

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-87-86-1	DATE RECEIVED 10-4-85
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION United States Secret Service		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Management & Organization Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ann Parker	5. TELEPHONE EXT. 535-5776	DATE 5-21-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 9/25/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Keeper</i>	D. TITLE Chief-Management and Organization Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
6.	<p>Request For A Change and Two Additions to Secret Service Schedule NCI-87-84-2</p> <p>Change - Item 1b.</p> <p>From: <u>Original Files</u></p> <p>Transfer closed cases to the Federal Records Center when 2 years old or when no longer needed for administration use. Destroy when 20 years old.</p> <p>To: <u>Original Files</u></p> <p>Maintain as part of Employee Personnel Security file until separation of employee. Cut off at calendar year. Hold 5 additional years after separation or last administrative action, whichever is longer and then destroy.</p> <p>Additions to NCI-87-84-2</p> <p>6. <u>Analysis and Review Project Files</u></p> <p>Copies of all reports, recommendations and essential background matters pertaining to review and analysis projects conducted by the Office of Inspections.</p>	NC1-87-84-2	2 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7.	<p>Cut-off at end of the calendar year in which the project is completed. Destroy when 20 years old.</p> <p>7. Unique or significant files would be selected by Secret Service personnel for permanent retention if they meet one or more of the following criteria:</p> <ul style="list-style-type: none"> a. the file established a precedent for changing agency procedure or policy, b. the file was the subject of extensive litigations, c. the file received widespread attention from the news media, d. the case was reviewed at length in the publications of the agency such as the Annual Report to Congress of the Secretary of the Treasury. <p>Permanent. Cut-off at the end of the calendar year in which the case is closed. Offer to the National Archives in 5 year blocks when 50 years old. Prior to transfer to NARS determination of what cases are unique or significant is to be coordinated between the AD-Office of Inspection, the Records Management Officer, and the Archivist in the Office of Public Affairs.</p>		WITHDRAWN