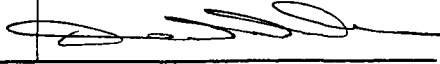


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-87-90-3	DATE RECEIVED MAR 14 1990
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 and Organization Division			
4 NAME OF PERSON WITH WHOM TO CONFER Ann Parker	5 TELEPHONE EXT 535-5776	DATE 3/23/90	ARCHIVIST OF THE UNITED STATES 
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 1 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 2/16/90	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Chief - Management & Organization Div
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<u>Polygraph Examinations for Applicants Maintained by The Forensic Services Division</u> All forms, charts, tape recordings and other related documents generated from the applicant examination will be retained in Forensic Services Division. a. Applicants Hired - Maintain in Forensic Services Division for two years and then destroy. b. Applicants Rejected - Maintain in Forensic Services Division for two years and then destroy.		
2.	<u>Polygraph Examinations Performed by Forensic Services Division for Other Government Agencies</u> All forms, chart and other related documents generated by the examinations performed for other government agencies. Disposition - Maintain in Forensic Services Division for five years and then destroy.		

JUSTIFICATION

THE U.S. SECRET SERVICE IS SEEKING APPROVAL TO REVISE AND/OR AMEND RECORDS SCHEDULE NI-87-86-2 REGARDING RETENTION AND DISPOSAL OF THE FOLLOWING:

ALL FORMS, CHARTS, TAPE RECORDING AND OTHER RELATED DOCUMENTS GENERATED FROM THE APPLICANTS EXAMINATION WHICH ARE RETAINED IN FORENSIC SERVICES DIVISION.

APPROVAL IS BEING SOUGHT TO RETAIN AND THEN DISPOSE OF ALL OF THE ABOVE LISTED ITEMS FOR A PERIOD OF TWO YEARS FROM THE DATE OF THE EXAMINATION.

THIS REQUEST WILL REQUIRE THIS SERVICE TO RETAIN APPROXIMATELY 35% OF THE RECORDS FOR ONE YEAR LONGER. HOWEVER, APPROVAL OF SAME WILL DRAMATICALLY REDUCE THE CURRENT EXPENDITURE OF RESOURCES NECESSARY TO TRACK THE APPLICANT FOR DISPOSAL OF ALL APPLICANT POLYGRAPH SCREENING EXAMINATION RECORDS, WHETHER HIRED OR REJECTED, FOR TWO YEARS EFFECT ANY OF THE CURRENT ADMINISTRATIVE REQUESTS (I.E. FREEDOM OF INFORMATION REQUESTS) OR REQUIREMENTS.

FURTHER, APPROVAL OF THIS REQUEST WILL ALLOW PERSONNEL DIVISION AND SPECIAL INVESTIGATIONS AND SECURITY DIVISION TO CEASE NOTIFICATION OF FSD-POLYGRAPH BRANCH OF THE STATUS OF THE APPLICANT'S PROCESS AND STATUS SUBSEQUENT TO THE POLYGRAPH EXAMINATION.