

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 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 435-7013

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-87-93-1

DATE RECEIVED
 10/5/92

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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ^{for} ARCHIVIST OF THE UNITED STATES
 1/6/94 James W. Moore

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 5 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 9/11/92 SIGNATURE OF AGENCY REPRESENTATIVE John Madell TITLE Record Officer (PARS)

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Request a change on the Office of Inspection Schedule.</p> <p>From:</p> <p>b. Original Files Maintain as part of Employee Personnel Security file until separation of employee. Cut off at calendar year. Hold 5 additional years after separation or last administrative action, whichever is longer and then destroy.</p> <p>To:</p> <p>b. Original Files (1) Non-Criminal Case Files</p> <p>Disposition: Maintain as part of Employee Personnel Security file until separation of employee. Cut off at calendar year. Destroy 5 years after separation or last administrative action; whichever is longer.</p>	N I-87-86-1	

Copies sent to agency 1/13/94

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
(2).	<p>Judicial Criminal Case Files</p> <p>Disposition: Maintain as part of Employee Personnel Security file until separation of employee. Cut off at calendar year. Destroy 10 years after separation or last administrative action, whichever is longer.</p>		
(3).	<p>Interception, Monitoring, and Recording of Wire and Oral Communication Case Files</p> <p>Disposition: Maintain as part of Employee Personnel Security file until separation of employee. Cut off at calendar year. Destroy 20 years after separation or last administrative action, whichever is longer.</p>		