

**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  
 U. S. Secret Service

3. MINOR SUBDIVISION  
 Headquarters

4. NAME OF PERSON WITH WHOM TO CONFER  
 John W. Best

5. TEL EXT  
 535-5776

LEAVE BLANK	
JOB NO  NC1-87-83-2	
DATE RECEIVED 1-14-83	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-20-83 <i>Date</i>	<i>Robert H. Ware</i> <i>Archivist of the United States</i>

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 1 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 1/7/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Best</i> John W. Best	E. TITLE <i>David A. Ray</i> SAIC, TSD Chief, Management & Organization Division
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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
42.	<p><u>CO-3 Holders of White House Complex Pass Cases</u></p> <p>Case files created by the Technical Security Division relating to issuance of passes for employees of the White House Complex, Secret Service employees, press representatives accredited at the White House, and other authorized individuals. These files contain a fingerprint card, personal data information sheets, a color photograph of the pass holder, a receipt for the pass and other pertinent records. In some cases there are copies of background investigative reports furnished by other agencies; i.e., FBI, OPM, etc.</p> <p>Cut off at the end of the calendar year in which the file is closed.            Retire to FRC after cut off.            DESTROY when eight (8) years old.</p> <p>(See attached justification)</p>	NC-1-87-76-3 Item #28	

*Checked  
2-7-83  
M*

*Copy to agency, 1-27-83; 88.*

*2 item*