

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-87-96-2
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED	9-24-96
2 MAJOR SUBDIVISION United States Secret Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Management and Organization Division		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Barbara D. Owens	5 TELEPHONE (202) 435-7014	9-18-97	<i>John W. Paul</i>
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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 9/17/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Branch Chief - Management and 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>RETIRED AGENTS COMMISSION BOOKS</p> <p>Retired Agents Commission Books consists of the photograph, title, Director's signature, and Commission book number. Retired Commission Books are perforated or permanently stamped to reflect that the employee is retired. (NOTE: Not to be used as identification). Awarded to employee upon retirement.</p> <p><i>DISPOSITION: TEMPORARY</i></p> <p>a. Originating office records consists of credentials tracking sheets and retirement memos from Personnel and SAIC-White House Division. Destroy when 3 years old.</p> <p><i>DISPOSITION: TEMPORARY</i></p> <p>b. Originating office electronic records consists of retiree's name, office, and if the commission book was received upon retirement. Destroy when 20 years old.</p> <p><i>DISPOSITION: TEMPORARY</i></p> <p>c. All other offices. Destroy when 3 years old or no longer needed.</p>		

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