

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 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  
 Ann Parker

5. TELEPHONE  
 (202) 435-7013

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 N1-87-89-1

DATE RECEIVED  
 4/28/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *Acting*  
 7-5-93 ARCHIVIST OF THE UNITED STATES  
*Gandy Huskang Pitts*

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 4 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; or  has been requested.

DATE: 4/23/93 SIGNATURE OF AGENCY REPRESENTATIVE: *John Marshall* TITLE: Chief - Management & Organization Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>RECORDS OF THE OFFICE OF PROTECTIVE OPERATIONS</b></p> <p>This schedule covers Secret Service official files maintained at Headquarters and the protective divisions. It has been determined that certain records can be better scheduled and, therefore, it is necessary to break out individual series from the general descriptions for a more efficient disposition and essentially treat them as a new series. All such files contain sensitive information.</p> <p>The Office of Protective Operations plans, directs, coordinates, and implements protective policies, programs, and operations of the Secret Service. It provides the highest level of protection possible for all persons authorized Secret Service protection. It evaluates, modifies, improves, and implements protective policies, standards, techniques, and operations.</p> <p>All changes to this proposed schedule have been approved by:  <i>Ed W. [Signature]</i> 4/29/93 <i>John Marshall</i> 4/23/93            NARA appraiser date Agency representative date</p>	<p>NC1-87-76-3            Item #5, #6, #9-#16</p> <p>NC1-87-78-2            Item #17</p>	

1. General Protective Files.

WITHDRAWN

2. Protective Laws, Regulations and Decisions.

WITHDRAWN

3. Protective Shift Report File. Contains original daily shift reports reflecting all activities of the protectee as well as protective personnel assigned to each shift. Describes any unusual occurrences incidents or events occurring during the shift.

Cut off at end of end of calendar year. Destroy when 3 years old.

4. Protective Survey Files. Contains all internal survey reports and related documents, e.g. logs, shift and trip return reports and similar papers concerning planning and providing physical protection for the President, Vice President, First Families, Former Presidents, dignitaries, presidential candidates/nominees and designated government officials authorized Secret Service protection. Papers in this files are used as a work tool for collecting data and distributing sensitive information pertaining to each protective movement.

- a. Original Protective Survey reports and related documents pertaining to any highly unusual incident, occurrence, or significant event: 1) assassination attempts; 2) successful assassinations; 3) foreign trips for President and Vice President.

PERMANENT. Cut off at the end of each calendar year. Transfer to the National Archives in 5 year blocks when newest record is 5 years old.

- b. Original Protective Survey Reports of a routine nature maintained at Headquarters (MNO).

Cut off at the end of each calendar year. Destroy when 3 years old.

- c. Protective Divisions duplicate Protective Survey Reports. Cut off at the end of the calendar year. Destroy when 3 years old. At the discretion of the SAIC, any needed report is to be retained until no longer of value to the operation.
  - d. Field Office duplicate Protective Survey Reports. Cut off at the end of the calendar year. Destroy when 5 years old.
5. Hospital Protective Survey Report. contains completed survey report form pertaining to hospitals surveyed for use by protectees in the event of an emergency.
- Purge and destroy when superseded or obsolete.  
(Broken out from NC1-87-76-3)
6. Special Events files. Contains internal memoranda, reports, photographs, maps and other planning documentation accumulated by all action offices in connection with both routine and special protective activities such as United Nations, economic summits, Olympics and similar recurring protective events not specified elsewhere.
- a. Protective Division. Records reflecting routine protective activities. Cut off at the end of the event. Destroy when 3 years old.
  - b. Protective Division and Other Offices. Records documenting an event at which an assassination attempt, successful or otherwise, occurs. PERMANENT. Cut off at end of the event. Send to MNO Division, Policy Analysis and Records Systems Branch, when 3 years old. Transfer to the National Archives when newest records are 10 years old.
  - c. Other offices. Project files reflecting their assigned function related to any special protective activity or unusual incident, occurrence, or significant event. Cut off at end of year of event. Send to MNO Division, Policy Analysis and Records Systems Branch, when 3 years old. Destroy when 10 years old.

7. **Campaign Files.** Documents generated as a result of a Presidential campaign.

- a. President campaign planning/transition, critique files. Contains protective information useful for starting up or closing out next campaign. **PERMANENT.** Cut off at the end of the campaign. Forward to MNO, Policy Analysis Branch, 1 year after end of campaign. Transfer to the National Archives 30 years after the end of the campaign.
- b. Protective Details and Coordinating Centers.
- (1) Routine administrative and housekeeping records. Cut off at the end of the campaign year. Destroy when 5 years old.
- (2) Shift reports for all Protective Details. **PERMANENT.** Cut off at end of the campaign year. Transfer to the National Archives when 30 years old.
- (3) Records of campaigns where there has been an unusual occurrence or significant event: assassination attempt or successful assassination. **PERMANENT.** Cut off at the end of the campaign year. Transfer to the National Archives when 30 years old.
- c. Nixon campaign transition files. Logs documenting Nixon's movements and visitors to the Nixon transition offices in New York, Nov., 1968-Inauguration Day, 1969. **PERMANENT.** Transfer to the National Archives when 30 years old.

8. Inaugural Activities Files. Contains originals and/or official file copies of correspondence, reports, photographs, maps and other documentation accumulated in connection with protection afforded during inaugural activities.
- a. Records maintained in headquarters as project files. Cut off at the end of Inaugural activities. Forward to MNO, Policy Analysis Branch, when 1 year old for maintenance and retrieval upon start-up of next inaugural. Destroy when 5 years old.
  - b. Information only records maintained in headquarters and field offices. Cut off at the end of the calendar year. Destroy when 5 years old.
9. Protective Operation control documents.

WITHDRAWN

10. Protective Resource Materials.
- a. ~~Original video tapes, charts, films, internal operating guidelines developed locally that reflects a significant protective activity and has potential value for Secret Service training, management, or archival purposes.~~ ~~Not authorized for destruction at this time. Contact MNO Division, Policy Analysis Branch for specific instructions.~~
  - b. ~~Duplicate video tapes issued by Headquarters for training or management information purposes.~~ ~~When no longer needed, follow disposal instructions provided for by originating office.~~
  - c. ~~Reference materials issued by other agencies. May consist of booklets, notebooks, manuals, etc.~~ ~~Follow originator's disposal instructions or return material to the issuing agency.~~