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JOB NUMBER JAP 05 7-09-7/ SECTADELPHI ROAD, COLLEGE PARK, MID 20740-6001 To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION SECTADELPHI ROAD, COLLEGE PARK, MID 20740-6001 Date Resolved 9 (28/0 9 1.FROM (Agency or establishment) NOTIFICATION TO AGENCY Department of Homeland Security In secondare with the provides of 44 U S C 2020, the approximant of Homeland Security 2 MAJOR SUB DIVISION In secondare with the provides of 44 U S C 2020, the approximant of Homeland Security 3. MINOR SUBDIVISION In secondare with the provides of 44 U S C 2020, the approximant of Homeland Security 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Jeffrey McAlpine 15. TELEPHONE 2. GENCY CERTIFICATION Agency is matters partialing to the disposition of its records and that the records propeed for disposition and that write occurrence from the General Agencies, Signature Signature Signature Ø Is not required Is statched; or In has been requested. DATE Signature Signature Ø Is not required Is statched; or In as been requested. PARTIFICATION 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB 7. ITEM NO 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB TOTH FACENCY REPRESED TO NOTION FACENCY 7. ITEM NO 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB TOTH	REOU				LEAVE	LEAVE BLANK (NARA use only)			
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Department of Homeland Security In accordance with the provisions of 44 U S C 3303a, the disponentor request, including amendments is approved. 2. MAJOR SUBDIVISION United States Secret Service In accordance with the provisions of 44 U S C 3303a, the disponentor request, including amendments is approved. 3. MINOR SUBDIVISION Management and Organization Division In accordance with the provisions of 44 U S C 3303a, the disponentor request, including amendments is approved. 4. NAME OF PRESON WITH WHOM TO CONFER 5. TELEPHONE DATE ABCHAYLSC OF THE UNITED STATES 3. Jeffrey McAlpine 10.42406-6889 DATE ABCHAYLSC OF THE UNITED STATES 6 AGENCY CERTIFICATION Interdy certify that I an authorzed to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposition for disposition of the records of the provisions of THE 8 the CAO Manual for Culture of Fodeni Agencies. 9 Jeffrey SigneyTURE OF AGENCY REPRESENTATive TITLE 09 Jeffrey SigneyTURE OF AGENCY REPRESENTATIVE TITLE 09 Jeffrey SigneyTURE OF AGENCY REPRESENTATIVE TITLE 09 Jeffrey SigneyTURE OF AGENCY REPRESENTATIVE TITLE 01 ACCTION TAKEN SigneyTURE OF AGENCY REPRESENTATIVE S						Date Received 9/28/09			
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RECORDS DISPOSITION SCHEDULE FOR COUNTER SURVEILLANCE UNIT REPORT (CSUR) DATABASE

Description:

The Counter Surveillance Unit Report (CSUR) database (pronounced scissor) is used to report and store Counter Surveillance Unit (CSU) information CSUR is a central repository for recording suspicious activity. It contains source data pertaining to counter surveillance incidents, including persons, vehicles, and aircraft. Analysts collate, evaluate, and disseminate this information for protective and investigative research purposes.

Specific Restrictions:

CSUR is a highly sensitive law enforcement database CSUR records are restricted from unauthorized access through appropriate administrative, physical, and technical safeguards. In addition, those with specific need to know are assigned access rights. The CSUR system is exempt in whole, or in part, from public disclosure by the Department of Homeland Security and United States Secret Service under the Privacy Act of 1974. Implementation of Exemptions, Department of Homeland Security U.S. Secret Service—004 Protection Information System of Records. The information contained in this system relates to the preparation and execution of law enforcement physical protection of designated individuals.

Specific Legal Requirements:

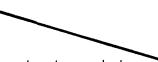
The CSUR database system supports the USSS protective mission under 18 USC 3056, section 1, Powers, Authorities, and Duties of the United States Secret Service

Disposition Information:

1. System Inputs

CSUR receives source data from information acquired from counter surveillance activities, name and identifier searches of the National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), Lexis-Nexis, Targeted Violence Information Sharing System (TAVISS), Master Central Index (MCI), and SSUR The information extracted from these sources is manual inputs for the CSUR system

Temporary



Delete all hard copy data source documentation after converting to an electronic medium and verify conversion when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as backup to the electronic records (GRS 20, Item 2(a4))

2. Master File

The CSUR database is a central repository of information concerning observations of suspicious activity or surveillance directed against USSS protectees or facilities The master file contains the following data elements Analyst Weights, City, State, Country, CSUR Addresses, CSUR Analyst, CSUR Associations, CSUR Audit Action, CSUR Automatic Extracts, CSUR Employee, CSUR Identifications, CSUR Ignore Words, CSUR Incidents, CSUR Phone, CSUR Photos, CSUR Pick List, CSUR Report Incident, CSUR Report Subject, CSUR Report Vehicle, CSUR Subjects, CSUR Subjects Alias, CSUR Vehicles, CSUR Vehicles, CSUR Vehicles, Street Suffix, USPS City State, USPS Zip4 Partitioned, Zip-code

Permanent

Criminal and Non-Criminal Case Data

Significant and/or unique electronic intelligence case related data of potential historical or archival value Offer to the National Archives 20 years from the date the case closed (NC1-87-8801, Item 1(a)1 Transfer a copy to the National Archives in blocks of 10 calendar years when the records in accordance with acceptable NARA transfer requirements in place at the time of transfer

3. System outputs

Ad-hoc statistical reports printed upon request

Temporary

Delete/destroy when agency determine that they are no longer needed for agency administrative, legal, audit, or other operational purposes (GRS 20, Item 7)

System Backup

The CSUR system maintains a Recovery Manager (RMAN) backup for the Oracle database CSUR performs daily data backups

Temporary

Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later (GRS 24, Item 4(a))

6 System Documentation

The CSUR system documentation contains a data dictionary, system security plan, user guide, technical specifications, manuals, codebooks, data dictionaries, or other materials used to understand how to use the system

Permanent

Transfer to the National Archives with any permanent electronic records to which the documentation relates (GRS 20, Item 11a(2))