

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-087-11-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/30/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1D, Strategic Planning Reference Files

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-0563-2019-0002 supersedes item 1A, 1B, and 1C.

# Request for Records Disposition Authority

(See Instructions on reverse)

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

Chief - Record Programs Management Branch

5 Telephone (include area code)

202-406-6893

## Leave Blank (NARA Use Only)

Job Number

NI-87-11-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

*[Signature]*

### 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9 GRS or Superseded Job Citation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)

Strategic Planning Program Files  
(see attached page)

**U.S. Department of Homeland Security  
United States Secret Service (USSS)**

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**Management and Organization Division**

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**Unless otherwise noted, all disposition instructions are media neutral, they apply regardless of the media or format of the records.**

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**1 Strategic Planning Program Files**

Define, document, establish, develop, implement, and manage the strategic planning process within the United States Secret Service

**Disposition\***

**a Agency Level Strategic Plans**

Formal, agency level documents which generally include a Mission Statement, Vision Statement, Strategic Goals, Objectives, Strategies, and Analysis of Key Issues Secret Service Strategic Plans generally cover a six year cycle, are made available to stakeholders as required or upon request, and are publically available via the Secret Service Internet site (This item also applies to documents with various titles that previously fulfilled the role of an agency level strategic plan )

PERMANENT Cut off at the end of the calendar year in which completed Transfer the files to NARA in 5-year blocks after cut off

**b Office or Division Level Strategic Plans**

Internal documents developed for subordinate units of the Secret Service which generally include, but are not necessarily limited to, a Mission Statement, Vision Statement, Strategic Goals, Objectives, Strategies, and Analysis of Key Issues Office or division level strategic plans can cover cycles of varying length, and can be made available to stakeholders as required or upon request, but are not made publically available on a general basis

TEMPORARY Cut off at the end of the calendar year in which completed Destroy or delete 5 years after cut off, or at the end of the planning cycle described in the document, whichever is later

**c Working files, comments, and background materials used in the creation of strategic plans**

Such records may include, but are not necessarily limited to, Goal Area Strategic plans, Impact Analyses, Stakeholder Analyses, Gap Analyses, Environmental Scans, surveys, and related documents and reports

TEMPORARY Cut off at the end of the calendar year in which the Strategic Planning Program File is completed Destroy or delete 10 years after cut off or when no longer of value, whichever is sooner

**d Strategic Planning Reference Files**

Copies or duplicates of agency level strategic plans, office or division level strategic plans, and working files, comments, and background materials used in the creation of strategic plans

TEMPORARY Destroy or delete when superseded, cancelled, or obsolete, or when no longer needed for administrative, legal, or audit purposes, whichever is later