

**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 Treasury

2. MAJOR SUBDIVISION  
United States Secret Service

3. MINOR SUBDIVISION  
Management & Organization Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Darnelle M. Sneed

5. TEL EXT  
535-6046

LEAVE BLANK	
JOB NO	<b>NC 1-87-94-2</b>
DATE RECEIVED	<b>3-9-84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>5-22-84</b> <i>Date</i>	<i>D. M. W.</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 3 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 <b>2/16/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles W. Sleasman</i>	E. TITLE Records Officer 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
1.	<p><u>"Special" Investigation Case Files</u></p> <p>Case files documenting investigations of misconduct or allegations of misconduct by Secret Service employees. File contains reports of internal investigations, correspondence with other law enforcement agencies, including the FBI and State and local police, witness statements, personal history summaries, teletypes, court documents, laboratory reports, photographs and other records. Two sets of files are maintained. A duplicate file is maintained by the Office of Inspection. The file containing the original documentation is retained with the (E)mpleado Personnel Security file in the custody of the Special Investigations &amp; Security Division.</p>		<p align="center"><b>MASS DATA CHANGE SHEET NOT REQUIRED</b></p> <p align="right"><i>9 items</i></p>

*NCW, Agency, & NLF sent 5-29-84 by DMW.*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF

2A

7.  
ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO

10.  
ACTION TAKEN

1.

**B. Original files.**

Transfer closed cases to the Federal Records Center when 2 years old or when no longer needed for administrative use. Destroy when 20 years old.

*change per  
D.S. of Secret  
Service & M.G.  
of NARS 5-9-84  
M.G.*

## Request for Records Disposition Authority - Continuation

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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
2.	<p>a. Duplicate File. DESTROY 5 years after the case is closed.</p> <p>b. Original Record. <del>DISPOSE of in accordance with the disposition instructions for (E)mployee Personnel Security Files.</del> <i>SEE MEMORANDUM P. 2A</i></p> <p><u>Incident Report Files</u></p> <p>Reports and essential background material documenting investigations of allegations of incidents of wrongdoing or improper conduct involving Secret Service employees. Two sets of files are maintained. A duplicate file is maintained by the Office of Inspection. The file containing the original reports is retained in the custody of the Information Resources and Systems Branch, Management &amp; Organization Division.</p> <p>a. Duplicate File. DESTROY 5 years after the incident is closed.</p> <p>b. Original Records. DESTROY 20 years after the incident is closed.</p>		
3.	<p><u>Office Inspection Report Files</u></p> <p>Comprehensive reports of findings prepared in a prescribed format created as a result of inspecting each component's operations and procedures. The report covers items such as personnel, employee activity, space, furniture, and equipment, security, communications, automobiles, pending and closed case investigations activity analysis, training, liaison, safety, public relations, relocation and emergency preparedness, administration, and related office activities. The file includes follow-up memoranda relating to the office inspection. The following files are maintained: (a) Office of Inspection duplicate files, (b) inspected office's file copy, and (c) the original records which are retained in the custody of the Information Resources and Systems Branch, Management and Organization Division.</p> <p>a. Office of Inspection Duplicate File. PURGE and DESTROY at time of next inspection.</p>		

**Request for Records Disposition Authority—Continuation**

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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>b. Inspected office's file. DESTROY after completion of second succeeding office inspection.</p> <p>c. Original Records. DESTROY when 6 years old.</p> <p>4. <u>Internal Audit Report Project Files.</u> Copies of reports and essential background material of internal audits pertaining to Secret Service operations. Cut-off at the end of the calendar year in which the audit is completed. DESTROY when 3 years old.</p> <p>5. <u>Internal Audit Workpapers.</u> Work papers and miscellaneous documents relating to audit reports issued. Includes memoranda of meetings, financial schedules and related material. Cut-off at the end of the calendar year in which the audit is completed. DESTROY when 3 years old.</p>		