

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-087-93-03	DATE RECEIVED MAR 28 1996
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION United States Secret Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Management & Organization Division		DATE 9-23-02	ARCHIVE OF THE UNITED STATES WITHDRAWN
4 NAME OF PERSON WITH WHOM TO CONFER Ann Parker	5 TELEPHONE (202) 435-7013		

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 3/26/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Machals</i>	TITLE PARS Branch Chief
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>WHITE HOUSE DIVISION'S WHITE HOUSE COMPLEX (WAVES) RECORDS DISPOSITION SCHEDULE</p> <p>This schedule covers U S. Secret Service official files generated by the Workers and Visitors Entrance System (WAVES) maintained by the White House Division under the jurisdiction of the Assistant Director, Office of Protective Operations</p> <p>The Secret Service 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>	NC1-87-76-3 #18	

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Worker and Visitors (Appointments) Entrance System Files (WAVES)

Consists of workers and visitors lists, request for appointments, expired work orders, agency reports, movement logs, WAVES printouts and tapes. Records pertain to appointments for workers, tradesmen, and visitors cleared for official access into the White House Complex by the Secret Service. Documents are used for protective security purposes.

a. Paper Records.

1. WAVES Monthly Printout.

PERMANENT Break file monthly and transfer to White House Office of Records Management. Maintain in the White House Office of Records Management for the duration of each presidential administration. Transfer to the National Archives at the conclusion of each presidential administration in accordance with 36 CFR 1228.188.

2 All other paper records.

Destroy when no longer needed

b WAVES Database

1. Data downloaded from other law enforcement databases used for checking entrants to the White House complex.

Delete prior to copying records to tape

2. All other data elements.

Copy to tape at the conclusion of each month.
Delete on-line version when copying is completed.

3 Monthly Tapes.

a Tape copy of BADHIST, HITS, LARGEREQ, NAME and VAREQ tables

Permanent. Break file monthly and transfer to White House Office of Records Management. Maintain in the White House Office of Records Management for the duration of each presidential administration. Transfer to the National Archives at the conclusion of each presidential administration in accordance with 1228 188.

b Tape copies of all other tables

Destroy when no longer needed.

c. Associated system documentation.

**Permanent. Transfer to the National Archives
with related records**

**2 Workers and Visitors (Appointments) Entrance System Files
(WAVES) - Treasury Building**

**Records pertain to appointments for workers, tradesmen, and
visitors cleared for official access into the Treasury Building by
the Secret Service.**

a. Paper Records.

(1) WAVES Monthly Printout

Destroy printout at the end of each month.

b WAVES Database

(1) Monthly Tapes

**Destroy when no longer needed, not to exceed
one year.**