

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAV <u> </u> NK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>NI-87-10-5</u>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <u>6/29/10</u>	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <u>29 NOV 10</u>	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>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 6/23/10	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records Disposition Schedule for the Targeted Violence Information Sharing System (TAVISS) See the attached		

TARGETED VOILENCE INFORMATION SHARING SYSTEM

Applicability: Agency-wide

Identifying Information:

Description: TAVISS is a centralized database containing a repository of names of subjects with a direction of interest towards Federal, State, and local public officials. TAVISS is directly accessed from remote sites via secure Internet connections by multiple law enforcement agencies with protective responsibilities. The system allows participating agencies to conduct name checks and determine whether a subject is of protective interest to any other agency within the TAVISS network.

Specific Restrictions: TAVISS is a highly sensitive law enforcement database. TAVISS 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 TAVISS 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.

Vital Record: Yes

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

Disposition Information:

1 Master file.

The master file consist of Last Name, First Name, Middle Name, Alias, Caution Indicator, Agency Identifier, Sex, Race, Date of Birth (DOB), Alternate Date of Birth (ADOB), Federal Bureau of Investigation (FBI) Number, Social Security Number (SSN), Alien Identification, Passport, Alternate Identifiers, and review dates obtained from investigative case files.

Disposition

a. Information which is collected and becomes a part of an investigative file

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

b. Unique or significant case files selected by Secret Service management for permanent preservation because of potential historical or archival value. Following are some examples of general criteria that will be used in selecting and earmarking such files for eventual offering to the National Archives

(1) The case established a precedent for significantly changing Secret Service policy or procedure

(2) The case was the subject of extensive litigation

(3) The case received widespread attention from the news media

(4) The case was reviewed at length in the publication of the agency such as the Annual Report to Congress of the Secretary of the Treasury

Authorized Disposition:

Permanent. Transfer to the National Archives 5 years from the date the case is closed in accordance with the retention period which corresponds to the specific case type developed (e g , judicial, non-judicial, criminal, non-criminal, etc) has expired

c Information which is collected and becomes a part of an investigative file

Temporary Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes