

AUG 5 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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.
535-5776

LEAVE BLANK

JOB NO
NCL-87-82-3

DATE RECEIVED
8-5-82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-26-82 *Robert W. May*
Date Archivist of the United States

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 2 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 **7/13/82** D. SIGNATURE OF AGENCY REPRESENTATIVE *John W. Best* E. TITLE **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.	<p align="center"><u>SECURITY INVESTIGATIONS ON APPLICANTS FOR POSITIONS WITH THE U.S. SECRET SERVICE</u></p> <p>These case files document the background investigations conducted by the Secret Service for all applicants regardless of position. They include application forms, investigative reports, financial statements, briefing and debriefing forms, copies of documents from investigative files maintained on the applicant by other Federal agencies, memoranda from Headquarters to the field units ordering the investigation, interview notes, photographs of applicants, newspaper clippings, property receipts, application forms for security clearances for classified information, and sworn statements taken from applicants. In some cases, other records such as copies of birth and marriage certificates may also be found in the file. These investigations focus on military service, neighborhood relations, relatives in the Government, former employment, credit reputation, education, income tax, arrest record, loyalty, foreign travel, and family history. Coordination with other agencies include the House Committee on UnAmerican</p>	2 Items	

Request for Records Disposition Authority – Continuation

JOB NO.

NC1-87-82-3

PAGE OF

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Activities, Federal Bureau of Investigation, Internal Revenue Service, Office of Personnel Management (National Agency Check), and local police forces. Occasionally, investigations were done for applicants for positions with the Office of the Secretary of the Treasury. Although originally in narrative form, the basic investigative report (Secret Service form 1588) now consists of a series of Factor Sheets each of which focuses on separate areas of the investigation. These forms require only brief comments or check marks.</p> <p>a. Investigative case files for employees:</p> <p>Transfer to Federal Records Center 2 years after date of transfer or separation of individual. Destroy 20 years after date of last action.</p> <p>b. Investigative case files for rejected applicants:</p> <p>Transfer to Federal Records Center 2 years after close of case. Destroy 20 years after date of last action.</p>		