

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-87-88-1

DATE RECEIVED

4/18/88

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of the Treasury

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

United States Secret Service

3. MINOR SUBDIVISION

Management & Organization Division

4. NAME OF PERSON WITH WHOM TO CONFER

Darnelle M. Sneed

5. TELEPHONE EXT.

535-6046

DATE

4/13/90

ARCHIVIST OF THE UNITED STATES

*Claudene J. ...*

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 5 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 4/5/88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Lana Tannozzini</i> Lana Tannozzini	D. TITLE Records Officer
-------------------	--	-----------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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><b>RECORDS OF THE INTELLIGENCE DIVISION</b></p> <p>These records have been given previous disposition authorization under Job No. NC-1-87-76-3, items #25 thru 35. Due to administrative reasons, it is necessary to break out individual series from the general descriptions for more efficient disposition and essentially treat these as new series.</p> <p>This schedule covers official files maintained at Secret Service Headquarters, Intelligence Division, and the duplicate files maintained in the field.</p> <p><u>Protective Intelligence Case Files</u>. Consist of criminal and non-criminal intelligence investigations of persons, groups or organizations that involve, or could involve, the use of threats, force, or violence to attempt assassination or otherwise harm protectees. Contains original investigative reports received from field offices of the Secret Service, correspondence with law enforcement and intelligence agencies. Includes photos, handwriting, personal history, statements of suspects, court documents, reports, completed forms, teletypes, and similar documents.</p>	<p>All changes to this proposed schedule have been approved by:</p> <p><i>Federal Wilmonis</i> 12/19/89 date Agency representative <i>Chas. S. ...</i> 11/27/89 date Agency representative</p>	

a. Sample Case Files Selected for Permanent Preservation.

Unique or significant case files selected by Secret Service management for permanent preservation because of potential historical or archival value. Following are some examples of general criteria that will be used in selecting and earmarking such files for eventual offering to the National Archives. Contact Management and Organization Division to review Permanent Records Disposition Appraisal Guidelines published by National Archives and Records Administration:

- . The case established a precedent for significantly changing Secret Service policy or procedure.
- . The case was the subject of extensive litigation.
- . The case received widespread attention from the news media.
- . The case was reviewed at length in the publication of the agency such as the Annual Report to Congress of the Secretary of the Treasury.

(1) PERMANENT. Offer to the National Archives 20 years from the date of closing of the case.

b. All Other Case Files.

- |  |   |
|--|---|
| (1) Judicial cases:  | Destroy 20 years from date of last action. NC-1-87-76-3 #32.  |
| (2) Non-judicial Cases:                                    | Destroy 5 years after case becomes inactive. NC-1-87-76-3 #28, #34.   |
| (3) Case files containing electronic surveillance records. | Destroy a minimum of 10 years after case is closed. NC-1-87-76-3 #30, #31.  |
| (4) Field Office judicial and non-judicial cases:          | Destroy 30 days from closing date of case. At discretion of SAIC files may be retained 2 years then destroyed. NC-1-87-76-3 #33, #35. |

Item No.	Description of Record	Disposition
(5)	Cases made for other districts.	Destroy 30 days from closing date. NC-1-87-76-3 #28D.
* c.	PICS computer file containing descriptive information of the subject and synopsis of the case.	Delete record for each case 3 years following destruction of related paper case file.

Secret Service Restriction for Access to Permanent Records. Documents less than 50 years old will be made available only to authorized representatives of Government as a result of a written request and as authorized by the Assistant Director, Office of Protective Research, U.S. Secret Service. Such documents may not otherwise be published or released to the public. Specified by the Director, U.S. Secret Service.

## 2. Protective Intelligence Administrative Files.

- a. Protective Intelligence - General Files. Documentation of administrative actions involving all phases of protective intelligence work such as mail consents, press index, intelligence reports received from other agencies for which no action is taken by the receiving office, internal protective intelligence investigative procedures, name check reports and similar records which clearly do not fit under item 1 and are not specified elsewhere. Consists of carbon copies as well as original materials.
- (1) Intelligence Division: Review and purge when SAIC determines material is no longer needed for administrative purposes.
- (2) Field Office: Cut off at the end of the month. Destroy 30 days after cut off. At the discretion of the SAIC files may be retained 2 years then destroyed.

- b. Protective Intelligence Summary File. Contains internal teletypes providing summary information for particular intelligence situations.
- (1) Intelligence Division: Destroy after 10 years old.
  - (2) Field Office: Cut off at end of the calendar year then destroy.
- c. Protective Intelligence Assessment Report File. Contains internal reports assessing threat activity relating to protectees of this Service.
- \*\* (1) ~~Intelligence Division: Destroy after 10 years old.~~ ~~WITHDRAWN~~  
*with drawn*
  - ~~(2) Field Office: Cut off at the end of the calendar year then destroy.~~
- ~~d. Intelligence Reports Concerning Organization furnished by Federal and other law enforcement agencies for which no action is taken by Secret Service. NC-1-87-76-3 #27~~ WITHDRAWN
- ~~\*\*\* (1) Intelligence Division: Destroy after 10 years old.~~
  - ~~\*\*\* (2) All other offices. Destroy when 3 years old.~~
- e. Protective Intelligence Research
- (1) Intelligence Research Files. Consists of internal and external studies, proposals, and contracts pertaining to behavioral sciences research on assessments of dangerous prediction of violence and development of research models relating to the agency protective function. Reports are prepared by agency staff or by private organizations or individuals under contract to Secret Service. Reports are sensitive, some classified.
- \*\*\*\* (a) Research conducted directly by Secret Service. Permanent. Transfer to Secret Service storage area 5 years after completion of research. When 20 years old, transfer to permanent custody of National Archives.

\*\*\*\* (b) Research conducted Destruction not authorized.  
by outside  
contractors.

(2) Protective Intelligence Research Correspondence. Files dealing with the administrative aspects of research. Documentation pertains to awarding of contracts, procurement of services, supplies, and professional issues related to research.

\*\*\*\* (a) Research conducted Permanent. Transfer to Secret Service  
directly by Secret storage area 5 years after completion  
Service. of research. When 20 years old,  
transfer to permanent custody of  
National Archives.

\*\*\*\* (b) Research conducted Destruction not authorized.  
by outside  
contractors.

The above modifications are being submitted based on NARA's recent records appraisal recommendations and Secret Service's concurrence and/or justification pertaining to each:

\*We concur with NARA's recommendation to reword the record description and disposition instruction.

\*\*Because this item is too sensitive, we wish to withdraw it from the schedule at this point in time.

\*\*\*We do not wish to change this disposition, as this policy is subject to standing agreements with other LEAs.

\*\*\*\*We concur with NARA's recommendation to change the disposition policy as shown above from temporary to permanent retention and destruction not authorized as indicated.