

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-87-88-2

DATE RECEIVED

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

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

United States Secret Service

3. MINOR SUBDIVISION

Management & Organization Division

4. NAME OF PERSON WITH WHOM TO CONFER

Darnelle M. Sneed

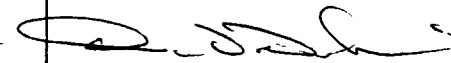
5. TELEPHONE EXT.

535-6046

DATE

12/2/88

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

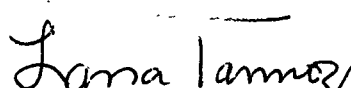
B. DATE <u>9-23-88</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE  Lana Tannozzini	D. TITLE Chief, Policy Analysis & Records System Br.
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
11	<p><u>Protective Intelligence Division Trip File</u></p> <p>Contains internal reports pertaining to each trip/visit for each person protected by Secret Service. Reports contain sensitive, some classified, operational and intelligence information such as notification teletypes to field offices, advance survey reports, instructions to agents, preliminary, interim and final intelligence reports. May include anonymous or vague allegations or threat information that warrant making inquiry but not of such a nature to justify case investigation. May also include intelligence data which may prove useful in future trips.</p> <p>a. Trip files for domestic travel no longer needed for intelligence purposes. Destroy when 5 years old.</p> <p>b. Trip files for foreign travel no longer needed for intelligence purposes. Destroy when 10 years old.</p>		

All changes to this proposed schedule have been approved by:


NARA Appraiser

11/17/88
date


Agency Representative

10-12-88
date

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
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8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
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JOB
CITATION

10. ACTION
TAKEN
*(NARS USE
ONLY)*

c. Trip files having long-term intelligence value.

Destroy when no longer needed for administrative purposes.

d. Field office files

Cut off at the end of each calendar year. Destroy when no longer needed for administrative and/or reference use, not to exceed 5 years.