

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-087-78-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/21/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items not listed below remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 000 / rule 06, 300 / rule 04, and 800 / rule 05 superseded by DAA-0563-2019-0008-0004

Item 200/11 is superseded by DAA-0087-2021-0001-0012

Item 500/7 is superseded by DAA-0087-2021-0001-0012

**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 6 MAR 1978 | JOB NO NC1 87 78 1 |
| 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 | |
| <u>4-26-78</u> (Date) | <u>James B. Rhoads</u> Archivist of the United States |

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 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2-16-78 John W. Best Chief, Management & Organization Division
Date (Signature of Agency Representative) (Title)

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 1. | Attached herewith are copies of the proposed United States Secret Service Disposal Schedule, for Series indicated below, as shown in our Administrative Files Classification Code (ADM FCC): 000 - GENERAL (2 pages) 200 - PERSONNEL (3 pages) 300 - FINANCE AND ACCOUNTING (2 pages) 400 - TRANSPORTATION, TRAVEL AND SUBSISTENCE (1 page) 500 - EQUIPMENT, SUPPLIES, SPACE AND SERVICES (2 pages) 800 - PUBLIC RELATIONS (3 pages) | | |

48 items

sent to agency, all FCCs, NCW, NNG, NND, AL-5/1/78

TABLE 000 - GENERAL

| | A and records in or pertain to | B consisting of | C which are | D action |
|----|--------------------------------------|---|--|---|
| 1. | General Correspondence | correspondence, memoranda, brochures, periodicals and other records which provide general information on histories (other than U.S. Secret Service), charities, benefits, government (Federal, local, foreign), organizations and/or persons not covered elsewhere in this schedule. (Include "The Police Chief" and other law enforcement reading material in this category) | official or office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 2. | History, U. S. Secret Service | documents, photographs (including negatives), and various other records collected for historical purposes, at the request of a higher agency or official for use in preparing historical studies of Secret Service activities | official file copies maintained in headquarters | cut off at the end of each calendar year; hold five additional years, then offer to the National Archives. <u>PERMANENT</u> |
| 3. | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 4. | | copies of documents collected and maintained for research or in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference | official file copies maintained in headquarters | destroy when superseded or obsolete, whichever is sooner |
| 5. | | | office file copies maintained in headquarters and/or field offices | destroy after six months |

TABLE 000 - GENERAL

| R U L E | A | B | C | D |
|------------------|---|--|--|---|
| | If documents are or pertain to | consisting of | which are | then |
| 6. | Secret Service Policies and Management Programs | documents reflecting policies, procedures, precedents, instructions, examples of typical cases, and similar data within the same organization, except publications and other records covered elsewhere | official file copies maintained in headquarters | cut off at the end of each calendar year; hold five additional years, then offer to the National Archives. <u>PERMANENT</u> |
| 7. | | | office file copies maintained in headquarters and/or field offices | destroy when superseded or obsolete, whichever is sooner |
| | | | | |

TABLE 200 - PERSONNEL

| F U L L E | A | B | C | D |
|-----------|--|---|--|---|
| | If documents are or pertain to | consisting of | which are | then |
| 1. | Personnel - General | letters, reports, memoranda and related records involving a variety of subjects: i.e.: personnel security, recruitment, employment, training, promotion, compensation, attendance and absence, separations, retirement, and maintained in accordance with the Secret Service ADMFCC, and not covered elsewhere in appropriate schedules. INCLUDE Labor-Management Relations here. | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 3. | Laws, Regulations and Decisions (Related to Personnel) | manuals, regulations, plans, and other records pertaining to, or reflecting policies and/or procedures developed in the administration and direction of personnel programs. (Included in this area is Civil Service Commission, Treasury and Secret Service material.) | official and/or office file copies maintained in headquarters or field offices | destroy when superseded or cancelled |
| 4. | Training Procedures and Techniques | record sets of specialty training standards, course training standards, course syllabi, plans of instructions, course charts and comparable guidelines | official file copies maintained in headquarters for discontinued courses | retain discontinued copies for two years, then offer to the National Archives, <u>PERMANENT</u> |
| 5. | | | office file copies maintained in headquarters for current courses | destroy when superseded or revised |

TABLE 200 - PERSONNEL

| R U L E | A | B | C | D |
|------------------|--|---|--|---|
| | If documents are or pertain to | consisting of | which are | then |
| 6. | Training Procedures and Techniques (continued) | record sets of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts for live presentations, etc.) test materials, miscellaneous handouts and comparable data | maintained at headquarters for current or discontinued courses | destroy when revised, obsolete, or upon discontinuance of the related course |
| 7. | Training Facilities | <u>PROPERTY RECORDS</u> : See General Records Schedule (GRS) 4, Item 7. | Maintained by the custodian of the facility. | Follow disposition outlined in cited GRS. |
| 8. | | correspondence, memoranda, reports and various other records pertaining to the administration, operation and utilization of Secret Service Training Facilities | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| 9. | | | office file copies maintained in headquarters and or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 10. | Physical Examinations | copies of physical examinations and/or medical history, including all related documents, reflecting physical examinations performed for duty performance. (This is exclusive of OPF records requirements.) | official file copies maintained in headquarters | maintain current and five previous physical examinations so as to have six year's records on file, destroy all other copies |

TABLE 200 - PERSONNEL

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|---|--|---|--|---|
| 11. | Manpower Strength and Distribution | studies, reports, letters, surveys and various other records relating to manpower strength and distribution | official or office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold and destroy at any time after five years at the discretion of those holding the material |
| <p>NOTE: Disposition criteria for all other records listed in the 200 Series of the Secret Service Administrative Files Classification Code (ADM FCC) may be found in the following listed GSA - General Records Schedules, as appropriate:</p> <ul style="list-style-type: none"> GRS 1 - Civilian Personnel Records GRS 2 - Payrolling and Pay Administration Records GRS 14 - Informational Services Records GRS 18 - Security and Protective Services Records | | | | |

TABLE 300 - FINANCE AND ACCOUNTING

| R U L E | A | B | C | D |
|------------------|---|--|---|---|
| | If documents are or pertain to | consisting of | which are | then |
| 1. | Finance and Accounting - General | letters, memoranda, reports and various other records involving a variety of subjects, i.e. budget, appropriations, accounting, claims, contracts and maintained in accordance with the Secret Service ADMFCC and not covered elsewhere in this schedule | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| . | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 3. | Budget and Accounting Laws, Regulations and Decisions | manuals, regulations and other records (created outside of the Secret Service), pertaining to policies and procedures developed for subject programs | official and/or office file copies maintained in headquarters and field offices | destroy when superseded or cancelled |
| 4. | | manuals, regulations and policy and procedure records developed within the Secret Service, pertaining to administration and direction of subject programs | official file copies maintained in headquarters | cut off at the end of each calendar year; hold five additional years, then offer to the National Archives. <u>PERMANENT</u> |
| 5. | | | office file copies maintained in headquarters | bring forward into the new active files each year and destroy when superseded or cancelled |
| 6. | Estimates and Justifications | See General Records Schedule (GRS) #5, Item 2 for description of records involved. | official file copies maintained in headquarters | retain as reference material and destroy when purpose for which they were created has been served, or no longer needed, whichever comes first |

TABLE 300 - FINANCE AND ACCOUNTING (continued)

| R U L E | A | B | C | D |
|------------------|---|---|-----------|------|
| | If documents are or pertain to | consisting of | which are | then |
| | <p>NOTE: All other records accumulated in accordance with the Secret Service ADMFCC, 300 Series will be disposed of as indicated in GSA, General Records Schedules:</p> | <p>GRS #3 - Procurement, Supply, and Grant Records</p> <p>GRS #5 - Budget Preparation, Presentation, and Apportionment Records</p> <p>GRS #6 - Accountable Officers' Records</p> <p>GRS #7 - Expenditure Accounting Records</p> | | |

TABLE 400 - TRANSPORTATION, TRAVEL AND SUBSISTENCE

| R U L E | A . If documents are or pertain to | B consisting of | C which are | D then |
|--|---|---|--|---|
| 1. | Transportation, Travel and Sub- sistence - General | letters, memoranda, reports, book- lets, brochures and various other records pertaining to a variety of subjects, i.e. transportation, travel, subsistence, and not covered elsewhere in this schedule | official and/or office file copies maintained in headquarters and field offices | hold until purpose has been served or one year, whichever is sooner, then destroy |
| 2. | Transportation, Travel and Sub- sistence Regula- tions | manuals, regulations, policy and procedure records pertaining to the administration and direction of subject programs | official and office file copies maintained in headquarters and/or field offices | bring forward into the new files each year and destroy when superseded or cancelled |
| <p>NOTE: All other records accumulated in accordance with the Secret Service ADM/FCC, 400 Series, will be disposed of as indicated in GSA General Records Schedule - 9 (Travel and Transportation Records)</p> | | | | |

TABLE 500 - EQUIPMENT, SUPPLIES, SPACE AND SERVICES

| R U L E | A | B | C | D |
|------------------|---|--|---|---|
| | If documents are or pertain to | consisting of | which are | then |
| 1. | Equipment, Supplies, Space and Services - General | letters, memoranda, reports, forms and other records covering a variety of subjects, i.e. equipment, supplies, space and services, maintained in accordance with the ADMFCC and not appropriate for filing with other records, or covered elsewhere in this schedule (INCLUDE REFERENCE MATERIAL HERE) | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 3. | Disposition of Equipment and Supplies | See description of records as outlined in General Records Schedule 4, Items 1, 2, and 3. | official and office file copies maintained in headquarters and/or field offices | cut off at the end of the calendar year in which the item(s) had been sold; hold two additional years, then destroy |
| 4. | Credit Cards | all credit cards issued to Secret Service offices | maintained in headquarters and/or field offices | disposition of this type of item will be determined by the issuing firm or office |
| 5. | Automated Accountable Property System | Monthly print-outs provided by headquarters to all Secret Service offices | official file copies maintained in AOD, headquarters | maintain each print-out for two years, then destroy |
| 6. | | | office file copies maintained in headquarters and/or field offices | retain each copy for two years, then destroy |

TABLE 500 - EQUIPMENT, SUPPLIES, SPACE AND SERVICES

| R U L E | A | B | C | D |
|---|---|--|---|---|
| | If documents are or pertain to | consisting of | which are | then |
| 7. | Special Purpose Law Enforcement Equipment | certifications of briefing, procedure records, and various other records dealing with the use and operation of subject equipment | official and office file copies maintained in headquarters and/or field offices | destroy when obsolete or when purpose for which they were prepared has been served, whichever comes first |
| <p>NOTE: All other records accumulated in accordance with the Secret Service ADMFCC, 500 Series, will be disposed of as indicated in GSA, General Records Schedules:</p> <p>GRS #3 - Procurement, Supply and Grant Records</p> <p>GRS #4 - Property Disposal Records</p> <p>GRS #10 - Motor Vehicle Maintenance and Operations Records</p> <p>GRS #11 - Space and Maintenance Records</p> | | | | |

TABLE 800 - PUBLIC RELATIONS

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|------------------|--|--|--|---|
| 1. | Public Relations | correspondence files relating to administration and operation of public relations matters, i.e. public relations - general, congressional matters, press, radio, television, movies, public information and education , and not covered elsewhere in this schedule | official file copies maintained in headquarters | cut off at the end of the calendar year; hold two additional years, then destroy |
| | | | office file copies maintained in headquarters and/or field offices | cut off at the end of the calendar year; hold one additional year, then destroy |
| 3. | | (See description of records listed in General Records Schedule 14, Item 1.) | official file copies maintained in headquarters | cut off at the end of the calendar year; hold five additional years, then offer to the National Archives. <u>PERMANENT</u> |
| 4. | | office file copies maintained in headquarters and/or field offices | hold until no longer required for reference purposes, then destroy | |
| | | public relations laws, regulations and policy material reflecting procedures and policy developed in the administration and direction of the public relations program | official file copies maintained in headquarters | cut off at the end of each calendar year; hold five additional years, then offer to the National Archives. <u>PERMANENT</u> |
| 6. | | | office file copies maintained in headquarters and/or field offices | bring forward into the current year files until superseded or cancelled, then destroy |
| | | | | |

TABLE 800 - PUBLIC RELATIONS

| R U L E | A | B | C | D |
|------------------|----------------------------------|--|--|---|
| | If documents are or pertain to | consisting of | which are | then |
| 7. | Public Relations (continued) | news media records, i.e. clippings, excerpts, etc., extracted from various papers, books, periodicals and other publications concerning activities and/or personnel assigned to or under the protection of the U.S. Secret Service | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| 8. | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 9. | | correspondence, photographs, reports and all other records accumulated in connection with the compilation, printing and distribution of the Secret Service Star and the News Digest | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| 10. | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 11. | Personal/Public Appearances | correspondence, forms, messages and all other records accumulated pertaining to personal or public appearances by Secret Service employees | official file copies maintained in headquarters | cut off at the end of each calendar year; hold two additional years, then destroy |
| 12. | | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 13. | Public Information and Education | correspondence, forms, messages, photographs and other records pertaining to displays and exhibits of the U.S. Secret Service | official file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold two additional years, then destroy |

TABLE 800 - PUBLIC RELATIONS

| EUCR | A | B | C | D |
|--|--|---|---|---|
| | If documents are or pertain to | consisting of | which are | then |
| 14. | Public Information and Education (continued) | | office file copies maintained in headquarters and/or field offices | cut off at the end of each calendar year; hold one additional year, then destroy |
| 7. | Freedom of Information and the Privacy Act | (See description of records as outlined within General Records Schedule #14, items 16 through 20 and items 25 through 30) | office file copies maintained in headquarters and/or field offices. | follow disposition instructions as set forth by GRS #14 <u>Informational Services Records</u> . |
| <p>NOTE: All other records accumulated in accordance with the Secret Service ADMFCC, 800 Series, will be disposed of as indicated in GSA, General Records Schedule - # 14, Informational Services Records.</p> | | | | |