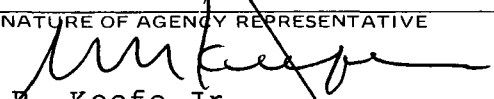


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-87-90-1
1 FROM <i>(Agency or establishment)</i> Department of the Treasury		DATE RECEIVED	1/22/90
2 MAJOR SUBDIVISION United States Secret Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Management & Organization Division		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Darnelle M. Sneed Management Analyst	5 TELEPHONE EXT 535-6046	DATE 6-20-91	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 3 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  W. R. Keefe Jr.	D TITLE Chief - Management & 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>WHITE HOUSE COMPLEX RECORDS DISPOSITION SCHEDULE (UNIFORMED DIVISION) (WAVES)</p> <p>Records have been given previous disposition authorization under NARA Job No. NC-1-87-76-3, item #18. It has been determined that certain records can be more properly scheduled and, therefore, it is necessary to break out individual series from the general description for a more efficient disposition and essentially treat them as new series.</p> <p>This schedule covers U. S. Secret Service official files generated by Uniformed Division and maintained under the jurisdiction of the Assistant Director, Office of Protective Operations.</p>		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The Uniformed Division protects the President and Vice President of the United States and their immediate families, the White House and grounds, and any building in which Presidential offices are located; the Treasury Building and grounds; the temporary official residence of the Vice President and grounds in the District of Columbia; foreign diplomatic missions in the United States, its territories and possessions as specified in Title 3, Section 202, of the United States Code.</p>		

WHITE HOUSE COMPLEX RECORDS DISPOSITION SCHEDULE (UNIFORMED DIVISION) (WAVES)

DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
<p>1. <u>Workers and visitors (Appointments) Entrance System Files (WAVES)</u>. Consist of workers and visitors lists, requests for appointments, expired work orders, agency reports, movement logs, WAVES printouts and tapes. Records pertain to appointments for workers, tradesman, and visitors cleared for official access into the White House Complex by Secret Service. Documents are used for protective security purposes. (Broken out from NCl-87-76-3, #18. Recommends new description and disposition instruction).</p>	
a. Paper records	Cut off at the end of each month and transfer to legal custody of Presidential Records, the White House. These records are transferred to the Presidential Libraries (NARA) at the end of the President's term.
b. Waves Computer Tapes. Consists of workers and visitors data collectively entered into the WAVES computer system. A printout summary of monthly data is provided to the White House Records Office at the end of each month.	Cut off at the end of each month and recycle tape locally.