

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1-87-84-1</b>	
DATE RECEIVED <b>October 17, 1983</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>2-6-84</b> Date	<i>[Signature]</i> 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

Management and Organization Division

4. NAME OF PERSON WITH WHOM TO CONFER

Charles W. Sleasman

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 7 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 <u>9-26-83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> John W. Best	E. TITLE 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
	<p><u>Closed Investigative Case Files</u></p> <p>This schedule covers Headquarters, Office of Investigations, case files documenting the investigation of (a) the manufacture, distribution, sale, possession, or passing of counterfeit, altered or mutilated currency, coins, securities, and other negotiable items such as Treasury bills, notes, savings bonds, checks, food coupons, postage stamps, identification, etc., and all miscellaneous counterfeit investigations; (b) the forgery, fraud, alteration, mutilation, false claim, embezzlement, misrepresentation, larceny or recovery of Treasury checks and bonds, other negotiable instruments such as food coupons, and other non-check forgery investigations such as electronic funds transfers and direct deposit frauds; (c) other criminal, investigations such as reproduction, alteration or mutilation of currency, coins, stamps, bonds, checks, and other negotiable instruments, assaults on Treasury employees,</p>		

**NO MASS DATA CHANGE SHEET REQUIRED**

*24 items*

*NCW sent 2-21-84 by DMW.*

*Br [unclear] sent 2-21-84 by DMW.*

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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
1.	<p>impersonations for fraudulent purposes, Federal Deposit Insurance Corporation, Farm Credit Administration, government losses in shipment, theft and embezzlement of Government property and funds, lost, stolen, or damaged U.S. Government property, (Note: lost or stolen weapons case files will remain open until weapons are recovered), and other criminal investigations not specified elsewhere; and (d) non-criminal investigations such as special access clearances, seized conveyances, building security and protection of Treasury valuables and property surveys, polygraph examinations, automobile accidents, Tort claims and other non-criminal investigations not specified elsewhere. Case files contain reports received from the field offices of the Secret Service, correspondence with other law enforcement agencies including the FBI and State and local police, suspect statements, personal history summaries on suspects, inventories of seized or recovered negotiable instruments, teletypes, court documents, laboratory reports, photographs, newspaper clippings and other records. The cases are divided into three basic groups, "CO-1", "B", and "S", each of which are of special interest to Headquarters. Cases are maintained by the agency Automated Case Control System.</p> <p>Sample of Case Files Selected for Preservation.</p> <p>Unique or significant case files selected by Secret Service personnel for permanent retention because they meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>a. the case file established a precedent for changing agency procedure or policy,</li> <li>b. the case file was the subject of extensive litigation,</li> <li>c. the case file received widespread attention from the news media.</li> </ul>		

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2.	<p>d. the case was reviewed at length in the publications of the agency such as the Annual Report to Congress of the Secretary of the Treasury.</p> <p>Permanent. Cut-off at the end of the calendar year in which the case is closed. Offer to the National Archives in 5 year blocks when 50 years old. Prior to transfer to NARS determination of what cases are unique or significant is to be coordinated between the SAIC of the appropriate Investigative Division, the Records Management Officer, and the Archivist in the Office of Public Affairs.</p> <p>Other Judicial, Non-Judicial, and Non-Criminal Case Files.</p> <p>Cut-off at the end of the calendar year in which the case is closed. Transfer to FRC 20 years after closing. DESTROY 50 years after the case is closed.</p>		

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3.	<p><u>Other Investigative Program Records</u></p> <p><u>Informant Cards (SSF 3000) Master Set</u></p> <p>A card index, documenting names of persons who furnish information on a confidential basis that has value for law enforcement or general intelligence purposes. Includes photograph, name, sex, race, height, and other vital statistics, distinguishing marks, aliases, FBI or other identifying numbers.</p> <p>DESTROY when investigative use no longer exists. Transfer to a FRC is not authorized.</p>		
4.	<p><u>Interception, Monitoring and Recording of Wire and Oral Communication Records.</u></p> <p>Records relating to the non-consensual or consensual electronic interception, monitoring, or recording of wire and oral communications.</p> <p>a. Electronic interception index file.</p> <p>b. Consensual interception logs.</p> <p>c. Requests and authorizations to and from Department of Justice for use of non-telephonic consensual interception.</p> <p>d. Ledger books controlling use of equipment.</p> <p>e. Semi-annual review certification rosters.</p> <p>Destroy when 10 years old or when investigative use no longer exists, whichever is longer. Transfer to a FRC is not authorized.</p>		
5.	<p><u>Contraband Receipt Chron Files</u></p>		

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	<p>Records relating to the custody, transmittal, receipt, or verification of counterfeit or other contraband property that has been seized or released to Secret Service agents.</p> <p>a. Monthly Report of All Contraband Received Files (SSF 1589). Cut-off at the end of each calendar year. DESTROY when 2 years old.</p> <p>b. Certified Inventory of Property Held in Evidence Files (SSF 1544) documenting inventories of property obtained from violators of laws. DESTROY with case file to which it relates.</p> <p>c. Certified Inventory of Property Held in Evidence Files (SSF 1544) documenting contraband retained for educational purposes. DESTROY 2 years after items are returned.</p>		
6.	<p><u>Counterfeit Note Index, Volumes I and II - Master Set</u></p> <p>A computerized listing of the descriptions of all known counterfeit notes which have been assigned a circular number. Volume I contains notes bearing series years 1934 and prior. Volume II contains notes bearing series years 1935 and later. DESTROY when investigative use no longer exists. Transfer to an FRC is not authorized.</p>		
7.	<p><u>Digest of Counterfeit Information - Master Set</u></p> <p>A compilation of printed narrative reports providing pertinent information to the field regarding counterfeiting activity. This information establishes and updates the historical record of each counterfeit</p>		

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	<p>note circular. DESTROY when investigative use no longer exists. Transfer to an fRC is not authorized.</p>		
8.	<p><u>Assignment of Numbers for Circular Cases</u></p> <p>Log book used to document assignment of circular numbers to identify counterfeit notes. DESTROY when investigative use no longer exists.</p>		
9.	<p><u>Original Check File</u></p> <p>Review file annually. DESTROY when 6 years and 7 months old.</p>		
10.	<p><u>Original Bond File</u></p> <p>Review file annually. RESUBMIT to Bureau of Public Debt when 5 years old for final disposition.</p>		
11.	<p><u>Bond Photostat - Master File</u></p> <p>Pending and closed bond photostats (intermixed) Review bond photostats that are over 5 years old annually. DESTROY during calendar year.</p>		
12.	<p><u>Impersonation (Fraud) File</u></p> <p>Copies of reports and teletypes of CO-2 investigations maintained by SI&amp;SD concerning individuals impersonating a Secret Service agent for fraudulent purposes. Cut-off at the end of the calendar year. DESTROY when 20 years old.</p>		
13.	<p><u>Organized Crime (CO-1) File</u></p> <p>Periodic activity reports on organized crime cases of special interest. Contains</p>		

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	<p>the information on Data Bank; National Organized Crime Planning Council, the Infiltration of Legitimate Businesses by Organized Crime, Strike Force Information, and General OC Information. Includes name check queries, requests, and authorizations. Cut-off at the end of the calendar year. DESTROY when 10 years old.</p>		
14.	<p><u>Criminal (CO-1) Files</u></p> <p>Copies of cross-referenced preliminary investigative reports, teletypes, and notifications transmitted to SI&amp;SD 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 Assaults on Secret Service Special Agents and Other Employees (CO-1-17,930); etc. Details of the investigations are documented in case files. DESTROY 10 years after matter is settled, closed, or terminated.</p>		
15.	<p><u>Non-Criminal (CO-1) Files</u></p> <p>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. Cut-off at the end of the calendar year. DESTROY when 10 years old.</p>		