

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

N1-87-11-3

Date Received

4/20/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

Archivist of the United States

20 Feb 2012 *[Signature]*

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)

Department of Homeland Security

2 Major Subdivision

United States Secret Service

3 Minor Subdivision

Management and Organization Division

4 Name of Person with whom to confer

5 Telephone (include area code)

Chief - Record Programs Management Branch

202-406-6893

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 1 page(s) are not now needed 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 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative

[Signature]

Title

Chief Records Officer

Date (mm/dd/yyyy)

04/05/2011

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Uniformed Division Official Files (see attached page)	N1-087-07-001 Items 13 and 14	

DISPOSITION SCHEDULE FOR UNIFORMED DIVISION'S OFFICIAL FILES

This records schedule revision covers records generated by the U S Secret Service (USSS) Uniformed Division, under the jurisdiction of the Assistant Director of the Office of Protective Operations. Members of the Uniformed Division protect the White House and its grounds, buildings where Presidential offices are located, and the Treasury Building and its grounds. The Uniformed Division protects the temporary official residence of the Vice President and its grounds in the District of Columbia. The Uniformed Division also protects foreign diplomatic missions located in the District of Columbia and other areas in the United States, as well as its territories and possessions as specified in Title 18, section 3056A of the United States Code. The President may also authorize protection for other individuals on a case-by-case basis. The Uniformed Division participates in the protection of the President and Vice President of the United States and their immediate families. Additionally, the Uniformed Division participates in the protection of former Presidents and their spouses, Presidential and Vice Presidential candidates and their spouses, visiting heads of foreign states and foreign governments, and any National Special Security Event within 120 days of the general Presidential election.

1. Name Check and Security Control Logs (All Branches)

Records of name checks, delivery logs, and associated files regarding individuals seeking clearance for access into USSS protected facilities

a Individual Name Check Logs

Logs of computerized name checks run against NCIC, NLETS, and other law enforcement databases
Temporary Cut off monthly Destroy when 4 years old (Supersedes N1-087-07-1, item 13a)

b K-5 (Eisenhower Executive Office Building) Delivery Log

Temporary Cut off monthly Destroy when 1 year old (Supersedes N1-087-07-1, item 13b)

2. Crime Scene Investigations Unit Case Files.

Crime scene reports and other documents used for prosecution of criminal cases before the court system and reports for non-criminal photo assignments to include evidence and supplemental reports, photo assignment reports, firearms processing reports, property reports, DEA-7 lab examination request forms, FBI and Secret Service Forensic Services Division lab examination request forms, fingerprint examination request forms, post examination reports, and technical case notes. Evidence may be stored on various mediums such as 35mm negatives, video tapes, audio tapes, CD-R and DVD-R media, composite drawings, latent fingerprint cards, and mikosil casting material for latent fingerprints.

The primary investigating unit or field office files its copies of these documents in the investigative case file itself.

a Non-identification case files

Temporary Cut off annually and maintain in Crime Scene Investigations Unit vault for 5 years, then destroy (Supersedes N1-087-07-1, item 14)

b Positive identification case files

Case files regarding fraud and related activity in connection with identification documents, covered under the False Identification Crime Control Act of 1982 (Title 18 U S C 1028 and Title 18 U S C 1738)

Temporary Cut off annually and maintain in Crime Scene Investigations Unit vault for 5 years. Transfer to FRC when 5 years old. Destroy 20 years after close of case (Supersedes N1-087-07-1, item 14)