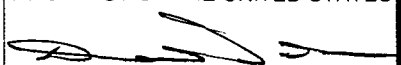



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of the Treasury	
2 MAJOR SUBDIVISION United States Secret Service	
3 MINOR SUBDIVISION Management and Organization Division	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Ann Parker	(202)435-7013

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-87-92-2	
DATE RECEIVED 7-20-92	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 1/28/93	ARCHIVIST OF THE UNITED STATES 

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 _____ 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,

is not required, is attached, or has been requested

DATE 7/13/92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Dep. Dir. Chief M&O
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>Changes and Addition to the Investigative Program Records Schedule.</p> <p><u>Changes</u></p> <p><u>Other Judicial, Non-Judicial, and Non-Criminal Case Files.</u></p> <p>Disposition: Cut-off at the end of the calendar year in which the case is closed. Transfer to FRC 10 years after closing. Destroy 30 years after the case is closed.</p>	NCI-87-84-1	
14	<p><u>Criminal Files</u></p> <p>a. Copies of teletypes and notifications transmitted to SI&SD pertaining to Loss or Theft of Official Weapons (806); Loss or Theft of Secret Service Equipment (806); Possession of Weapons by Arrestees, and Assaults on Secret Service Special Agents and other Employees (812); etc. Details of the investigations are documented in case files.</p> <p><i>Copies sent to agency, NCF 2/9/93</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

2 OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
14 (cont.)	<p>Disposition: Destroy 10 years after matter is settled, closed, or terminated.</p> <p>b. Copies of teletypes and notifications transmitted to SI&SD pertaining to Loss or Theft of Secret Service Equipment (excluding weapons) for which an investigative case is not opened.</p> <p>Disposition: Destroy when 3 years old.</p>	NCI-87-84-1	
	<u>Addition</u>		
16	<p><u>Contractor Criminal Record Checks Maintained by the Special Investigations and Security Division</u></p> <p>All forms, reports and other related documents generated from the contractor criminal record checks will be retained in the Special Investigations and Security Division.</p> <p>Disposition: Maintained in Special Investigations and Security Division until inactive for one year and then DESTROY.</p>		