


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-87-90-2	DATE RECEIVED 2-22-90
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION United States Secret Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Management & Organization Division			
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TO CONFER Darnelle M. Sneed Management Analyst	5 TELEPHONE EXT 535-6046	DATE 6-20-91	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 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, 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 and 19. 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		WITHDRAWN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>		

1. Appointment and Security Control Logs. Control and accountability logs pertaining to appointments at the White House Complex, New Executive Office Building, Vice President's residence and other facilities designated for Secret Service protective security. (Broken out from NC-1-87-76-3, #18. Recommends new description and shorter disposition standards).
 - a. Individual Name Check Logs for Vice President's Residence and New Executive Offices Building Cut off at the end of each month and destroy.
 - b. After Hours Arrival and Departure Logs Note: Record series closed March 1989. Cut off at the end of each month and immediately destroy.
 - c. Cruiser Activity Reports Cut off at the end of each month and immediately destroy.
 - d. Key Logs Cut off at the end of each month and destroy when 6 months old.
 - e. K-5 Delivery Logs Cut off at the end of each month. Destroy when one year old.

2. Alarm Logs. Printouts of alarms installed in facilities designated for Secret Service protective security. Records reflect location, date, time, room, type of alarm, individual who accessed area or who secured alarm, etc. Cut off monthly and forward to Uniformed Division Central Files. Destroy 3 years after the end of the current administration.

3. Special Events Logs. Record book of events occurring at the White House Complex, e.g., the President's movements into or out of the White House grounds, helicopter landings, receptions, press conferences, or other special residence or grounds activities. Information reflects date, time and location of event.
- Cut off at the end of the calendar year. Destroy when 3 years old.

Note: Record series closed in 1988 since the same information is reported under a newly revised schedule.

4. Picket Report File. Records of picket activity which has been authorized to take place in front of the White House. Record reflects activity and number of individuals authorized, arrival and departure times, permit number and related information. (Broken out from NC-1-87-76-3, #19. Recommends a new description and retention standard).
- Cut off at the end of the month. Retire to custody of Uniformed Division Central Files. Destroy when 3 years old.
5. Deputy Chief's Uniformed Division White House Branch File. Contains mixture of duplicate copies as well as originals of internal and external correspondence, memoranda and reports pertaining to Secret Service, Uniformed Division, and White House Branch activities.
- Cut off at the end of the calendar year. Retire to custody of Uniformed Division Central Files when 2 years old. Review and destroy when 3 years old.