

**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 <b>6 MAR 1978</b>	JOB NO <b>NC1 87 78 1</b>
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	
<b>4-26-78</b> (Date)	<i>James B. Rhoads</i> 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 (ADMFCC):  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*

*15-10d sent to agency, all FRCS, NCW, NNG, NND, AL-5/1/78*

TABLE 000 - GENERAL

	A	B	C	D
	Field offices in which records are maintained	consisting of	retention	disposition
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.			official file copies maintained in headquarters	destroy when superseded or obsolete, whichever is sooner
5.		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	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 Pro- cedures and Tech- niques (continued)	record sets of training plans, technical training writing pro- duction plans, evaluation plans, and instructional materials, in- cluding lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instruc- tional material (tests, tapes, film strips, slides, scripts for live presentations, etc.) test materials, miscellaneous handouts and comparable data	maintained at headquar- ters for current or dis- continued courses	destroy when revised, obsolete, or upon discontinuance of the related course
7.	Training Facili- ties	<u>PROPERTY RECORDS:</u> See General Records Schedule (GRS) 4, Item 7.	Maintained by the custo- dian of the facility.	Follow disposition outlined in cited GRS.
8.		correspondence, memoranda, reports and various other records pertain- ing to the administration, opera- tion and utilization of Secret Service Training Facilities	official file copies maintained in headquar- ters	cut off at the end of each calendar year; hold two addi- tional years, then destroy
9.			office file copies main- tained in headquarters and or field offices	cut off at the end of each calendar year; hold one addi- tional year, then destroy
10.	Physical Examina- tions	copies of physical examinations and/or medical history, including all related documents, reflecting physical examinations performed for duty performance. (This is exclu- sive of OPF records requirements.)	official file copies maintained in headquar- ters	maintain current and five previo physical examinations so as to have six year's records on file, destroy all other copies

TABLE 200 - PERSONNEL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	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> <p>GRS 1 - Civilian Personnel Records</p> <p>GRS 2 - Payrolling and Pay Administration Records</p> <p>GRS 14 - Informational Services Records</p> <p>GRS 18 - Security and Protective Services Records</p>				

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> <ul style="list-style-type: none"> <li>GRS #3 - Procurement, Supply, and Grant Records</li> <li>GRS #5 - Budget Preparation, Presentation, and Apportionment Records</li> <li>GRS #6 - Accountable Officers' Records</li> <li>GRS #7 - Expenditure Accounting Records</li> </ul>			



TABLE 400 - TRANSPORTATION, TRAVEL AND SUBSISTENCE

R U L E	A .	B	C	D
	If documents are or pertain to	consisting of	which are	then
1.	Transportation, Travel and Subsistence - General	letters, memoranda, reports, booklets, 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 Subsistence Regulations	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	B	C	D
	If documents are or pertain to	consisting of	which are	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

F U R	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>				