

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVL .NK (NARA use only)	
		JOB NUMBER <b>N1-87-10-4</b>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <b>6/29/10</b>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION <b>United States Secret Service</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <b>Management and Organization Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jeffrey McAlpine</b>	5 TELEPHONE <b>202-406-6889</b>	DATE <b>6/29/10</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 <b>AGENCY CERTIFICATION</b> 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>1</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>6/23/10</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Counter Surveillance Unit Report (CSUR)</b>  <b>See the attached</b>	<b>N1-087-09-7</b>	

**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, only 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 the 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 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 tables: 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.

- a. Information which is collected that becomes part of an investigative case file

TEMPORARY Retain for a period which corresponds to the specific case type developed (e.g., judicial, non-judicial, non-criminal, etc.) NC-1-87-76-3, 31-35

- ~~b. Significant and/or unique electronic intelligence case related data of potential historical or archival value~~

~~PERMANENT 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 in accordance with NARA transfer requirements~~

*NI-87-09-7*

- c. Information which is collected that has no potential historical or archival value, and which does not become part of an investigative file

TEMPORARY Delete when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes