

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK. (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-87-91-1	DATE RECEIVED 3/1/93
1 FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION United States Secret Service			
3 MINOR SUBDIVISION Management & Organization Division		DATE ^{acting} ARCHIVIST OF THE UNITED STATES 3-23-93 <i>Candice Huskamp Peterson</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Ann Parker	5 TELEPHONE (202) 435-7013		
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 2/19/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ann Sleem</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>RECORDS OF THE OFFICE OF PROTECTIVE OPERATIONS</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:</p> <p><i>[Signature]</i> 3/1/93 <i>[Signature]</i> 2/19/93 NARA appraiser date Agency representative date</p> <p><i>Copies sent to agency, NN-W, NNT, NL, NIA 3/29/93</i></p>	NC1-87-76-3 Item #1, #2	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>General Protection Files.</p> <p>Contains a wide variety of internal and external correspondence, memoranda, reports and related records pertaining to the administration and operation of Secret Service protective programs.</p> <p>a. 1. Records dating ca. 1948-1978 (approx. 25 cu. ft.).</p> <p>Permanent. Transfer to the National Archives in 2008.</p> <p>2. Records removed during archival processing determined to lack sufficient archival value to warrant permanent retention.</p> <p>Destroy immediately by National Archives personnel.</p> <p>b. Records dating 1978 onward (approx. 4 cu. ft. annual accumulation).</p> <p>Permanent. Break files at the conclusion of each Presidential administration. Transfer to the National Archives when each block is 30 years old.</p> <p>c. General protection files maintained outside official files at Headquarters which contain routine protective operations information.</p> <p>Cut off at the end of each calendar year. Destroy when 3 years old or when no longer needed, as determined by the SAIC.</p>		