

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-087-97-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/19/97	
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Secret Service			
3. MINOR SUBDIVISION James J. Rowley Training Center (JJRTC)			
4. NAME OF PERSON WITH WHOM TO CONFER Barbara D. Owens	5. TELEPHONE 202-435-7014	DATE 5-27-99	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 2/18/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Special Agent in Charge</i>

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

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NWMD
NWET

1. COURSE FILE FOLDERS

Description:

Files maintained for all courses conducted by the James J. Rowley Training Center, including outside sources, for Secret Service employees. Files contain course schedules, course critiques, student roster, SFs 182 Request for Training, closing memoranda, shooting records for courses containing firearms instruction as well as other documentation pertinent to the specific course content deemed appropriate by the SAIC

Disposition:

a. Law Enforcement Courses

Cutoff at the end of the calendar year. Maintain at the James J. Rowley Training Center for 3 years, then transfer to the Federal Records Center. Destroy 30 years after cutoff.

b. Non-Law Enforcement Courses

Cutoff at the end of the calendar year. Maintain at the James J. Rowley Training Center for 3 years, then transfer to the Federal Records Center. Destroy 10 years after cutoff.

2. LESSON PLANS/COURSE CONTROL DOCUMENTS

Description:

Original written course instruction for each course and/or block of instruction taught at the JJRTC.

Disposition:

a. Law Enforcement Lesson Plans/Course Control Documents.

Close file when superseded or obsolete.

Maintain at the James J. Rowley Training Center for 3 years after closing, then transfer to the Federal Records Center. Destroy 30 years after closing.

b. Non-Law Enforcement Plans/Course Control Documents

Close file when superseded or obsolete. Maintain at the James J. Rowley Training Center for 3 years after closing, then transfer to the Federal Records Center. Destroy 10 years after closing.

3. CANINE VALIDITY TESTING

Description:

These files document the results of the weekly explosive and patrol and counterfeit validation training for each operational canine and handler team.

Disposition:

Cut records off at the end of the calendar year. Transfer to the FRC 3 years after cutoff. Destroy 15 years after cutoff.

FIREARMS RELATED RECORDS

4. FIREARMS TRAINING AMMUNITION USAGE REPORT

Description:

The Ammunition Usage Report is produced on a monthly basis. This monthly report tracks the types of ammunition utilized and assigned to the various branches and ranges.

Disposition:

Cut records off at the end of the calendar year. Maintain at the JJRTC for 3 years after cutoff, then transfer to the FRC. Destroy 10 years after

cutoff.

5. SSF 1666, WEAPONS REQUALIFICATION RECORDS

Description:

This file contains the records of requalification by an individual in the use of firearms, shotguns, off-duty weapons, and intermediate weapons.

Disposition:

All Offices - The SSF 1666 will be filed under file number 240.040. Cutoff on the separation/retirement of the individual. Destroy 5 years after separation/retirement.

6. SSF 3064, AMMUNITION INVENTORY RECORDS

Description:

The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date and the reason for expenditure.

Disposition:

All Offices - The SSF 3064 will be filed under administrative file number 501.020. Cutoff at the end of the calendar year. Maintain in the office for 3 years after cutoff or until reviewed by the Office of Inspection, whichever occurs first. Transfer to the FRC. Destroy 10 years after cutoff.

7. SSF 1881, WEAPON'S RECEIPT

Description:

The SSF 1881, Weapon's Receipt Request is utilized by offices to request from the James J. Rowley Training Center the repair or inspection of a firearm.

Disposition:

Close file when the weapon has been repaired/returned. Cutoff closed files at the end of the calendar year. Transfer immediately to the FRC. Destroy 10 years after cutoff.

8. SSF 1781, WEAPONS LOG**Description:**

This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.

Disposition:

The SSF 1781 will be filed under administrative file number 501.022. Cut off at the end of the calendar year. Maintain in the office for 3 years after cutoff, then transfer to the FRC. Destroy 10 years after cutoff.

9. AUXILIARY HANDGUN NOTIFICATION**Description:**

A notification memorandum for a personally owned handgun authorized for use as an auxiliary handgun, includes notification of lost, stolen or disposed of handguns.

Disposition:

Maintained at the James Rowley Training Center. Cut off at the end of the calendar year. Transfer to the FRC 3 years after cutoff. Destroy 10 years after cutoff.

10. INDIVIDUAL FITNESS RECORDS**Description:**

Individual Fitness File contains SSF 3129,

Individual Fitness Profile Sheet which is completed bi-annually, and the SSF 3300H, Medical/Fitness Profile which is completed annually.

Disposition:

Cutoff after separation of the employee.
Destroy 3 years after separation of the employee.

11. RANGE SCORE CARDS

Description:

The SSF 1904, Range Score Card is completed by a Firearms Instructor who records the qualifying scores for courses of fire with USSS gun carrying personnel and non-USSS personnel.

Disposition:

Cutoff at the end of the calendar year. Destroy 1 year after cutoff.

NOTE: This information is recorded on the SSF 1666, Weapons Qualification Record. For new employees this information is maintained in the specific Course File Folder. For non USSS personnel, this information is used for billing purposes.

12. SPECIAL PROJECTS

Description:

Study or research conducted and documented, usually involves testing of firearms, ammunition, and/or to procure any new equipment for the USSS.

Disposition:

Cut off at the end of the calendar year. Maintain

at the JJRTC for 3 years after cutoff, then
transfer to a FRC. Destroy 10 years after cutoff.