

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

14 3 Dec 81

LEAVE BLANK	
JOB NO	
NC1-87-82-1	
DATE RECEIVED	
December 3, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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
Joseph J. Prunka

5. TEL EXT
566-8492

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/4/81	<i>John W. Best</i> John W. Best	Chief, Management & Organization Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Attached are copies of the proposed U. S. Secret Service 700 Investigations Records Disposition Schedule as indicated in our Administrative Files Classification Code (ADMECC)		WITHDRAWN

700 - Investigations Records Disposition Schedule

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1.	Policy and Procedure	Directives, correspondence, memos, TWX, reports, and other documentation that establishes investigative policy and procedure; laws, regulations, and decisions; methods and techniques that affect the investigative mission of the Service.	Copies maintained at Headquarters and at the field offices.	Cut off at the end of the calendar year. Bring active records forward to the current files each year. Destroy when superseded or cancelled. WITHDRAWN
2.	General Administrative Records	Correspondence, memos, TWX, reports and inquiries, administrative in nature, regarding informants, fugitives, organizations, computerized criminal history files, witness relocation program, search and seizure, arrest and apprehension, prosecution, witness and subpoena, grand jury proceedings, custody and confinement, pardon and parole, surveillance, explosive and incendiary devices, interrogations, and handwriting specimens.	Copies maintained at Headquarters and at the field offices.	Cut off at the end of the calendar year. Destroy when 2 years old. WITHDRAWN
3.	National Crime Information Center Wanted Files (NCIC)	Correspondence from the FBI concerning NCIC computerized listings, and NCIC inquiries; memos and reports concerning validation lists of records entered into NCIC involving fugitives, wanted persons, name check corrections, stolen or missing property, NCIC newsletters and bulletins.	Copies maintained at Headquarters. Copies maintained at the field offices.	Cut off at the end of the calendar year. Destroy when 2 years old. WITHDRAWN Destroy when related records are destroyed or when investigative use no longer exists. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.	Credit Reports	Correspondence, memoranda, and reports pertaining to Dun and Bradstreet credit ratings.	Copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 1 year old. WITHDRAWN
5.	Informants	Informant Cards	Record copies maintained at Headquarters.	Destroy when investigative use no longer exists. WITHDRAWN
			Copies maintained at the field office.	Destroy upon instructions from Headquarters. WITHDRAWN
6. a.	Declination Letters	Separate file folder containing Declination of Prosecution Letters.	Copies maintained at the field office.	Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN
b.		Blanket Declination Policy Letters.	Record copies maintained at the field office.	Destroy when superseded or cancelled by an updated letter. WITHDRAWN
7.	Polygraph	Requests from other agencies for polygraph tests to be given by Secret Service examiners, activity report of polygraph examinations, polygraph examination log, requests for polygraph training, internal requests to conduct polygraph tests.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 2 years old. WITHDRAWN
			Copies maintained at the field office	Destroy with related case file. WITHDRAWN
8.	Laboratory Analysis of Documents	Correspondence files pertaining to laboratory analysis of documents, handwriting, typewriting, and other specimens.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 2 years old. WITHDRAWN
9. a.	Surveillance	Consensual interception log.	Record copies maintained at the field office.	Cut off when log is filled. Destroy when 2 years old.

WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
b.	_____	Requests and authorizations from Department of Justice for use of non-telephonic consensual interception.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 2 years old. <p style="text-align: right;">WITHDRAWN</p>
d.		Electronic Interception Index File.	Record copies maintained at Headquarters.	Destroy when investigative use no longer exists. <p style="text-align: right;">WITHDRAWN</p>
		Semi-annual review certification of Interception and Recording of Wire and Oral Communication.	Record copies maintained at the field office.	Cut off at the end of the calendar year. Destroy when 1 year old. <p style="text-align: right;">WITHDRAWN</p>
10. a.	Information Only Reports (IO)	Information Only (IO) copies of reports.	Copies maintained at the field office.	Cut off at the end of the calendar year. Destroy when 2 years old. <p style="text-align: right;">WITHDRAWN</p>
b.		IO copies of reports that reference circular numbered notes.	Copies maintained at the field office.	Destroy with 1588A folder in which it is filed. <p style="text-align: right;">WITHDRAWN</p>
c.		IO copies of reports with a B number that has actively been investigated in the recipient office.	Copies maintained at the field office.	Destroy with related case file. <p style="text-align: right;">WITHDRAWN</p>
11.	Statistical Reports	Statistical Reports.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 10 years old. <p style="text-align: right;">WITHDRAWN</p>
	_____	_____	Copies maintained at the field office.	Cut off at the end of the calendar year. Destroy when 2 years old. <p style="text-align: right;">WITHDRAWN</p>

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12.	Chron. Reading	Correspondence, memoranda, and reports reserved for reading by interested personnel.	Copies maintained at Headquarters and at the field office.	Cut off at the end of the calendar year. Destroy when 2 years old.
a.	Files			
b.		Extra copies of teletype messages involving a variety of subjects (usually maintained on a clipboard) reserved for reading by interested personnel.	Copies maintained at the field office.	Destroy when 3 months old. WITHDRAWN
13.	Genuine U.S., Foreign and Specimen Obligations	Correspondence, memos, TWX, reports and inquiries of an administrative nature generated internally, by other agencies or organizations, or by private individuals, regarding any type genuine obligations and securities. Correspondence regarding authenticity, specifications of, and requests for genuine obligations. Any additional background information relating to the subject area.	Record copies maintained at Headquarters and at the field office.	Cut off at end of calendar year. Destroy when 2 years old. WITHDRAWN
a.				
b.		Requests submitted to field offices by other agencies, organizations, or private individuals for determination of questioned currency as genuine, response to the requests and receipts for genuine currency.	Record copies maintained at the field office.	Destroy when matters are settled, terminated, or closed. WITHDRAWN
c.		Redeemed mutilated currency files.	Record copies maintained at Headquarters.	Cut off after return of receipted copy indicating redemption has taken place. Destroy when 2 years old. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
d.		Requests and receipts received from other agencies for sample genuine currency for educational purposes.	Record copies maintained at the office handling the transaction.	Destroy 2 years after items are returned.
14. a.	Counterfeiting, Passing, Possession, and Manufacture of Counterfeit U.S. Currency Coins, Securities and Slugs, Tokens, and Trade Coins	Correspondence, memos, TWX, and reports of an administrative nature generated internally, by other agencies, or by private individuals regarding the counterfeiting passing, possession, and manufacture of counterfeit U.S. currency, coins, and securities not specifically mentioned below.	Record copies maintained at Headquarters and at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
b.		TWX from other field offices regarding the appearance of new counterfeit notes in the area and related information.	Record copies maintained at Headquarters and copies maintained at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
c.		SSF 1604, Counterfeit Note Reports without further history.	Record copies maintained at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
d.		SSF 1604, Counterfeit Note Reports with history.	Record copies maintained at the field office.	Destroy with records to which they relate; e.g. with the case. WITHDRAWN
e.		Receipts for shipments from Federal Reserve Banks.	Record copies maintained at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
f.		SSF 1688A Memorandum Reports or incident-type reports that do not reference a circular numbered note but reference, for example, raised or split notes.	Record copies maintained at field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
g.	_____	SSF 1605, Semi-Annual Supply House Canvass Card.	Record copies maintained at the field office.	Cut off when card is filled or obsolete. Destroy after the following office inspection or when investigative use no longer exists, whichever is longer. WITHDRAWN
15.	a.	Counterfeit Note Index and Circulars	Record copies maintained at Headquarters and at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
	b.	Volume 1 and 2 of the Counterfeit Note Index.	Record copies maintained at Headquarters. Copies maintained at the field office.	Destroy when investigative use no longer exists. Destroy upon instructions from Headquarters. WITHDRAWN
	c.	Counterfeit Note Circular as published in the Digest of Counterfeiting Information.	Record copies maintained at Headquarters. Copies maintained at the field office.	Destroy when investigative use no longer exists. Destroy upon instructions from Headquarters. WITHDRAWN
		Assignment of Numbers for Circular Cases.	Record copies maintained at office assigning number.	Destroy when investigative use no longer exists. WITHDRAWN
16.	Counterfeiting of Non-U.S. Government Securities and Obligations	Correspondence, memos, TWX, reports, and inquiries of an administrative nature generated internally, by other agencies or organizations, or by private individuals regarding the counterfeiting of non-U.S. Government securities and obligations. Correspondence regarding the authenticity of subject items. General documentation of activity in subject area.	Record copies maintained at Headquarters and at the field offices.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17. a.	Reproduction of U.S. Obligations, Securities, Currency, Coin, Emblems and Official Seal	Correspondence, memos, TWX, reports, and inquiries of an administrative nature generated internally, by other agencies or organizations, or by private individuals pertaining to the reproduction of U.S. obligations, securities, currency, coin, emblems, and official seal.	Record copies maintained at Headquarters and at the field office.	Cut off at the end of the calendar year. Destroy when 2 years old. WITHDRAWN
b.		Requests and authorization to reproduce currency and other obligations and securities of the United States for law enforcement and banking purposes (e.g. recording bait and ransom monies).	Record copies maintained at Headquarters and at the field office.	Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN
c.		Inquiries, requests, authorizations, and opinions transmitted to and from SI&SD and Legal Counsel concerning the legality of reproducing coins, paper, tokens, discs, etc. made in the likeness or similitude of genuine currency for advertising and novelty purposes. May contain original and copies of specimens.	Record copies maintained at Headquarters and at the field office.	Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN
18. a.	Contraband Property	Memos, TWX, and correspondence that relate to amending, verifying, retaining, transferring, or other contraband activities.	Record copies maintained at Headquarters and at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
b.		SSF 1589, Monthly Report of All Contraband Received.	Record copies maintained at Headquarters and copies maintained at the field office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN

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R U L E	A If documents are or pertain to	B consisting of	C which are	D then
c.	_____	SSF 1544, Certified Inventory of Property Held in Evidence.	Record copies maintained at Headquarters and copies maintained at the field office.	Destroy with case file to which it relates. WITHDRAWN
		SSF 1590, Receipts for Contraband.	Record copies maintained at receiving office.	Cut off at end of the calendar year. Destroy when 2 years old. WITHDRAWN
e.		Requests and receipts from other agencies or organizations for contraband including counterfeit specimens and any records of these items on loan.	Record copies maintained at Headquarters and at the field office.	Destroy 2 years after items are returned. WITHDRAWN
19. a.	Forgery of Checks, Bonds, and other U.S. Government Obligations and Securities; Fraud, Larceny, or Direct	Correspondence, memos, TWX, reports, and inquiries of an administrative nature generated internally, by other organizations, or by private individuals regarding forgery, fraud, larceny, or Direct Deposit EFT.	Copies maintained at Headquarters and at the field office.	Cut off at end of calendar year. Destroy when 2 years old. WITHDRAWN
b.	Deposit Electronic Funds Transfer (EFT)	Incident-type reports and information pertaining to forgery, fraud, larceny, or direct deposit EFT activities when there is insufficient information to develop a case files.	Record copies maintained at the field office.	Cut off at end of calendar year. Destroy when 2 years old. WITHDRAWN
c.		Original checks and bonds.	Record copies maintained at Headquarters.	Review file annually. Destroy when 5 years old. WITHDRAWN
d.		Original checks and bonds in fugitive cases.	Record copies maintained at Headquarters.	Destroy when case is resolved. WITHDRAWN
e.		Original checks in fugitive cases that are over 5 years old.	Record copies maintained at the field office.	Destroy with case file. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
f.	_____	Check and bond photostat file.	Copies maintained at the field office.	Review file annually. Destroy when 5 years old. WITHDRAWN
g.		Original handwriting specimens related to Judicial Cases.	Record copies maintained at the field office.	Destroy with case file. WITHDRAWN
		Original handwriting specimens related to Non-Judicial Cases.	Record copies maintained at the field office.	Review handwriting file annually. Destroy when 7 years old. (Individual specimens may be retained beyond the prescribed retention period at the discretion of the SAIC.) WITHDRAWN
i.		Photo copies of handwriting specimens related to Judicial Cases.	Copies maintained at Headquarters and at the field offices.	Review handwriting file annually. Destroy when 7 years old. WITHDRAWN
j.		Photo copies of handwriting specimens related to Non-Judicial Cases.	Copies maintained at Headquarters and at the field offices.	Destroy with case file. WITHDRAWN
20.	Alteration of U.S. Government Obligations and Securities.	Correspondence, memos, TWX, reports, and inquiries of an administrative nature regarding alteration of U.S. Government Obligations and Securities.	Record copies maintained at Headquarters and at the field office.	Cut of at the end of the calendar year. Destroy when 2 years old. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21.	Fraud, Embezzlement or Misrepresentation	Correspondence and memos of an administrative nature pertaining to mishandling of funds, false claims, statements, and fraud against Federal Deposit Insurance Corporation, National Farm Loan Associations, and other federally insured banking institutions.	Record copies maintained at Headquarters. Copies maintained at the field office.	Cut off at end of the calendar year. Destroy when 5 years old. Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN WITHDRAWN
22.	Criminal Investigations	Correspondence, memoranda, TWXs, requests, and authorizations of an administrative nature concerning investigations of individuals and organizations, organized crime, impersonations, larceny, cashier losses, theft, confidence games, violations of gold, silver, and copper coins, etc.	Record copies maintained at Headquarters. Copies maintained at the field office.	Cut off at the end of the calendar year. Destroy when 5 years old. Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN WITHDRAWN
23.	Impersonation Subject File	Copies of protective intelligence reports forwarded to SI & SD concerning individuals impersonating a Secret Service agent to gain close proximity to the President, or for other criminal purpose, etc.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 20 years old. WITHDRAWN
24.	Organized Crime CO-1 Subject Files	Periodic narrative and activity reports on cases of special interest, information on Racketeering Data Bank; National OC Planning Council, infiltration of legitimate business by organized crime, general OC information, Strike Force information, name check queries, requests, and authorizations.	Record copies maintained at Headquarters. Copies maintained at the field office which pertains to ongoing matters.	Cut off at the end of the calendar year. Destroy when 10 years old. Destroy 5 years after matters are settled, terminated, or closed. WITHDRAWN WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
25.	Non-Criminal Investigations	Correspondence, memoranda, and TWXs of an administrative nature pertaining to applicant employee background investigations, charges against personnel, investigations of accidents, stolen, or missing property, other non-criminal investigations, BIs of non-U.S. Government persons or organizations, seized conveyances, overpayments, and recoveries.	Record copies maintained at Headquarters. Copies maintained at the field office.	Cut off at the end of the calendar year. Destroy when 5 years old. Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN WITHDRAWN
26. a.	Other Criminal and non-Criminal CO-1 Subject Files	Memorandas, TWXs, notifications, and reports pertaining to Loss or Theft of Official Weapons (CO-1-17,880); Loss or Theft of Secret Service Equipment (CO-1-23, 210); Possession of Weapons by Arrestees and Assault on Federal Officers, (CO-1-18,900); Discharge of Firearms (CO-1-17,930); etc.	Record copies maintained at Headquarters. Copies maintained in the field office which cannot be removed from active files during annual cut off because they pertain to ongoing unsettled matters.	Cut off at the end of the calendar year. Destroy when 20 years old. Destroy 10 years after matter is settled, closed, or terminated. WITHDRAWN
b.		Correspondence, memoranda, TWXs, and reports pertaining to Headquarters Security (CO-1-18,687); Treasury Security Force (CO-1-22,556); Occupant Emergency Program (CO-1-29,467); Protection of Federal Reserve Bank (CO-1-28,638); etc.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Destroy when 5 years old. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
27.	Facilities Security and Protective Service Records	Records relating to administration and operation of the facilities security and protective services programs, e.g., ledger records, property pass files, facilities checks files, key accountability files, duty assignment files, visitor control records, etc.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year. Dispose of in accordance with General Records Schedule 18. WITHDRAWN
28. a.	Judicial Investigative Cases	Counterfeit criminal investigative case files including all pertinent background records accumulated during the investigation, e.g. case agent's investigative notes, lab results, case work envelopes, etc.	Record copies maintained at Headquarters.	Cut off at end of calendar year in which the case is closed. Destroy when 20 years old. WITHDRAWN
			Copies maintained at the field office.	Cut off at the end of the calendar year in which the case is closed. Destroy when 6 years old. WITHDRAWN
b.		Forgery criminal investigative case files including fraud, larceny, alteration and direct deposit electronic funds transfer cases. Cases files include all pertinent background records accumulated during the investigation, e.g. case agent's investigative notes, lab results, case work envelopes, etc.	Record copies maintained at Headquarters for S, B, and CO1 cases or the record copies maintained in the field office for all other cases.	Cut off at the end of calendar year in which the case is closed. Destroy when 20 years old. WITHDRAWN
			Copies maintained at the field office for S, B, and CO1 cases.	Cut off at the end of the calendar year in which the case is closed. Destroy when 6 years old. WITHDRAWN
c.		Other criminal investigative case files pertaining to alteration and mutilation of U.S. Government obligations and securities, reproductions, fraud, imprest funds embezzlement, misrepresentations, criminal action of Government	Record copies maintained at Headquarters.	Retire to the Federal Records Center 2 years after close of case. Destroy when 20 years old. WITHDRAWN
			Copies maintained at the field office.	Destroy when 10 years old.

(continued)

WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
		employees, larceny, confidence games, organized crime, coin violations, and other miscellaneous investigations. Includes all pertinent record accumulated during the investigations, e.g. case agent's investigative notes, case work envelope, etc.		
29.	Non-Judicial Investigative Cases	Counterfeit criminal investigative case files including all pertinent background records accumulated during the investigation, e.g. case agent's investigative notes, lab results, case work envelopes, etc.	Record copies maintained at Headquarters.	Cut off at the end of the calendar year in which the case is closed. Transfer to Federal Records Center after 5 years. Destroy when 20 years old. WITHDRAWN
a.			Copies maintained at the field office.	Cut off at the end of the calendar year in which the case is closed. Destroy when 6 years old. WITHDRAWN
b.		SSF 1588A, memorandum reports, Information Only (IO) reports, TWX, police reports, and any additional information that references a particular circular numbered note for which no case file has been opened.	Copies maintained at Headquarters and at the field office.	Cut off at the end of the calendar year. Destroy when 10 years old. WITHDRAWN
c.		Forgery criminal investigative case files including fraud, larceny, alteration direct deposit, electronic funds, and transfer cases. Case files include all pertinent background records accumulated during the investigation, e.g., case agent's (Continued)	Record copies maintained at Headquarters for S,B, and C01 cases.	Cut off at the end of the calendar year in which the case is closed. Transfer to the Federal Records Center after 2 years. Destroy when 10 years old. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
d.	_____	investigative notes, lab results, case work envelopes, etc.	Copies maintained at the field office.	Cut off at the end of the calendar year in which the case is closed. Destroy when 5 years old. WITHDRAWN
e.		Forgery criminal investigative case files as described in rule 29c above when there was consensual use of electronic equipment.	Copies maintained at the field office.	Destroy when 6 years old. WITHDRAWN
		Other criminal investigative case files described in rule 28c.	Record copies maintained at Headquarters.	Retire to the Federal Records Center 2 years after close of case, destroy when 20 years old. WITHDRAWN
30. a.	Non-Criminal Investigative Case Files	_____	Copies maintained at the field office.	Destroy when 10 years old. WITHDRAWN
		Non-criminal investigative case files pertaining to charges against personnel, overpayments and recoveries, missing property, seized conveyances, security surveys, and other miscellaneous cases as may be directed by competent authority. Contains investigative reports with all pertinent records accumulated during the investigation, e.g. case agent's investigative notes, case work envelope, etc.	Record copies maintained at Headquarters and at the field office.	Destroy 5 years after close of case. WITHDRAWN
b.	_____	Automobile accident - Tort Claim investgative case files. Contains reports, claims, correspondence and forms.	Record copies maintained at Headquarters and at field office.	Destroy 6 years after close of case. WITHDRAWN

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
c.		<p>Applicant/employee background investigative case files containing a record of investigations of personnel employed by or seeking employment with the Government, or whose relationship otherwise with the Government requires a security clearance.</p>	<p>Record copies maintained at Headquarters.</p>	<p>Retire to the Federal Records Center 2 years after date of transfer, separation of individual, or close of case. Destroy 20 years after date of last action.</p> <p style="text-align: right;">WITHDRAWN</p>
		<p>Applicant/employee background investigations in other districts (IODS).</p>	<p>Copies maintained at the field office.</p>	<p>Destroy 30 days after close of case.</p> <p style="text-align: right;">WITHDRAWN</p>
31.	<p>Identification Cases</p>	<p>SSF 1816, Identification Branch Case Jackets containing technical examinations of typewriting, and altered documents concerning counterfeit, check forgery, and protective intelligence cases.</p> <p>Non-identification case files. <u>contains handwriting and fingerprints reports.</u></p> <p>Positive-identification case files. <u>Contains photographic negatives.</u></p>	<p>Record copy maintained at Headquarters only</p>	<p style="text-align: right;">WITHDRAWN</p> <p>a. Destroy 5 years after close of case.</p> <p style="text-align: right;">WITHDRAWN</p> <p>b. Retire to the Federal Records Center when 5 years old. Destroy when 20 years old.</p>
32.	<p>Unusual Investigative Cases</p>	<p>Cases which set precedents, involve famous or notable people, places, events, or things, or otherwise warrant permanent preservation. (Selection criteria is to be established.)</p>	<p>Less than 5% of the record copies of case files maintained at Headquarters.</p>	<p>Permanent. Offer to NARS 20 years after close of case.</p> <p style="text-align: right;">WITHDRAWN</p>

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R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
33.	Investigations from other Districts (IODs)	IOD case files including all pertinent background records accumulated during the investigation.	Copies maintained at the field office performing the IOD.	Destroy 2 years after case is closed. WITHDRAWN
		IOD case files as described above when electronic equipment was used.	Copies maintained at the field office performing the IOD.	Forward all records to the controlling office for inclusion in their case file. WITHDRAWN
34.	Privacy Act Disclosure Records	SSF 1948, Disclosure accounting records.	Record copy maintained in the parent investigative case file.	Destroy 5 years after date of last disclosure or the life of the record, whichever is longer. WITHDRAWN