REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER *N1-087-09-1*
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001	Date Received *10/9/08*

1. FROM (Agency or establishment) **Department of Homeland Security**	NOTIFICATION TO AGENCY
2. MAJOR SUB DIVISION **United States Secret Service**	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION **Management and Organization Division**	

4. NAME OF PERSON WITH WHOM TO CONFER **Jeffrey McAlpine**	5. TELEPHONE **202-406-6889**	DATE *7/28/09*	ARCHIVIST OF THE UNITED STATES *Adrienne Thomas*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached __2__ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 the GAO Manual for Guidance of Federal Agencies,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE *10/06/08*	SIGNATURE OF AGENCY REPRESENTATIVE *for U.R. Koch, Jr.*	TITLE **Chief Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS DISPOSITION SCHEDULE FOR COMBINED OPERATIONS LOGISTICS DATABASE (COLD) **See the attachment**		

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

RECORDS DISPOSITION SCHEDULE FOR COMBINED OPERATIONAL LOGISTICS DATABASE (COLD)

The Combined Operations Logistics Database (COLD) system is a comprehensive web-based database application used to track and report major aspects of the Secret Service protective mission. COLD provides agents with a single application to input, manipulate, and review data for logistical assistance in tracking protective trip assignments, administering personnel, and managing travel information for agents and all protective details of the United States Secret Service (USSS).

COLD is a highly sensitive law enforcement database. COLD records are restricted from unauthorized access through appropriate administrative, physical, and technical safeguards. In addition, those with specific need to know are assigned access rights. The COLD system is exempt in whole or part from public disclosure under 36 CFR 1256.58(a), as the information contained in it relates to the preparation and execution of law enforcement physical protection of designated individuals.

The creation of the COLD system supports the USSS protective mission under 18 U.S.C. 3056, Powers, Authorities, and Duties of the United States Secret Service.

1. System Inputs

The COLD system contains data provided by headquarters protective offices, field offices, and databases extracts from the Everything Database (EDB), and the Master Personnel System (MPS).

Temporary

Delete after the information has been converted to the master file and verified.
(GRS 20, Item 1(b), 2

2. Master File

The COLD system database consists of protection data related to the President, Vice-President and their families, foreign dignitaries, and other persons granted USSS protection. In addition, the COLD system maintains data regarding calendars, personnel, detail operations, trips, protectee locator; protectee maps, DPD visit check-lists, field office protection assignments, work schedules, position types, special events, sub-events, site survey approval, site locations, project codes, travel, housing, rental vehicles, vehicle inventory, vehicle usage, vendor, make, vehicle model, and equipment for protective movements. The COLD system contains records created from 1999 to the present.

Permanent

Prepare ~~pre-accessioning copy~~ for NARA by cutting off data in 10 year blocks. ~~Transfer a "pre-accessioning copy" of the 10-year block of data to NARA in accordance with NARA transfer requirements.~~ Transfer legal custody to NARA via a transfer instrument (SF 258) twenty years after cut off.

Pre-accessioning policy revoked 4/19/2022

3. System outputs

The Cold system produces reports such as statistical workload reports, agent itineraries, and screen captures of all individual query links.

Temporary

Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not contained in the electronic records.

(Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed). (GRS 20, Item 6, 12)

4. System Backup

The COLD system maintains a backup server at an offsite location. The COLD system performs backups on a nightly, weekly, monthly, quarterly, and yearly basis.

Temporary (GRS 20, Item 8a and GRS 24, Item 4)

Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

5. System Documentation

The COLD system documentation contains technical specifications, manuals, codebooks, data dictionaries, or other materials used to understand how to use the system.

Permanent

Transfer to the National Archives with the permanent electronic records to which the documentation relates. (GRS 20, Item 11a(2))