

**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

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 14 MAR 1978 NCL 87	JOB NO 73 2
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	
3-17-78 (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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/13/78

Date

John W. Best
(Signature of Agency Representative)

(Signature of Agency Representative)

Chief, Management & Organization

(Title)

Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
17.	<p>PROTECTION (Table 600)</p> <p>Column D of Item 17 be revised to read as follows:</p> <p>cut off files at the end of each calendar year; hold five additional years, then destroy</p>	NCL-87-76-3	

115-106

Sent to agency, NCL, all FRO's - 3/21/78

1 item

TABLE 600

PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	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>
20.		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.

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.
14.	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>
		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>
		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>