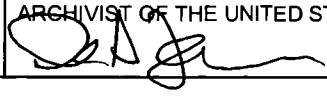
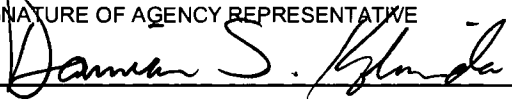


REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER	<i>NI-087-107</i>
1 FROM (Agency or establishment) Department of Homeland Security		Date Received	<i>12/3/09</i>
2 MAJOR SUB DIVISION U.S. Secret Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Management and Organization Division		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Allan Twoey	5 TELEPHONE 202-406-6872	DATE <i>12/1/09</i>	ARCHIVIST OF THE UNITED STATES 
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>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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>12/01/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Live-Scan System</p> <p>Decription: The Live-Scan System is an application created by the Forensic Services Division to electronically capture, digitize, and transmit records to the FBI's Integrated Automated Fingerprint Identification System (IAFIS) for an automated search against criminal fingerprint records. These records are also submitted to the Secret Service database for searching and archiving. These digitized records include descriptive information, fingerprints, palm prints, signatures, and mug shot images.</p> <p>IAFIS is a component of the FBI Privacy Act system of records titled "Fingerprint Identification Records System" (FIRS) (JUSTICE/FBI-009) (64 FR 52343, 52347, 66 FR 33558, 70 FR 7513, 7517; 72 FR 3410).</p> <p>The Live-Scan System consists of Live-Scan booking stations located in every field office. In all cases, data is kept secure, accurate and appropriately controlled Any privacy risks are mitigated through auditing access controls and physical, technical, and administrative controls.</p> <p>Information in the U S Secret Service (USSS) database may be disclosed to Federal, State, or local law enforcement agencies.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NUMBER

PAGE

2 OF 4

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	<p>Access may also be granted to a Federal, State, or local agency or organization for a compatible civil law enforcement function; or where such disclosure may promote, assist, or otherwise serve the mutual criminal law enforcement efforts of the law enforcement community, administrative or adjudicative bodies (as provided by 5 U.S.C. 9101 and 28 U.S.C. 534), or in other situations as indicated in applicable routine uses for the systems involved.</p> <p>Disposition Information:</p> <p>1. System Inputs</p> <p>Digitally captured descriptive information, fingerprints, palm prints, signatures, and mug shot images of criminal or applicants.</p> <p>TEMPORARY</p> <p>Destroy after the information has been converted into an electronic medium and no longer needed for legal or audit purposes, or when no longer needed for agency business, whichever is later.</p> <p>2. Master File</p> <p>Descriptive information, fingerprints, palm prints, signatures, and mug shot images of criminal bookings or USSS applicants.</p> <p>TEMPORARY</p> <p>Records will be retained either until the statute of limitations has expired for all criminal violations, or after 75 years, whichever is later. Images will be retained in accordance with the applicable retention schedules approved by the National Archives and Records Administration (NARA). The current schedule for criminal identification records provides for deletion when the FBI records indicate the individual has attained 99 years of age; the current schedule for civil identification records provides for deletion when the FBI records indicate the individual has attained 75 years of age. Images may be removed from general access earlier than scheduled upon request by the submitting agency, or pursuant to an order from a court of competent jurisdiction specifically stating that the images be removed.</p>	<p>GRS 20, Item 2a(4)</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NUMBER

PAGE

3 OF 4

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	<p>System Outputs</p> <p>Electronic files are extracted from the master file without changing it and are used solely to produce hard-copy printouts for use in identification cases.</p> <p>TEMPORARY</p> <p>Delete when no longer needed for administrative, legal, audit, or other operational purposes.</p>	<p>(GRS 20, item 7)</p>	
4.	<p>System Back-up</p> <p>The Live-Scan database is backed up on tapes. Nightly backups are performed and stored/archived to a designated server.</p> <p>TEMPORARY</p> <p>Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</p>	<p>(GRS 20, item 8b)</p>	
5.	<p>Pending or Current Litigation</p> <p>Records affected by pending or current litigation will be retained until the litigation is resolved.</p> <p>TEMPORARY</p> <p>Retain until litigation is resolved.</p>	<p>(N1-087-09-4)</p>	
6.	<p>Case Files</p> <p>Information collected that becomes part of an investigative case file will be retained for a period which corresponds to the specific case type developed (e.g., judicial, non-judicial, criminal, non-criminal, etc.). Investigative records are retained and disposed of in accordance with records disposition schedules already approved by the National Archives and Records Administration (NARA). Case files are stored, destroyed, and transferred according to the appropriate case disposition authorization.</p> <p>TEMPORARY</p> <p>Retain according to the appropriate disposition authorization of that case.</p>	<p>(N1-087-09-4)</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NUMBER

PAGE

4 OF 4

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7.	<p>Vital Records</p> <p>Information is stored on an external USSS server at the designated USSS Continuity of Operations (COOP) site for vital records.</p> <p>TEMPORARY</p> <p>Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</p>	(GRS 20, item 8b)	
8.	<p>System Documentation</p> <p>Disaster recovery plan, system security plan, backup and restore plan, and user's manual.</p> <p>TEMPORARY</p> <p>Destroy or delete when superseded or obsolete; or upon authorized deletion of the related master file or database; or upon the destruction of the output of the system, (if the output is needed to protect legal rights), whichever is latest.</p>	(GRS 20, item 11a(1))	