

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 N1-87-96-1

DATE RECEIVED JUN 28 1996

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 7-8-96 ARCHIVIST OF THE UNITED STATES John W. Carl

6 AGENCY CERTIFICATION

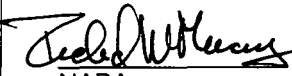
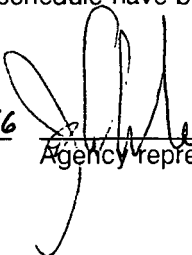
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, 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 7/25/96 SIGNATURE OF AGENCY REPRESENTATIVE [Signature] TITLE Branch Chief - Management and Organization Division

ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS RECORDS DISPOSITION SCHEDULE</p> <p>These files document the organization structure and functional responsibilities of all U S Secret Service offices They include all revisions showing the realignment of assigned responsibilities from one organizational element to another, the creation of new organizational element, and the dissolution of existing organizational elements They consist of the chart, functional responsibility statement and all pertinent background material</p>	<p>N1-87-1 Table 000 Item #6</p>	
1.	<p>ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS Official file copy of the organization chart and functional statement maintained by the Management and Organization Division Signed copies are available</p> <p>Disposition PERMANENT Break file every 2 years Hold in office Transfer to the National Archives five years after file break</p>		
2.	<p>ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS All other existing copies</p> <p>Disposition Destroy when superseded or obsolete, whichever is sooner</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	<p>WORKING FILES AND BACKGROUND MATERIAL Extra copies of charts and statements and information pertaining to changes and updates Maintained by the Management and Organization Division</p> <p>Disposition Destroy when 30 years</p> <p>All changes to this proposed schedule have been approved by</p> <p>  <u>6/28/96</u> NARA appraiser date </p> <p>  <u>6/25/96</u> Agency representative date </p>		