

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER NI-087-09-7	
1. FROM (Agency or establishment) Department of Homeland Security		Date Received 9/28/09	
2 MAJOR SUB DIVISION United States Secret Service		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Management and Organization Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jeffrey McAlpine	5. TELEPHONE 202-406-6889	DATE 13 April 10	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6 AGENCY CERTIFICATION</p> <p>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>3</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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE 09/24/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dennis S. Kibinda</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Records Disposition Schedule for Counter Surveillance Unit Report (CSUR) See the attached		

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 U.S.C. 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 CSUR. 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 Vehicle Subject, Incident Text Analysis, Quest Temp Explain, Report Combined, Search Results, 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)~~

~~4 **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))~~

~~5. **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))~~