

**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  
Office of Government Liaison and Public Affairs

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
Carolyn Wesner 202-435-7026

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-87-94-2

DATE RECEIVED  
8-16-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
11-20-95 *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 5 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE  
8/4/95 *W. R. Keefe* Director, Management and Organization

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Documentary and Training Slides (Mounted, Color) (1973-1985) (Unarranged (2 cu. ft.) Cassette Audio Tapes (.25 cu. ft.))</p> <p>These color slides, some accompanied by cassette tapes, were used for training by the Secret Service. They include briefings dealing with procedures and techniques used by protective operations in the Service against terrorist activities, orientation and recruitment presentations, administrative training material, and news/documentary coverage. All changes to this proposed schedule have been approved by:</p> <p><i>Richard Murray</i> 9/7/95 NARA Appraiser Date</p> <p><i>J. Keefe</i> 8/4/95 Agency Representative Date</p>		

a. Slides documenting program activity

Disposition:

1. **Originals** - Slides/cassette audio tapes

**Permanent** - Transfer to the National Archives upon approval of schedule.

2. **Duplicates** - Two duplicate sets where available (1 set if not)

**Permanent** - Transfer upon approval of schedule.

3. **All Other Copies** - Destroy immediately.

b. Slides documenting non-program related activities.

Disposition: Destroy immediately.

Slides (number of boxes in parenthesis)

Technical Surveillance Countermeasures

TSD - Rail (2)

TSD - Briefing

TSD - Advance Procedures (3)

New Chemical Agents

EOD Campaign 1984 (4)

EOD Campaign Support Pt. 1&2 duplicate for Part 2

Smith and Wesson Orientation

Beltsville Facility (Rowley Center)

EPS Recruiting

UD Recruiting Program (4)

USSS/UD - General (5)

White House Security Briefings (6)

Secret Service Story (9)

Secret Service History and Duties

Secret Service Duties (Used for Treasury Dept. Exhibit)

Counterfeit Show

Know Your Money (4)

Know Your Money (Spanish)

Spirit of the Treasury

ATF Story: Consumer Protection to Crime Detection 1976

Office of Training: Airport (2)

Parades (2)

Hospitals/Ballrooms Auditoriums (2)

Hotels/Restaurants

Pre Departure (2)

Marine (2)

CNPD "CNPD Overview"

Foreign Assassinations

Terrorist Techniques

Attempted Assassination of Gerald Ford

Squeaky and Sara Jane Moore

Protective Intelligence/Hostage Situations (2)

Presidential Protective Division Briefing (2)

Ballistics Effectiveness (Gus Augustyn) (2)

VIB Presentation

Organization and Planning (2)

Lasting Favorable Impressions (3)

Handling and Safeguarding National Security and Officially Limited  
Information

SISD - Between the Lines (3)

Fire Safety

Police Meetings

Arrest Techniques (2)

Choke Holds

Vehicle Felony Stops (2)

Stress (8)

Stress (4 metal containers and 1 open box)

Telephone Techniques

Twist and Lock

Man with a Mission

FRB Presentation (Currency )

Rowley Training Center VIP Slide Presentation

Audio Tapes

John R. Simpson 9/84  
UD Recruiting Version 1-85 (2 duplicates)  
USSS/UD - General (5 duplicates)  
The Secret Service Story (8 duplicates)  
Know Your Money (1 duplicate)  
Lasting Favorable Impressions (4 duplicates)  
SISD - Between the Lines (2 tapes)  
Telephone Techniques  
Arrest Procedures (2 tapes)  
Airport Background Noises  
Fuel Efficiency (2 tapes)  
TSD Advance Procedures (3 tapes)

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4 NAME OF PERSON WITH WHOM TO CONFER Carolyn Wesner	5 TELEPHONE (202)435-7026		

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 3 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 9-13-94	SIGNATURE OF AGENCY REPRESENTATIVE <i>W. R. Keefe</i>	TITLE Director, Management and Organization
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