

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number

N1-87-11-5

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

29 NOV 11

Archivist of the United States

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

### 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

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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Statistical 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 Statistical Program Files**

Restrictions Statistical program files may contain highly sensitive law enforcement information related to the preparation and execution of law enforcement and/or physical protection of designated individuals. As such, these records may be 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 / Secret Service - 001 Criminal Investigation Information System of Records, Secret Service - 003 Non-Criminal Investigation Information System of Records, and Secret Service - 004 Protection Information System of Records. Due to the potentially sensitive nature of these records they are subject to review under FOIA before any records can be released to researchers.

**Disposition**

**a Significant Statistical Program Files**

Recurring publications and reports, generally produced on an annual basis, which are developed via operational research and by using quantitative, evaluative, and analytical techniques to document performance of Secret Service missions and functions at the agency level. (Includes Annual Statistical Summaries produced on a calendar year (CY) and fiscal year (FY) basis.) Non-recurring publications and reports developed through similar means which are prepared for external stakeholders such as Congress, the Department of Homeland Security, or other Federal agencies.

PERMANENT Cut off at the end of the calendar year in which completed. Transfer the files to NARA in 5-year blocks 20 years after cut off.

~~**b Routine Statistical Program Files**~~

~~Recurring publications and reports which are developed via operational research and by using quantitative, evaluative, and analytical techniques to document performance of Secret Service missions and functions at the office, division, or unit level. Non-recurring publications and "ad hoc" reports developed through similar means, which are prepared for internal Secret Service officials or requestors in order to permit comparison or validation of statistical information at a given point in time. Files may include, but are not limited to survey results, Counterfeit Reports, Arrest Types, Case Types, Protective Stops, and Financial Crimes reports.~~

~~TEMPORARY Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes\*, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records (GRS 20, Item 16).~~

~~\*NOTE The agency has determined that the records in Item 1b, "Routine Statistical Program Files," are to be cut off at the end of the calendar year in which completed, and destroyed or deleted 5 years after cut off.~~

**c Statistical Program Reference Files**

Copies or duplicates of significant statistical program files, routine statistical program files, and other background materials used in the creation of statistical publications and reports.

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