

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAV ANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-087-11-1</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>1/31/11</i>	
2 MAJOR SUB DIVISION United States 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Jeffrey McAlpine	5 TELEPHONE 202-406-6889	DATE <i>01/20/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 Government Accountability 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 1/6/11	SIGNATURE OF AGENCY REPRESENTATIVE <i>Debra S. Glendon</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Master Central Index (MCI) Electronic Records Disposition Schedule (This schedule incorporates references to relevant Department of Homeland Security Systems of Records. It also addresses confidentiality of law enforcement and PII information contained within the system.)	N1-087-05-01	

1. MASTER CENTRAL INDEX

NARA Authorization Number:

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.

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.

MCI data is confidential and is restricted from public use under 36 CFR Section 1256.18, Information Related to Law Enforcement Investigations. Compromise of this data could seriously jeopardize active investigations. Therefore, due to the sensitive nature of these records, they are subject to review under FOIA before any records can be released to researchers.

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 files

- a. Complete system 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.

DISPOSITION TEMPORARY Delete when 10 years old or when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later (Supersedes NI-087-05-1, item 1b1)

- b Statistical Use Data Files Types of data elements include case and violation codes, case classification, open case dates, closed case dates, and other non-personally identifiable elements, which can be used for statistical research and analysis purposes

DISPOSITION PERMANENT Transfer a copy of the data to the National Archives in blocks of 5 calendar years when the data is 10 years old