

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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9 GRS or Superseded Job Citation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)**

Management and Organization Division

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

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