

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

FROM (Agency or establishment)  
Department of the Treasury

2 MAJOR SUBDIVISION  
United States Secret Service

3 MINOR SUBDIVISION  
Management & Organization Division

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
Ann Parker (202) 435-7013

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-87-93-2

DATE RECEIVED  
2-9-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES  
1-26-96 John W. Paul

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 2 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE  
2/4/93 [Signature] 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>UNIFORMED DIVISION'S WHITE HOUSE COMPLEX RECORDS DISPOSITION SCHEDULE</p> <p>This schedule covers U. S. Secret Service official files generated at the White House Complex by the Uniformed Division under the jurisdiction of the Assistant Director, Office of Protective Operations.</p> <p>The Uniformed Division protects the President and Vice President of the United States and their immediate families, the White House and grounds, and any building in which Presidential offices are located: the Treasury Building and grounds; the temporary official residence of the Vice President and grounds in the District of Columbia; foreign diplomatic missions in the United States, its territories and possessions as specified in Title 3, Section 202, of the United States Code.</p> <p>Appointment and Security Control Logs.</p> <p>Control and accountability logs pertaining to appointments at the White House Complex, New Executive Office Building, Vice President's residence and other facilities designated for Secret Service protective security.</p> <p>a Individual Name Check Logs for Vice President's Residence and New Executive Office Building.</p> <p>Cut off at the end of each month and destroy</p>	NC1-87-76-3 #18, #19	

see attached  
3 pages  
M. Wolf

FEB - 7 1996 [Signature]

Copy to: Agency  
NNT  
NIA

This schedule covers U. S. Secret Service official files generated by the Uniformed Division under the jurisdiction of the Assistant Director, Office of Protective Operations.

The Uniformed Division protects the President and Vice President of the United States and their immediate families, the White House and grounds, and any building in which Presidential offices are located; the Treasury Building and grounds; the temporary official residence of the Vice President and grounds in the District of Columbia; foreign diplomatic missions in the United States, its territories and possessions as specified in Title 3, Section 202, of the United States Code.

1. Deputy Chief's General Files (All Branches)

Consists of internal correspondence and originals forwarded from other branch series. Copies will be retained by each individual branch.

**Disposition: Temporary. Cut off annually. Destroy when 3 years old if preempted by written policy in the U. S. Secret Service Directives System. Otherwise retain until superceded by written policy in the U. S. Secret Service Directives System.**

2. Incident Reports (All Branches)

Consists of narrative reports of incidents occurring during an officers' shift. Includes reports of routine traffic stops, investigative reports of criminal activities and reports of suspicious persons.

- a. Incidents not involving protectees or protected properties, or incidents involving protectees or protected properties, provided that Protective Operations has reviewed the case.

**Disposition: Temporary. Cut off annually on end of UD involvement. Destroy when 4 years old.**

- b. Incidents involving protectees or protected properties, where UD remains the primary responsible office, or incidents which cause a change in UD's policies or procedures.

**Disposition: PERMANENT. Cut off on close of case, Transfer to the National Archives when 30 years old.**

3. Twenty-four hour incident reports (formerly watch commanders' journals). Overlapping series. Line item reports of the previous watch's or previous 24 hours' incidents.

**Disposition: Temporary. Cut off annually. Destroy when 4 years old if there is no litigation in process, otherwise retain until no longer needed.**

4. Briefing sheets. Shift roll call notices of activities, events, and changes in routine or assignment.

**Disposition: Temporary. Cut off monthly. Destroy when 1 year old and/or when preempted by written policy in the U. S. Secret Service Directives System and no longer needed.**

5. Equipment Logs. Check and return documentation for keys, radios, weapons, and similar equipment, and cruiser activity logs.

**Disposition: Temporary. Cut off on return of equipment. Destroy when 1 year old.**

6. Range Slips. Monthly records, recording the name of the individual, course code, skill results, i.e. score.

**Disposition: Temporary. Cut off annually. Destroy when 1 year old.**

7. Alarm and Detector Inspection Reports. Perimeter, door, and site alarm systems, and special materials detectors.

**Disposition: Temporary. Destroy after next subsequent Inspection and all corrective actions have been taken if there is no litigation in process which will require these reports. Otherwise retain until after litigation is completed.**

8. Alarm readouts. Vikonics printouts.

**Disposition: Temporary. Cut off monthly and forward to UD Central Files. Destroy when three years after the end of the Administration. Copies may be filed with the related incident reports if appropriate.**

9. Appointment and Security Control Logs (VPR and NEOB Branches)

a. Individual Name Check Logs

**Disposition: Temporary. Cut off monthly. Destroy when one month old.**

b. After Hours Arrival and Departure Logs (closed series as of 3/89).

**Disposition: Temporary. Destroy immediately.**

c. K-5 Delivery Logs.

**Disposition: Temporary. Cut off monthly. Destroy when one year old.**

10. Picket Report Files. Records of picket activity which has been authorized to take place in front of the White House. Record reflects activity and number of individuals authorized, arrival and departure times, permit number, and related information.

**Disposition: Temporary. Cut off monthly. Retire to the custody of UD Central Files. Destroy when 3 years old.**

**Agency Concurrence  
U. S. Secret Service  
Office of Administration  
Management and Organization Division  
Policy Analysis and Records Systems Branch**

*Carolyn Jackson*

**Carolyn Jackson, Management Analyst**

1/18/96

*John Machado*

**John Machado, Branch Chief**

1/18/96