courses taught at the Center. These records are in addition to SF 115 Job Number N1-87-96-2. Master File Classification Code (MFCC) 230.060 applies to these records.</p> <p>Accreditation Applications. Information regarding a training facility or training program, which is submitted to the Federal Law Enforcement Office of Accreditation (OA). The application is reviewed by OA and other reviewers.</p> <p>TEMPORARY; PAPER RECORDS Cut off file: 4 years after accreditation date Retain: 4 additional years at RTC; then transfer to FRC Destroy: 10 years after accreditation date</p> <p>ELECTRONIC RECORDS may be deleted when paper record copy is produced.</p>	<p>Superseded by job / item number: DAA-0087-2016-0001-0001</p> <p>Date (MM/DD/YYYY): 08/18/2016</p>	

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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>Accreditation Self-Assessment. A written report that documents an accreditation applicant's (RTC) compliance with Federal Law Enforcement Training Accreditation (FLETA) standards.</p> <p>TEMPORARY; Paper Records Cut off file: 4 years after accreditation date Retain: 4 additional years at RTC; then transfer to FRC Destroy: 10 years after accreditation data</p> <p>ELECTRONIC RECORDS may be deleted when paper record copy is produced.</p>	<p>Superseded by job / item number: DAA-0087-2016-0001-0002</p> <hr/> <p>Date (MM/DD/YYYY): 08/18/2016</p>	
3.	<p>Federal Law Enforcement Training Accreditation (FLETA) Assessment. Daily progress reviews, issues, concerns, exit briefings, final reports, which may include deficiencies, prepared by the FLETA assessment team; and Corrective Action Plans (CAP) prepared by the accreditation applicant (RTC) that address each deficiency identified.</p> <p>TEMPORARY; Paper Records Cut off file: 4 years after accreditation date Retain: 4 additional years at RTC; then transfer to FRC Destroy: 10 years after accreditation date</p> <p>ELECTRONIC RECORDS may be deleted when paper record copy is produced.</p>	<p>Superseded by job / item number: DAA-0087-2016-0001-0003</p> <hr/> <p>Date (MM/DD/YYYY): 08/18/2016</p>	
4.	<p>Federal Law Enforcement Training Accreditation (FLETA) Board Records. May consist of copies of schedules of meetings, hearings, review results, approvals, provisional/probationary accreditation(s), deferred accreditation, withdrawn accreditation, etc.</p> <p>TEMPORARY; Paper Records Cut off file: 4 years after accreditation date Retain: 4 additional years at RTC; then transfer to FRC Destroy: 10 years after accreditation date</p> <p>ELECTRONIC RECORDS may be deleted when paper record copy is produced.</p>	<p>Superseded by job / item number: DAA-0087-2016-0001-0003</p> <hr/> <p>Date (MM/DD/YYYY): 08/18/2016</p>	

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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)
5.	<p>Board Review Committee (BRC) Records. Documentation regarding formal public hearings where USSS officials, the FLETA Accreditation Manager sponsoring RTC, the Assessment Team Leader and the FLETA OA Program Manager addressed questions and described training academy or program status; copies of BRC final reports and/or recommendations.</p> <p>TEMPORARY; Paper Records Cut off file: 4 years after accreditation date Retain: 4 additional years at RTC; then transfer to FRC Destroy: 10 years after accreditation date</p> <p>ELECTRONIC RECORDS may be deleted when paper record copy is produced.</p>	<p>Superseded by job / item number:</p> <p><u>DAA-0087-2016-0001-0003</u></p> <p>Date (MM/DD/YYYY): <u>08/18/2016</u></p>	
6.	<p>Re-accreditation Records. Annual reports describing RTC's academy and/or program compliance adherence, including appropriate documentation regarding significant changes which may alter the accreditation status of the academy or program.</p> <p>TEMPORARY; Paper Records Cut off file: 4 years after accreditation date Retain: 4 additional years at RTC; then transfer to FRC Destroy: 10 years after accreditation date</p> <p>ELECTRONIC RECORDS may be deleted when paper record copy is produced.</p>	<p>Superseded by job / item number:</p> <p><u>DAA-0087-2016-0001-0004</u></p> <p>Date (MM/DD/YYYY): <u>08/18/2016</u></p>	