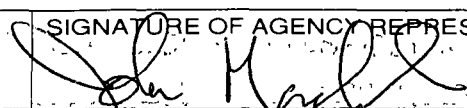


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-087-99-3	DATE RECEIVED 4-19-99
1 FROM (Agency or establishment) Department of Treasury, U. S. Secret Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, Policy Analysis & Records			
4 NAME OF PERSON WITH WHOM TO CONFER Carolyn W. Jackson		5 TELEPHONE 202-435-7026	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached; or  has been requested

DATE 12/17/98	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Policy Analysis and Records Systems Branch
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Audiovisual material created by the Forensic Services Division and maintained by the Office of Public Affairs, Historical Programs Unit concerning identification portraits of retired employees, portraits of persons arrested for counterfeiting activities, still portraits of the Service's Directors, also still photographs documenting the Services activities, ie. internal functions (going away parties, graduation photos), some of these may be in black and white as well as in color</p> <p>Still Photographs</p> <p>1. Active series of still photographic prints, negatives and contact sheets relating to Presidential activities and U S Secret Service protection responsibilities, ca 1900-1998</p>		

*Agency*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER

PAGE

2 OF 2

7  
ITEM  
NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

Disposition: Permanent. Cut off initial block at the end of CY 1998. Cut off subsequent blocks at three year intervals (e g , 1999-2001, 2000-2004).

Transfer blocks to NARA when most recent record is eight years old (e g initial block will be transferred in 2007).

2. Active series of still photographic prints, negatives, and contact sheets relating to U. S. Secret Service activities, facilities, and officials, ca. 1890-1998.

Disposition: Permanent Cut off initial block at the end of CY 1998 Cut off subsequent blocks at three year intervals (e g , 1999-2001, 2000-2004). Transfer blocks to NARA when most recent record is eight years old (e g , initial block will be transferred in 2007)

3 Active series of still photographic prints and negatives of retired U. S. Secret Service personnel, excluding high-level officials, ca. 1960-1998.

Disposition Temporary Cut off initial block at the end of CY 1998 Cut off subsequent blocks at 2 year intervals Destroy when 5 years old

4 Inactive series of still photographic portraits of U. S. Secret Service Chiefs and Directors, ca. 1865-1998.

Disposition Permanent Transfer to NARA upon approval of this schedule.

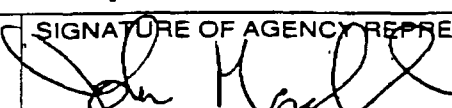
5. Inactive series of still photographic portraits of persons arrested for counterfeiting activities, ca. 1880-1900

Disposition. Permanent Transfer to NARA upon approval of this schedule

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-87-99-3
1 FROM (Agency or establishment) Department of Treasury, U. S. Secret Service		DATE RECEIVED	4-19-99
2. MAJOR SUBDIVISION Office of Administration		<b>NOTIFICATION TO AGENCY</b>	
3 MINOR SUBDIVISION Management and Organization, Policy Analysis & Records		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	
4 NAME OF PERSON WITH WHOM TO CONFER Carolyn W. Jackson	5 TELEPHONE SYSTEM 202-435-7026	DATE	ARCHIVIST OF THE UNITED STATES

**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 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 12/17/98	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, 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)
7	<p>Audiovisual material created by the Forensic Services Division and maintained by the Office of Public Affairs, Historical Programs Unit concerning identification portraits of retired employees, portraits of persons arrested for counterfeiting activities, still portraits of the Service's Directors, also still photographs documenting the Services activities, ie. internal functions (going away parties, graduation photos); some of these may be in black and white as well as in color.</p> <p>Still Photographs</p> <p>1. Active series of still photographic prints, negatives and contact sheets relating to Presidential activities and U. S. Secret Service protection responsibilities, ca. 1900-1998 <i>Arranged chron.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER	PAGE
	2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Disposition: Permanent. Cut off initial block at the end of CY 1998. Cut off subsequent blocks at three year intervals (e.g., 1999-2001, 2000-2004). Transfer blocks to NARA when most recent record is eight years old (e.g. initial block will be transferred in 2007).</p> <p>2. Active series of still photographic prints, negatives, and contact sheets relating to U. S. Secret Service activities, facilities, and officials, ca. 1890-1998.</p> <p>Disposition: Permanent. Cut off initial block at the end of CY 1998. Cut off subsequent blocks at <del>three</del> year intervals (e.g., 1999-2001, 2000-2004). Transfer blocks to NARA when most recent record is eight years old (e.g., initial block will be transferred in 2007)</p> <p>3. Active series of still photographic prints and negatives of retired U. S Secret Service personnel, excluding high-level officials, ca 1960-1998.</p> <p>Disposition: Temporary. Cut off initial block at the end of CY 1998 Cut off subsequent blocks at 2 year intervals Destroy when 5 years old.</p> <p>4. Inactive series of still photographic portraits of U. S. Secret Service Chiefs and Directors, ca. 1865-1998.</p> <p>Disposition: Permanent. Transfer to NARA upon approval of this schedule</p> <p>5. Inactive series of still photographic portraits of persons arrested for counterfeiting activities, ca. 1880-1900.</p> <p>Disposition: Permanent. Transfer to NARA upon approval of this schedule</p>	<p>1998 8</p> <p>all Secret Service personnel</p>	

be incorporated in planning and experiments. No matter what technology or equipment USSS uses for still pictures, the original version of each image needs to be maintained, captioning information is needed, and USSS must be prepared to transfer permanent records in a format accepted by NARA.

**Recommendation III/5**

Assign responsibility to a central unit to collect and maintain a record set of publications and posters (1)

**Recommendation III/6**

Assign responsibility to a central unit to collect and maintain a record set of audiovisual products (1)

**Recommendation III/7**

Develop proposed retention periods for unscheduled speeches, publications and audiovisual records (The NARA appraisal archivist will assist in this process.) (2)

**RETENTION ISSUES**

**RETAINED PERMANENT OR POTENTIALLY PERMANENT RECORDS**

USSS has a number of unscheduled records series that NARA evaluators identified as having potentially permanent value. These include some still photographic records that collectively contain approximately 22,000 images as well as textual and audiotape records. Audiovisual records, which span from 1880 to 1965, complement textual records already accessioned by NARA. In order to ensure that these records are adequately controlled, they must be scheduled, and those that are permanent should be transferred to NARA. Fortunately, audiovisual records are clearly organized and identified with minimal captions. Following is a list of unscheduled potentially permanent records series that include records which are 30 or more years old.

- 1 Textual Director's speech files, ca. 1949-1995
2. Still photographic prints, negatives, and contact sheets relating to Presidential activities and U S Secret Service protection, ca. 1900-1995
- 3 Still photographic prints, negatives, and contact sheets relating to U.S. Secret Service activities, facilities, and officials, ca. 1960-1995
4. Still photographic identification portraits of retired U.S. Secret Service employees, ca. 1960-1990

5 Still photographic portraits of persons arrested for counterfeiting activities, ca 1880-1900

6 Still photographic portraits of James Rowley and colleagues, ca 1938-1975

#### **Recommendation III/8**

Once these series are scheduled as directed in Recommendation III/7, transfer eligible permanent records to the National Archives. Establish an ongoing procedure to effect future transfers at conclusion of the time period established in the schedule (2)

#### **STORAGE FACILITIES**

USSS stores active and inactive records in accordance with NARA regulations. NARA evaluators found no instances of records that were not stored within well-controlled program office space in file cabinets or other suitable storage fixtures (See "Files Maintenance Practices" on page 12 )

USSS headquarters maintains a records staging area of less than 5,000 square feet. According to the Administrative Manual, "Criteria for Acceptance," the staging area accepts only records pending schedule development, having a short retention, or awaiting transfer to an FRC. The staging area is administered and operated by MNO/PARS. Policies, procedures, and documentation for the staging area is very similar to that of FRCs. NARA evaluators determined that there is effective control of this USSS facility by examining transmittal documentation and the corresponding log and transmittal forms. The transmittal form, Secret Service Form 3283, "Record Inventory" identifies subject, MFCC number, and year for each box. USSS also has Secret Service Form 1901, "Charge-Out Records," to control the location of records placed in the staging area. Information in the log and on the forms matched that on cartons and files that NARA evaluators surveyed. Further confirmation of effective control was evident when, during the course of evaluation visits, questions arose about specific records. For example, all older speech files (discussed on pages 9, 21, and 22) were located in the staging area on the same day. NARA evaluators requested their location.

#### **TRANSFER ISSUES**

#### **GENERAL RECORDS**

USSS is transferring records according to NARA approved schedules. During the NARA evaluation period, the Washington National Records Center (WNRC), a NARA Federal records center facility, reported 3,638 cubic feet of USSS records in its holdings. Of those records, 33 cubic feet are scheduled permanent (NC1-87-89-1/4A, NC1-87-84-1/1, and T600/1), and 31 cubic feet are awaiting schedule approval. Disposition dates for the permanent