

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-87-86-2

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
5-05-86

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

United States Secret Service

3. MINOR SUBDIVISION

Management and Organization Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ann Parker

5. TELEPHONE EXT.

535-5776

DATE

9-23-86

ARCHIVIST OF THE UNITED STATES

Frank J. Burke

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 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, 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
4/30/86	<i>M. Keegan</i>	Chief-Management & Organization Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Polygraph Examinations For Applicants Maintained By The Forensic Services Division</u></p> <p>All forms, charts, tape recordings and other related documents generated from the applicant examination will be retained in Forensic Services Division.</p> <p>a. Applicants Hired - Maintain in Forensic Services Division for one year and then destroy.</p> <p>b. Applicants Rejected - Maintain in Forensic Services Division for two years and then destroy.</p>		
2.	<p><u>Polygraph Examinations Performed By Forensic Services Division For Other Government Agencies</u></p> <p>All forms, charts and other related documents generated by the examinations performed for other government agencies.</p> <p>Disposition - Maintain in Forensic Services Division for five years and then destroy.</p>		

3 items

Copy to Agency, NNF, 9-25-86, emb.