

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N9-87-00-01	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED APR 10 2000	
2 MAJOR SUBDIVISION United States Secret Service		NOTIFICATION TO AGENCY	
3 MAJOR SUBDIVISION Management and Organization Division		In accordance with the provision 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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Allan Twoey	5 TELEPHONE (202) 406-6888		
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 <u>23</u> 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 3/29/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE RECORDS OFFICER	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	U S SECRET SERVICE RECORDS SCHEDULE FOR ELECTRONIC COPIES OF PROGRAM AND ADMINISTRATIVE RECORDS CREATED BY WORD PROCESSING Employee Activity Reports T&A T&A documents maintained separately from the pay and earnings records These are Weekly and Monthly Employee Activity Reports (SSF 1587) The original monthly maintained by Management and Organization Division a Record Keeping Copy (paper) Destroy 20 years from date of transfer b Electronic copies created on word processing systems Delete after 20 years from date of transfer	(NC187-85-1) 2 a	
2	OFFICE OF INSPECTION RECORDS Special Investigative Case Files Case files documenting investigations of misconduct or allegations of misconduct by Secret Service employees and other unknown subject(s) who are not USSS employees Files contain reports of internal investigations, correspondence with other law enforcement agencies, including the FBI, State and local police, witness statements, personal history summaries, teletypes, court documents, laboratory reports, photographs and other records (SEE CONTINUATION PAGES)		

It copy to agency, NR

Inspection Division - Special Investigative Files (Continuation)

- a. Non Criminal Case Files (N1-87-93-1)
- (1) Record keeping Copy (paper) upon receipt. Destroy original file 5 years after separation or last administrative action whichever is longer.
 - (2) Electronic copies created on word processing systems. Destroy after 3 years.
- b. Judicial Criminal Case Files (N1-87-93-1)
- (1) Record keeping copy (paper) upon receipt. Destroy 10 years after separation or last administrative action whichever is longer.
 - (2) Electronic copies created on word processing systems. Destroy after 3 years.
- c. Interception Monitoring and Recording of Wire and Oral Communication Case Files. (N1-87-93-1)
- (1) Record keeping copy (paper) upon receipt of duplicate file from SI&SD, destroy duplicate. Destroy original 20 years after separation or last administrative action, whichever is longer.
 - (2) Electronic copies created on word processing systems. Destroy after 3 years.
- d. Special Investigative Case Files (NC1-87-98-1)
in which the Subject(s) of the Investigation is Unknown or is not a USSS Employee.
- (1) Record keeping copy (paper) maintains file in Inspection for 5 years after the case is closed. Transfer closed case to the Federal Records Center to be maintained for an additional 15 years. Destroy 20 years after separation or administrative action whichever is longer.
 - (2) Electronic copies created on word processing systems. Destroy after 3 years.

- e. Office Inspection Reports (NC1-87-84-2)
Comprehensive reports of findings prepared in a prescribed format and created as a result of inspecting each component's operations and procedures. The file includes follow-up memorandum relating to the office inspection.
- (1) Record keeping copy (paper) maintain file in Inspection Division for 5 years after the case is closed. Transfer closed case to the Federal Records Center to be maintained for an additional 15 years. Destroy file 20 years after the case is closed.
 - (2) Electronic copies created on word processing systems. Destroy after 3 years.
- f. Analysis and Review Project File (NC1-87-86-1)
copies of all reports, recommendations, and essential background matters pertaining to reviews and analysis projects conducted by the Inspection Division.
- (1) Record keeping copy (paper) cut off at the end of the calendar year in which the project is completed. Destroy when 20 years old.
 - (2) Electronic copies created on word processing systems. Destroy after 3 years.

ITEM 3 - Protective Operations - Field Office Protection Records

Physical Protection Survey Report Files. Office working files contain duplicate copies of protective survey reports (except as noted below) and related attachments pertaining to physical protection of protectees during domestic or foreign travel outlined under Master File Classification Code 601.

- a. Protective Surveys of Persons (NC2-87-78-2/#17)
 - (1) Record ~~copy~~ (paper) cut off at the end of the calendar year in which the survey is closed. ~~Destroy~~ when 5 years old.
 - (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- b. General Protection Surveys (NC1-87-76-3/#8)
Contain Original and copies of visit reports
 - (1) Record ~~copy~~ (paper) cut off at the end of the calendar year in which the survey is closed. ~~Destroy~~ when 5 years old.
 - (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- c. Hospital Surveys contain original report (NC1-87-76-1/#5)
 - (1) Record ~~copy~~ (paper) Purge and ~~destroy~~ when superseded or obsolete.
 - (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- d. General Protective Files (NC1-87-76-3/#2)
Contain copies of internal memorandum and teletypes relating to physical protective functions outlined under Master File Classification Code 601 and not covered elsewhere in this schedule.
 - (1) Record ~~copy~~ (paper) Cut off at the ~~end~~ of the calendar year. Review for destruction when 3 years old. Needed material is to be retained until no longer of value destroyed.
 - (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- e. Physical Protection Chronological (NC1-87-76-3/#2)
(Chron) or Reading File (if maintained).
Contain extra copies of outgoing protection
material (nonrecord).
- (1) Record copy (paper) Cut off at the end of the calendar
year. Destroy when 3 years old.
 - (2) Electronic copies created on word processing systems.
Destroy after paper copy is produced.
- f. Protective Activities Files (NC1-87-76-3/#6)
Contain correspondence, reports,
teletypes, photographs, maps, and other
documentation accumulated in connection
with protective matters and activities
during political matters and activities
during political campaigns, conventions,
inaugurations, United Nations, or special
events, i.e., Olympics or economic summits
- (1) Record copy (paper) Cut off at the end of the
protective activity. Review for destruction when
5 years old. Any needed material is to be retained
until no longer of value then destroyed.
 - (2) Electronic copies created on word processing systems.
Destroy after paper copy is produced.

Protective Resource Materials

- g. Protective manuals developed and (NC1-87-76-3/#4)
issued by Headquarters.
- (1) Record copy (paper) Destroyed when superseded or
cancelled.
 - (2) Electronic copies created on word processing systems.
Destroy after paper copy is produced.

h. Reference materials issued by other agencies. May consist of booklets, notebooks, manuals.

- (1) ~~Record copy (paper) Follow originator's disposal instructions, or return material to the originating agency.~~
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

i. Protection of Facilities (NC1-87-76-3/#21)
Survey Files

Contain office copy of survey reports and all related documents pertaining to the physical protection of valuables, securities and facilities. (Excludes surveys for protectees.)

- (1) ~~Record copy (paper) Destroy when superseded or cancelled.~~
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

j. Protection of Facilities, (NC1-87-76-3/#21)
Equipment, and Information
Administrative Files

Correspondence relating to the administration and operations of protective facilities, equipment, and information. Included are related technical security and protective services records outlined under Master File Classification Codes 620 series and not covered elsewhere in this schedule.

- (1) ~~Record copy (paper) Destroy when superseded or cancelled.~~
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- k. Secret Service Field Office (NC1-87-76-3/#21)
Administrative Files

Contains copies of memorandum, teletypes, and correspondence pertaining to requests, justifications, and authorizations for security of facilities, equipment and information.

- (1) Record copy (paper) Remove for destruction when 3 years old. Any needed materials are to be retained until superseded or no longer of value, then immediately destroyed.
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- l. Annual Technical Security Surveys (NC1-87-76-3/#23)
and Inspection File.

Contains copies of reports pertaining to the annual survey inspection, and installation of alarms, locks, videos, and other technical equipment installed in field offices.

- (1) Record copy (paper) Cut off at the end of the calendar year. Destroy when 3 years old.
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

**White House Supply Source Cases
Files**

Contains internal and external intelligence and investigative reports, correspondence, completed forms; name checks, health department and vendor information pertaining to semi-annual checkups of supply sources proposed for use by persons protected by this Service. Note: This backup file includes original as well as copies of documents.

m. Active Closed Files (N1-87-88-1/#2a(1))

- (1) Record copy (paper) Cut off at the end of the calendar year in which the case is closed. Every 2 years review and purge file of outdated documents until such time as the case is inactive and permanently destroyed.
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

n. Permanently Discontinued Cases (N1-87-88-1/#2a(2))

- (1) Record copy (paper) Destroy 30 days after the semi-annual checkup was permanently discontinued. At the discretion of the SAIC, the file may be destroyed 2 years after permanent discontinuance.
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

o. Technical Security Investigation Case Files. Contain duplicate copies of investigative reports, related completed forms and records checks pertaining to White House Access, Passholder, and Tradesman investigations. (N1-87-83-2)

- (1) Record copy (paper) Cut off at the end of the calendar year which the case is closed. Destroy 3 years from inactive date.
- (2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

640 EMERGENCY PREPAREDNESS AND PLANNING FILES

p. Field Emergency Relocation Administrative File. Correspondence, memorandum, and reports outlined under Master File Classification Code 640 series. Includes copies of GSA letters, annual emergency relocation plans and inspection reports, and employee's instructions. (NC1-87-76-3/#37)

(1) Record copy (paper) Destroy when superseded, obsolete or otherwise directed by Headquarters.

(2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

q. Records pertaining to protection, evacuation, and transportation of the President, Vice President, and other protectees during emergency preparedness conditions. (NC1-87-76-3/#37)

(1) Record copy (paper) Destroy when supersede or obsolete or otherwise directed by Headquarters.

(2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

670 PROTECTIVE INTELLIGENCE FILES

Protective Intelligence Case Files

Office working file contains duplicate copies of intelligence Investigative reports, related completed forms, worksheets, photographs, handwriting, prints, any tape records (excludes Title III tape recordings), and other records pertinent to all types of intelligence investigations.

r. Judicial Cases. (N1-87-88-1/b/4)

(1) Record copy (paper) Destroy 30 days from closing date. At the discretion of the SAIC, files may be retained 2 years.

(2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

s. Non-Judicial Cases (NC1-87-88-1/b/4)

(1) Record copy (paper) Destroy 30 days from closing date. At the discretion of the SAIC, files may be retained 2 years.

(2) Electronic copies created on word processing systems. Destroy after paper copy is produced.

- t. Cases made for other districts (NC1-87-76-3.29/d)
- (1) Record copy (paper) Destroy 30 days from closing date.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.
- u. Protective Intelligence Files. (N1-87-88-1/2/a/2)
Contain copies of internal memoranda, correspondence, and teletypes pertaining to protective intelligence Functions outlined under USSS Master Classification Code 670 series and not covered elsewhere in this schedule.
- (1) Record copy (paper) Cut off at the end of the month. Review for destruction 30 days from cut-off action date. At the discretion of the SAIC, files may be retained up to 2 years, then destroyed.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.
- v. Information Only Protective Intelligence Files. Contains "Information only" reports for which no protective intelligence investigative action is required by the receiving office. (N1-87-88-1/2/a/2)
- (1) Record copy (paper) Cut off at the end of 30 days then destroy.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.
- w. Protective Intelligence Trip Files. (NC1-87-88-2/1/d)
Contains copies of Internal reports, i.e. situation, trip returns, and related protective intelligence information in connection with travel for Secret Service protectees.
- (1) Record copy (paper) Cut off at the end of the calendar year. Destroy when 5 years old.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

HEADQUARTERS PROTECTIVE OPERATIONS

- a. General Protection files maintained outside official files at Headquarters which contain routine protective operations information. (N1-87-91-1)
- (1) Record copy (~~paper~~) Cut off at the end of ~~each~~ calendar year. Destroy when ~~3~~ years old.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.
- b. Protective Shift Report File. Contains original daily shift reports reflecting all activities of the protectee as well as protective personnel assigned to each shift. Describes any unusual occurrences incidents or events occurring during the shift. (N1-87-89-1)
- (1) Record copy (~~paper~~) Cut off at the end of ~~the~~ calendar year. Destroy when ~~3~~ years.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.
- c. Protective Survey Files. Original Protective Survey reports and related documents pertaining to any highly unusual incident, occurrence, or significant event: 1) assassination attempts; 2) successful assassinations; 3) foreign trips for the President and Vice President. (N1-87-89-1)
- (1) Record copy (~~paper~~) Permanent. Cut off at the end of each calendar ~~year~~. Send to MNO/PARS ~~for~~ transfer to the National Archives when 5 years old.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

- d. Original Protective Survey reports (N1-87-89-1)
of a routine nature maintained at
headquarters (MNO)e
- (1) Record copy ~~(paper)~~ Cut off at the end of each calendar
year. Destroy when 3 years old.
 - (2) Electronic copy created on word processing systems.
Destroy after paper copy is produced.
- e. Protective Divisions duplicate Protective (N1-87-89-1)
Survey reports.
- (1) Record copy ~~(paper)~~ Cut off at the end of the calendar
year. Destroy when 3 years old.
 - (2) Electronic copy created on word processing systems.
Destroy after paper copy is produced.
- f. Hospital Protective Survey Report. (N1-87-89-1)
Contains completed survey report pertaining
to hospitals surveyed for use by protectees in
the event of an emergency.
- (1) Record copy ~~(paper)~~ Purge and destroy when superseded
or obsolete.
 - (2) Electronic copy created on word processing systems.
Destroy after paper copy is produce.

Special Events Files. Contains internal memoranda, reports, photographs, maps and other planning documentation accumulated by all action offices in connection with both routine and special protective activities such as the United Nations, Economic Summits, Olympics and similar recurring protective events not specified elsewhere.

- g. Protective Divisions. Records reflecting (N1-87-89-1)
protective activities.
- (1) Record copy ~~(paper)~~ Cut off at the end of the event.
Destroy when 3 years old.
 - (2) Electronic copy created on word processing systems.
Destroy after paper copy is produced.

h. Protective Divisions and Other Offices. (N1-87-89-1)
Records documenting an event at which an assassination attempt, successful or otherwise, occurs.

- (1) Record copy (paper) Permanent. Cut off at the end of event. Send to MNO/PARS when 3 years old for transfer to the National Archives when 10 years old.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

i. Other Offices. Project files reflecting their assigned function related to any special protective activity or unusual incident, occurrence. (N1-87-89-1)

- (1) Record copy (paper) Cut off at the end of the event. Destroy when 10 years old.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

Campaign Files. Documents generated as a result of a Presidential campaign.

j. Presidential campaign planning/transition, and critique files. Contains protective information useful for starting up or closing out next campaign. (N1-87-89-1)

- (1) Record copy (paper) Permanent. Cut off at the end of the campaign. Send to MNO/PARS for transfer to the National Archives 30 years after the end of the campaign.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

k. Protective Details and Coordinating Centers. Routine administrative and housekeeping records. (N1-87-89-1)

- (1) Record copy (paper) Cut off at the end of the campaign and send to MNO/PARS for destruction when 5 years old.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

1. Shift reports for all Protective Details. (N1-87-89-1)
 - (1) Record copy (paper) Permanent. ~~Cut off at the end of the campaign and send to MNO/PARS for transfer to the National Archives when 30 years old.~~
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

- m. Records of campaign where there has been an unusual occurrence or significant event: assassination attempt or successful assassination. (NC-87-89-1)
 - (1) Record copy (paper) Permanent. ~~Cut off at the end of the campaign and send to MNO/PARS for transfer to the National Archives when 30 years old.~~
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

- n. Nixon campaign transition files. Logs documenting Nixon's movements and visitors to the Nixon transition offices in New York, Nov. 1968 thru Inauguration Day 1969. (N1-87-89-1)
 - (1) Record copy (paper) Permanent. ~~MNO/PARS will transfer to the National Archives when 30 years old.~~
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

Inaugural Activities Files. Contains originals and/or official file copies of correspondence, reports, photograph, maps and other documentation accumulated in connection with protection afforded during inaugural activities.

- o. Records maintained in headquarters as project files. (N1-87-89-1)
 - (1) Record copy (paper) ~~Cut off at the end of inaugural activities and send to MNO/PARS for destruction when 5 years old.~~
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

- p. Information only records maintained in headquarters and field offices. (N1-87-89-1)
- (1) Record copy (paper) Cut off at the end of the calendar year. Destroy when 5 years old.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

SSF 1911, Requests for Space, Alterations, Equip, and Service Locations Involving Protective Operations Records Disposition Schedule.

- q. Protective Divisions and Field Offices (NC-1-87076-3/#17)
SSF 1911 File. Contains office file copy of the initial memo and SSF 1911 request for services.
- (1) Record copy (paper) Cut off at the end of each calendar year. Destroy when 5 years old.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.
- r. ADs-Protective Operations and Investigations SSF 1911 Control Log. (NC1-87-76-3/#19 & 20)
Contains sheets reflecting requisition numbers, date of requests, date requests received, date requests sent for administrative operations action, location of protectee's physical site, and description of work. Log is used to control and track requests for space, alterations, equipment and services at site. Also, included are copies of the related approved memorandums. This log is maintained in paper and/or computer form by Assistant Director, Office of Protective Operations

- (1) Record copy (paper) Permanent - transfer to WNRC 5 years from the end of the President's term of office or or disposal of the property, whichever is longer. Offer to the National Archives 20 years from the end of the President's term of office or disposal of the property, whichever is longer.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

ITEM 4 - INVESTIGATIONS - HEADQUARTERS INVESTIGATIVE RECORDS DISPOSITION

This schedule covers Headquarters, Office of Investigations case files documenting the Investigation of counterfeiting, forgery, fraud, and other criminal and noncriminal investigations not specified elsewhere. Cases are maintained by the agency's Automated Case Control System. This schedule also covers other investigative program records.

a. (NC1-87-84-1)

- (1) Record copy (paper) Keep as present schedule states.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

b. (N1-87-92-2)

- (1) Record copy (paper) Keep as present schedule states.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

c. (N1-87-92-3)

- (1) Record copy (paper) Keep as present schedule states.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

d. (NC1-87-84-1)

- (1) Record copy (paper) Keep as present schedule states.
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

INVESTIGATIONS - FIELD OFFICE

This schedule covers investigative records found in field offices relating to counterfeiting, forgery, fraud, and noncriminal investigations.

- a. (N1-87-89-2)
 - (1) Record copy ~~(paper)~~ Keep as present ~~schedule~~ states.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

INVESTIGATION - SI & SD

This schedule covers the disposition of Headquarters records accumulated from measures taken to protect and control classified or sensitive information from unauthorized disclosure.

- a. (NC1-87-76-3)
 - (1) Record copy ~~(paper)~~ Keep as present ~~schedule~~ states.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

ITEM 5 - FORENSIC SERVICES DIVISION - POLYGRAPH EXAMINATIONS SCHEDULE

This schedule covers the disposition of polygraph examinations maintained at Headquarters by the Forensic Services Division.

Polygraph Examinations for Applicants Maintained by the Forensic Services Division. All forms, charts, tape recordings, and other related documents generated from the applicant examination.

- a. Applicant hired. (N1-87-90-3/1a)
 - (1) Record copy ~~(paper)~~ Maintain in ~~Forensic Services~~ Division for two years and then destroy.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

- b. Applicants rejected. (N1-87-86-2/1b)
- (1) Record copy (paper) Maintain in the Forensic Services Division for two years and then destroy.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

Polygraph Examinations Performed by Forensic Services Division for Other Government Agencies. All forms, charts, and other related documents generated by the examination performed for other government agencies.

- c. All forms, charts, and other related documents generated by the examination performed for other government agencies. (N1-87-86-2/2)
- (1) Record copy (paper) Maintain in the Forensic Services Division for two years and then destroy.
 - (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.

ITEM 6 - OFFICE OF CHIEF COUNSEL

This schedule covers closed litigation case files accumulated by the Office of Chief Counsel which is the legal component for the U.S. Secret Service. **Note:** Court pleadings and Court decisions are not covered under electronic scheduling.

- a. Closed Litigation Case Files. (N1-87-91-2)
Arranged alphabetically, consisting of Correspondence.
- (1) Record copy (paper) After litigation is terminated, retain the case file as long as administratively useful or for five years whichever is sooner. Destroy on-site.
 - (2) The word processed documents may be immediately destroyed after the hard copy is produced, but is usually kept for a few months to a year in case the language in the document can be reused.
- b. Closed Litigation Case Files. (N1-87-91-2)
Arranged alphabetically, consisting of memoranda.

- (1) ~~Record copy (paper) After litigation is terminated, retain the case file as long as administratively useful or for five years whichever is sooner. Destroy on-site.~~
- (2) The word processed documents may be immediately destroyed after the hard copy is produced, but is usually kept for a few months to a year in case the language in the document can be reused.

c. Closed Litigation Case Files. (N1-87-91-2)
Arranged alphabetically, consisting
of studies.

- (1) ~~Record copy (paper) After litigation is terminated, retain the case file as long as administratively useful or for five years whichever is sooner. Destroy on-site.~~
- (2) The word processed documents may be immediately destroyed after the hard copy is produced, but is usually kept for a few months to a year in case the language in the document can be reused.

d. Closed Litigation Case Files. (N1-87-91-2)
Arranged alphabetically, consisting
of appraisals.

- (1) ~~Record copy (paper) After litigation is terminated, retain the case file as long as administratively useful or for five years whichever is sooner. Destroy on-site.~~
- (2) The word processed documents may be immediately destroyed after the hard copy is produced, but is usually kept for a few months to a year in case the language in the document can be reused.

- e. Closed Litigation Case Files. (N1-87-91-2)
Arranged alphabetically, consisting
of related documents.
- (1) Record copy (paper) ~~After litigation is terminated,~~
retain the case file as long as administratively useful
or for five years whichever is sooner. Destroy
on-site.
 - (2) The word processed documents may be immediately
destroyed after the hard copy is produced, but is
usually kept for a few months to a year in case the
language in the document can be reused.

**ITEM 7 - PRESIDENTIAL PROTECTIVE DIVISION - SECRET SERVICE RETIRED
AGENTS COMMISSION BOOKS**

This schedule covers Secret Service Retired Agents Commission
Books and other related paperwork at the Presidential Protective
Division, White House Security Branch/Pass Section.

- a. Retired Agents Commission Books. (N1-87-96-2)
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.
- (1) Record copy (paper) ~~Temporary. Destroy when 20 years~~
old.
 - (2) Electronic copy created on word processing systems.
Destroy after paper copy is produced.

ITEM 8 - UNIFORM DIVISION'S OFFICIAL FILES

This schedule covers U.S. Secret Service official files generated by the Uniformed Division under the jurisdiction of the Assistant Director, Office of Protective Operations.

a. Deputy Chief's General Files (N1-87-93-2)

(All Branches). Consists of internal correspondence and originals forwarded from other branches series. Copies will be retained by each individual branch.

(1) ~~Record copy (paper). Temporary. Cut off annually. Destroy when 3 years old if preempted by written policy in the U.S. Secret Service Directives Systems. Otherwise retain until superseded by written policy in the U.S. Secret Service Directives System.~~

(2) Electronic copy created on word processing systems. Destroy after 4 years old.

b. Incident Reports (All Branches). (N1-87-93-2)

Consists of narrative reports of incidents occurring during an officer's shift. Includes reports of routine traffic stops, investigative reports of criminal activities and reports of suspicious persons. Incidents not involving protectees or protected properties or incidents involving protectees or protected properties, provided that Protective Operations has reviewed the case.

(1) ~~Record copy (paper). Temporary. Cut off annually on end of UD involvement. Destroy when 4 years old.~~

(2) Electronic copy created on word processing systems. Destroy after 5 years old.

c. Incidents involving protectees or (N1-87-93-2)
protected properties where UD remains the
primary responsible office or incidents which
cause a change in UD's policies or procedures.

- (1) ~~Record copy (paper). Permanent. Cut off on close
of case, transfer to the National Archives when 30
years old.~~
- (2) Electronic copy created on word processing systems.
Destroy after 30 years old.

ITEM 9 - POLICY ANALYSIS AND RECORDS SYSTEMS BRANCH - GENERAL ADMINISTRATIVE RECORDS

a. Organization Charts and Functional (N1-87-96-1)
Statements. Official file copy of
the organization chart and functional
statement maintained by the Management
and Organizational Division. Signed
copies are available.

- (1) ~~Record copy (paper). Permanent. Break file every 2
years. Hold in office. Transfer to the National
Archives 5 years after file break.~~
- (2) Electronic copy created on word processing systems.
Destroy after paper copy is produced.

b. Organizational Charts and Functional (N1-87-96-1)
Statements. All other existing copies.

- (1) ~~Record copy (paper). Destroy when superseded or
obsolete, whichever is sooner.~~
- (2) Electronic copy created on word processing systems.
Destroy after paper copy is produced.

c. Working Files and Background Material. (N1-87-96-1)

Extra copies of charts, statements, and information pertaining to changes and updates maintained by the Management and Organization Division.

- (1) Record ~~copy~~ (paper) ~~Destroy when 30 years old.~~
- (2) Electronic copy created on word processing systems. Destroy after paper copy is produced.