REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Department of the Treasury
   United States Secret Service
   Management and Organization Division

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Barbara Wright-Moore

5. TELEPHONE EXT
   566-5439

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 X is unnecessary

B DATE
   8/20/91

C. SIGNATURE OF AGENCY REPRESENTATIVE
   John March

D TITLE
   Met. Analyst (Records Officer)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Records of the Office of Chief Counsel</td>
</tr>
<tr>
<td></td>
<td>This schedule covers records accumulated by the Office of</td>
</tr>
<tr>
<td></td>
<td>Chief Counsel which is the legal component for the U. S.</td>
</tr>
<tr>
<td></td>
<td>Secret Service.</td>
</tr>
<tr>
<td></td>
<td>Closed Litigation Case Files.</td>
</tr>
<tr>
<td></td>
<td>Arranged alphabetically, consisting of court pleadings,</td>
</tr>
<tr>
<td></td>
<td>correspondence, memoranda, studies, appraisals, court</td>
</tr>
<tr>
<td></td>
<td>decisions and related documents.</td>
</tr>
<tr>
<td></td>
<td>Disposition: After litigation is terminated, retain the case</td>
</tr>
<tr>
<td></td>
<td>file as long as administratively useful or five years</td>
</tr>
<tr>
<td></td>
<td>whichever is sooner. Destroy on-site.</td>
</tr>
</tbody>
</table>

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JOB NO N1-91-91-2

DATE RECEIVED 9-13-91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 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disposal request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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.

ARCHIVIST OF THE UNITED STATES

[Signature]

8/20/91

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4