

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-8191-2

DATE RECEIVED

9-13-91

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

Department of the Treasury

2 MAJOR SUBDIVISION

United States Secret Service

3 MINOR SUBDIVISION

Management and Organization Division

4 NAME OF PERSON WITH WHOM TO CONFER

Barbara Wright-Moore

5 TELEPHONE EXT

566-5439

DATE

2/19/92

ARCHIVIST OF THE UNITED STATES

[Signature]

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>8/20/91</i>	<i>John Macchub</i>	<i>Mgt. Analyst (Records Officer)</i>

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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.	<p>Records of the Office of Chief Counsel</p> <p>This schedule covers records accumulated by the Office of Chief Counsel which is the legal component for the U. S. Secret Service.</p> <p><u>Closed Litigation Case Files.</u> Arranged alphabetically, consisting of court pleadings, correspondence, memoranda, studies, appraisals, court decisions and related documents.</p> <p>Disposition: After litigation is terminated, retain the case file as long as administratively useful or five years whichever is sooner. Destroy on-site.</p>		

Copies sent to agency, NN-W NNT 2/21/92