

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

United States Secret Service

3. MINOR SUBDIVISION

Headquarters and Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER

John W. Best

5. TEL. EXT.

634-5776

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 8 1976	JOB NO. NC1-87-76-3
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<p>MAY 27 1977 <i>James E. O'Neil</i> (Date) <i>acting</i> Archivist of the United States</p>	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

August 25, 1976 *John W. Best*
Date (Signature of Agency Representative)

Chief, Management & Organization Div.
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>PROTECTION (Table 600)</p> <p>Attached herewith are copies of the revised United States Secret Service Disposal Schedule for Protection Records as indicated in our Administrative Files Classification Code (ADMFCC).</p>		

15-106
Sent to agency, all FRC's and NNB⁴¹ items
to NH 3/10/78
6/3/77 JSD

TABLE 600

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1.	Protective Matters - General	correspondence files relating to administration and operations of the protection program and not covered elsewhere in this schedule.	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
2.			office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold two additional years, then destroy.
3.	Protective Laws, Regulations and Decisions	manuals, directives, plans, reports and other records reflecting policies and procedures developed in the administration and direction of the protection program.	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
4.			office file copies maintained in headquarters and field offices	destroy when cancelled or superseded.
5.	Inaugural Activities	correspondence, reports, photographs, maps and other documentation accumulated in connection with protection afforded during inaugural activities	official file copies maintained in headquarters as project files	cut off at the end of Inaugural Activities; hold 5 additional years, then offer to National Archives. <u>PERMANENT</u>
6.			office file copies maintained in headquarters and field offices for information purposes only.	cut off at the end of the calendar year; hold 5 additional years, then destroy.

PROTECTION

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
7.	Physical Protection of Securities and Obligations of the United States	correspondence, reports, surveys, forms and other records collected in the process of performing subject protection	official file copies maintained in headquarters	cut off at the end of each calendar year; hold two additional years, then offer to the National Archives. <u>PERMANENT</u>	
			office file copies maintained in headquarters and field offices as information copies only	cut off at the end of each calendar year; hold two additional years, then destroy.	
9.	Shift Reports	reports accumulated coincident to operations of protective shift operations from all protectees, except as indicated in Rule 10, and 11 below	office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold one additional year, then destroy.	
10.			reports containing entries, information about <u>unusual</u> occurrences or events concerning the President, Vice President and/or their families	official file copies forwarded <u>immediately</u> to headquarters, by divisions and field offices	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
11.			reports containing entries, information about <u>unusual</u> occurrences or events, <u>not related</u> to the President, Vice President and/or their families	official file copies forwarded <u>immediately</u> to headquarters, by divisions and field offices	cut off at the end of the individual's period of protection; hold 2 additional years, then offer to the National Archives. <u>PERMANENT</u>

TABLE 600

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12.	Shift Reports (continued)	same as Items 10 and 11 above.	office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold one additional year, then destroy.
●	Protection of Persons	correspondence, reports, surveys, maps, photographs and all other official records pertaining to the protection of: The President, Vice President, The First Family and/or family of the Vice President	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
14.		same as Rule 13, above, but pertaining to: Former Presidents, Vice Presidents and their families	official file copies maintained in headquarters	cut off at the end of the individual's period of protection; hold 2 additional years, then offer to the National Archives. <u>PERMANENT</u>
●		same as Rule 13 above, but pertaining to: The President-Elect, Vice President-Elect and/or their families	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President/Vice President-Elect's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
16.		same as Rule 13 above, but pertaining to: Foreign Dignitaries, Secretary of the Treasury, Other Treasury Officials, U.S. Government Officials, and other (OVER)	official file copies maintained in headquarters	cut off at the end of the individual's period of protection; hold 2 additional years, then offer to the National Archives. <u>PERMANENT</u>

TABLE 600

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17.	Protection of Persons (continued)	individuals as directed by the President and/or Secretary of the Treasury, and not covered elsewhere in this schedule		
		see Rules 13, 14, 15 and 16.	office file copies maintained in headquarters and field offices	cut off files and hold as indicated in Rules 13, 14, 15 and 16, except <u>DESTROY</u> rather than offer records to Archives.
18.	Appointment Schedules	daily logs for tradesmen, deliveries, etc.; lists showing Special Agent assignments, messages, appointments, clearances etc.	official and office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold one additional year, then destroy.
19.	Protection of Facilities, Equipment and Information	correspondence, reports, studies, forms and other related records pertaining to the protection of facilities and equipment for the President and Vice President. This would also include aircraft, vehicles and other modes of transportation	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
		same as Rule 19 above, except as pertains to: Foreign Missions, Department of the Treasury, Secret Service Headquarters and Field Offices and other facilities as may be directed by appropriate authority	official and office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold five additional years, then destroy.
20.				

TABLE 600

PROTECTION				
SERIAL NUMBER	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21.	Protection of Facilities, Equipment and Information (continued)	correspondence, forms and other records pertaining to the protection of information and security	office file copies maintained in headquarters and field offices	destroy when superseded or cancelled.
22.	Protective Technical Inspections/Installations, Fire Protection, Protective Alarms	policy guidelines, areas of operations, technical records pertaining to inspection/protection of fire, baggage, mail, packages, furniture, alarms and installation protection	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>
23.			office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold two additional years, review then destroy. (EXCEPT FOR POLICY RECORDS WHICH WILL BE BROUGHT FORWARD EACH YEAR UNTIL SUPERSEDED OR CANCELLED.)
24.		technical documents originated by other government agencies and used for reference purposes and which do not relate directly to operations conducted by the Secret Service	office file copies maintained in headquarters and field offices	cut off annually and destroy when superseded or no longer needed.
25.	Protective Intelligence	correspondence, reports and other records pertaining to policy, guidelines, planning, unlawful/unauthorized entry, pickets and	official file copies maintained in headquarters	transfer to WNRC 5 years from the end of the President's term of office. Offer to the National Archives 15 years from the date of transfer. <u>PERMANENT</u>

PROTECTION

A U I E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
26.	Protective Intelligence (continued)	demonstrations, bomb/incendiary threats, and breaches of security	office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold two additional years, then destroy. (EXCEPT FOR POLICY RECORDS WHICH WILL BE BROUGHT FORWARD EACH YEAR UNTIL SUPERSEDED OR CANCELLED.)
27.		intelligence reports concerning organizations, furnished by Federal and other law enforcement agencies, for which no action is taken by Secret Service	office file copies maintained in headquarters and field offices	cut off at the end of each calendar year; hold two additional years, then destroy
28.	Protective Intelligence Case Files	non-judicial, non-quarterly investigation intelligence cases including all pertinent records. (Include Protective Intelligence cases made for other districts, except as indicated in Rule 30.)	official file copies maintained in headquarters	cut off at the end of the calendar year in which the file is closed; hold 5 additional years, then destroy
29.			office file copies maintained in headquarters and field offices	destroy thirty (30) days after case has been closed or upon death of subject screen file and forward any pertinent original documents to Hq, Intelligence Division, then destroy file immediately.
30.		non-judicial, non-quarterly investigation intelligence cases containing tapes and other records	official file copies maintained in headquarters	cut off at the end of the calendar year in which the file is closed; hold (OVER)

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
31.	Protective Intelligence Case Files (continued)	gathered by means of electronic interception. (This includes Protective Intelligence cases made for other districts.)	office file copies maintained in headquarters and field offices	six additional years, then destroy. cut off at the end of each calendar year in which the file is closed; hold one additional year, then destroy <u>or</u> upon death of subject screen file and forward any pertinent original documents to Hq, Intelligence Division, then destroy file immediately.
32.		judicial protective intelligence case files with all pertinent records gathered during the investigation	official file copies maintained in headquarters	cut off at the end of the calendar year in which the file is closed; hold <u>twenty (20)</u> additional years, then destroy.
33.			office file copies maintained in headquarters and field offices	cut off at the end of the calendar year in which the file is closed; hold one additional year, then destroy <u>or</u> upon death of subject screen file and forward any pertinent original documents to Hq, Intelligence Division, then destroy file immediately.

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
34.	Protective Intelligence Case Files (continued)	non-judicial former quarterly protective intelligence case files with all pertinent records gathered during the investigation	official file copies maintained in headquarters	cut off at the end of the calendar year in which the file is closed; hold twenty (20) additional years, then destroy.
35.			office file copies maintained in headquarters and field offices	destroy thirty (30) days after case has been closed <u>or</u> upon death of subject screen file and forward any pertinent original documents to Hq, Intelligence Division, then destroy file immediately
36.	Emergency Preparedness	correspondence, reports, forms and all related records pertaining to evacuation, transportation, and protection of the President, Vice President and other protectees during emergency preparedness conditions	office file copies maintained in headquarters	cut off at the end of the President's term of office; hold two additional years, then destroy
			office file copies maintained in protective divisions	destroy when cancelled, superseded or otherwise directed
38.	Civil Defense	correspondence, reports, forms and planning records related to civil defense planning	office file copies maintained in headquarters	destroy after five years, or after purpose for which they were created has been served, whichever comes sooner
39.			office file copies main-	destroy after three years, or

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	Civil Defense (continued)		tained in field offices	after purpose for which they were created has been served, whichever comes sooner
	Coordination/Cooperation with Military Organizations	correspondence, reports, forms and plans related to coordination/cooperation with military organizations, <u>except</u> for copies of still current/effective agreements which should be brought forward into current year files	official file copies maintained in headquarters	destroy after five years, or after purpose for which they were created has been served, whichever comes sooner
41.			office file copies maintained in headquarters and field offices	destroy after three years, or after purpose for which they were created has been served, whichever comes sooner