

**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  
 U. S. Secret Service

3 MINOR SUBDIVISION  
 Office of Government Liaison and Public Affairs

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
 Barbara Owens 202-435-7014  
 /Carolyn Jackson 202-435-7026

**LEAVE BLANK (NARA use only)**

JOB NUMBER *NI-087-97-1*

DATE RECEIVED *2-23-97*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 11-18-97 ARCHIVIST OF THE UNITED STATES *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 4 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 *11/3/97* SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* TITLE *Branch Chief - Management & Organization Division/Policy Analysis and Records Systems Branch*

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><del>SEE ATTACHED. MODIFICATIONS MADE PER PHONE CONVERSATION WITH CAROLYN JACKSON ON 7/21/97.</del></p> <p>This schedule covers records of the Office of Government Liaison and Public Affairs OGLPA is the repository for publications, brochures, and posters used by the U. S. Secret Service.</p> <p>Additionally OGLPA develops speeches made at formal ceremonies primarily for the Director of the U.S. Secret Service as well as other high ranking officials. The speeches and addresses may be presented to executives from other Federal agencies, various law enforcement associations and police forces, i.e. INTERPOL, and civic associations, i.e. Kiwanis or Rotary Clubs, and Service graduation and retirement ceremonies, as well as swearing in presentations.</p> <p>OGLPA also releases prepared statements to the press.</p> <p><b>Description of Record:</b></p> <p><b>1. Publications:</b> Created and used to promote awareness of the</p>		

DEC - 1 1997 *MMV*

*Copy to: Agency  
 NWED  
 NINDN*

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FOR ITEM 15 USE

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	<p>organization's activities and responsibilities, and for the observance of subject matter such as anniversaries, ceremonies or events. These publications include: <b>Moments in History</b>, and formally produced issues of <b>News Digest</b>.</p> <p>The subject matter contained in some Secret Service publications is neither intended nor suitable for release and dissemination outside of the organization. Due to the nature of this information, restricted access to publications such as the <b>Service Star</b>; <b>Checkpoint</b>; <b>The Bulletin</b>; and for formerly published issues of <b>For Your Information</b>; <b>The Record</b>; and <b>Digest of Counterfeiting Information</b> is warranted.</p> <p><b>Disposition:</b> PERMANENT. Publications are to be maintained by the Office of Government Liaison and Public Affairs for 5 years, at which time they will be offered for transfer to the National Archives. Duplicate copies will be maintained by the Secret Service and disposed of when no longer needed. Due to its frequent internal use as a reference source, volumes of <b>The Record</b> for 1960-1976, will remain with the Secret Service until no longer needed, at which time they will be offered to the National Archives.</p> <p><b>2. Brochures:</b> Used to address specific responsibility areas and job categories in the Secret Service, particularly for recruitment, and to promote crime prevention through public awareness. These brochures include: Secret Service Story; Secret Service Protection; Special Agent; Protecting Your Candidate; Secret Service Uniformed Division; Secret Service Foreign Missions Branch; Counterfeiting and Forgery (English/Spanish), Know Your Money; Credit Card and Computer Fraud; Professional, Administrative and Technical Employment Opportunities; Administrative Support and Clerical Employment Opportunities; and the Forensic Services Division.</p> <p><b>Disposition:</b> PERMANENT. Brochures are to be maintained by the Office of Government Liaison and Public Affairs for 5 years, at which time they will be offered for transfer to the National Archives.</p>		

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3.	<p>Duplicate copies will be maintained by the Secret Service and disposed of when no longer needed.</p> <p><b>Posters:</b> Created and used for training and recruitment purposes; and for the observance of subject matter such as anniversaries, ceremonies, or events. Due to the subject matter of some posters, particularly those created for use by the Office of Training, access restrictions on specific posters may be warranted.</p> <p><b>Disposition:</b> PERMANENT. The Secret Service's Forensic Services Division's Visual Information Branch will transmit copies of posters it creates to the Office of Government Liaison and Public Affairs for the Service's archivist/historian to maintain. Posters will be retained for 5 years, at which time they are to be offered for transfer to the National Archives. Duplicate copies will be maintained by the Secret Service and disposed of when no longer needed</p>		
4.	<p><b>Speeches, addresses and comments.</b></p> <p>These include remarks presented at various ceremonies pertaining to the history of the Service, functions of the Service in connection with counterfeiting, seizures and general overview that the Service plays towards combating the war on crime. Arranged chronologically. Due to the subject matter of some speeches, particularly those presented by Secret Service Chiefs/Directors, access restrictions may be warranted.</p> <p><b>Disposition:</b> PERMANENT. Cut off at the end of the Calendar Year Transfer original speeches which are at least 20 years old to the National Archives once every 5 years.</p> <p>Any copies, cut off at the end of the Calendar Year. Destroy when no longer needed.</p>		

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5.	<p><b>News and/or press releases.</b></p> <p>Prepared statements or announcements issued to the news media regarding such subject matter as investigative or protective incidents, organizational changes, significant changes in policy or educating the public on the Service's programs, i.e. counterfeiting and forgery.</p> <p>These include a closed series (non Service) c. 1942 relating to World War II.</p> <p><b>Disposition</b> PERMANENT. Cut off at the end of the Calendar Year Transfer original releases which are at least 20 years old to the National Archives once every 5 years.</p> <p>Any copies cut off at the end of the Calendar Year. Destroy when no longer needed</p>		

**N1-87-97-1**  
**Office of Government Liaison and Public Affairs**

**1 Publications**

a) Unrestricted Publications

Publications such as *Moments in History* and *News Digest* created and used to promote awareness of the organization's activities and responsibilities and for observances of anniversaries, ceremonies, or other events

Disposition PERMANENT Cut off at end of calendar year Transfer 1 copy of each edition to NARA 5 years after cutoff, in 5 year blocks

b) Restricted Publications

Publications such as the *Service Star*; *Checkpoint*, *The Bulletin*, *For Your Information*, and *Digest of Counterfeiting Information* that are produced for internal purposes

Disposition PERMANENT Cut off at end of calendar year Retire 1 copy of each edition to FRC 5 years after cutoff [in 5 year blocks] Transfer to NARA 25 years after cutoff [in 5 year blocks]

c) Restricted Publication *The Record* 1960-1977

Disposition PERMANENT Transfer to NARA in ~~2015~~

2007. Per phone conversation with R.O. John Machado on 10/30/97.

**2 Brochures** used to address responsibility areas and job categories in the Secret Service (used for recruitment) and to promote crime prevention through public awareness

Disposition PERMANENT Cut off at end of calendar year Transfer 1 copy of each brochure to NARA 5 years after cutoff, in 5 year blocks

**3 Posters**

a) Unrestricted posters created for the anniversaries, ceremonies, or events

Disposition PERMANENT Cut off at end of calendar year Transfer 2 copies to NARA 5 years after cutoff, in 5 year blocks

b) Restricted posters created primarily for training purposes

Disposition PERMANENT Cut off at end of calendar year Transfer 2 copies to NARA 5 years after cutoff, in 5 year blocks

**4 Stock publications, brochures, and posters (non-record)**

Disposition TEMPORARY Destroy when no longer need for agency use

**5 Speeches, addresses, and comments by the Director or Assistant Director**

Remarks presented at various ceremonies and events pertaining to the history of the Service and its unique functions

Disposition PERMANENT Cut off at end of calendar year Transfer to NARA 20 years after cutoff, in 5 year blocks

**6 News releases and press releases**

Prepared statements or announcements issued to the news media regarding agency functions such as investigative or protective incidents, organizational changes, significant changes in policy, or educating the public on the Services's programs

Disposition PERMANENT Cut off at end of calendar year Transfer 1 copy of each release to NARA 20 years after cutoff, in 5 year blocks