

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVL NK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <b>01-87-10-3</b>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <b>11/23/09</b>	
2 MAJOR SUB DIVISION <b>United States Secret Service</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Management and Organization Division</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jeffrey McAlpine</b>	5 TELEPHONE <b>202-406-6889</b>	DATE <b>1/31/11</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 <b>11/23/09</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dan S. Smith</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Records Disposition Schedule for Master Central Index (MCI)</b>  <b>See the attached document</b>  <b>Treasury/Secret Service System of Records Notice (SORN) was republished by the Dept of Homeland Security (DHS) to reflect the change in agency structure. The attached SF115, Request for Records Disposition Authority for Records Disposition Schedule for MCI reflects new language revising specific restrictions regarding public disclosure and Privacy Act exemptions.</b>  <b>In addition, MCI master file disposition item b2 "Public Use Version" was withdrawn from the revised attachment for disclosure protection of investigations of a criminal and national security nature.</b>	<b>N1-087-05-1</b>	

1. MASTER CENTRAL INDEX

NARA Authorization Number: N1-087-05-1

Privacy Act: Not Applicable

Applicability: Agency-wide

Identifying Information:

Description: The Master Central Index (MCI) is an internal USSS mission-critical mainframe computer database application system MCI facilitates the investigation process by serving as a case management tool and provides for the retrieval of investigative and criminal history information MCI is also used as a tool that tracks the status of investigative reports that have been submitted, or that are due for submission Other systems that interface with MCI are Agent Manpower and Protection Support System (AMPS), Protective Research Information System Management (PRISM), and Event Name (EVNAME) This data also assists the Secret Service in providing statistical analyses in terms of performance measurement, program evaluation for departmental and congressional budgets, and reports concerning the investigative mission of the Secret Service

Specific Restrictions: MCI contains highly sensitive law enforcement and personal information MCI records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards Safeguards include restricting access to those with assigned passwords and a need-to-know to perform their official duties

The MCI system is exempt in whole, or in part, from public disclosure by the Department of Homeland Security and United States Secret Service from one or more provisions of the Privacy Act of 1974 Implementation of Exemptions, Department of Homeland Security U S Secret Service—001 Criminal Investigation Information System of Records and Secret Service – 003 Non-Criminal Investigation Information System of Records

Vital Record: Yes

Specific Legal Requirements: 18 U S C § 3056 - Powers, Authorities, and Duties of the United States Secret Service

Disposition Information:

1 System inputs

MCI includes data from a variety of systems and sources, such as Protective Research Information System (PRISM), Event Name System (EVNAME), Agent Manpower and Protection Support System (AMPS), financial institutions, and other information provided by federal, state and local law enforcement agencies The primary sources of data entry for MCI are on-line data entry and data extracts from the systems listed above

DISPOSITION TEMPORARY. Destroy/Delete after the data has been transferred to the master file and verified.

GRS 20, ITEM 2a(4)

2 Master file

Types of data elements include case and violation codes, case classification, subject, open case dates, closed case dates, criminal history, name, social security number, height, weight, sex, hair, eyes, date of birth, place of birth, distinguishing marks, name checks, known aliases, and other information critical to case management

- a Complete System **Restrictions:** MCI data is confidential and is restricted from public use under 36 CFR Section 1256 18, Information Related to Law Enforcement Investigations The data depicts the subject name, case agent's name, and other information that directly applies to the case being investigated Compromise of this data could seriously jeopardize active investigations, therefore, public access to these records will be restricted for 50 years after the case is closed

DISPOSITION PERMANENT Calendar year end data is permanent Transfer a copy of the data to the National Archives in blocks of 5 calendar years when the data is 10 years old in accordance with 36 CFR ~~1228-270~~ 1235.44/46/48/50

3 System outputs

MCI online outputs are full screen record displays Offline paper reports include Monthly Status Report for Offices, Quarterly Financial Arrest Disposition, Number of Cases Reopened Report, Monthly Interest Code Report, Open Case Control with Closed Ticklers for Offices, Open Investigative Support Cases, Domestic Arrests Report, Foreign Arrests Report by Office, Counterfeit Foreign Arrest Reports by Country, Foreign Arrests Report, Monthly Financial Crimes Division/ECB (FCD/ECB) Report, Monthly FSD Polygraph Report, Case Prioritization Guideline Requirement (CPG) – Cases Open/Closed Cases, Case Type Differences Report, Subject Profile, and Open Unassigned Cases

1 Headquarters Monthly Reports

- a DISPOSITION TEMPORARY Destroy printed reports except Counterfeit Reports when thirty (30) days old or when superseded, whichever comes later

2 Counterfeit Reports

DISPOSITION TEMPORARY Destroy when no longer needed for agency business

- a Field Office Monthly Reports

DISPOSITION TEMPORARY Destroy when no longer needed for agency business

GRS 20, ITEM 7

4 System Backup

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

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

This documentation relates to electronic records that are scheduled for permanent retention in the General Records Schedule (GRS) or in a National Archives and Records Administration (NARA-approved) agency schedule

Permanent

Transfer to the National Archives with the permanent electronic record to which the documentation relates

GRS 20, ITEM 11a(2)