

Request for Records Disposition Authority

Records Schedule Number DAA-0087-2017-0004

Schedule Status Approved

Agency or Establishment U.S. Secret Service

Record Group / Scheduling Group Records of the U.S. Secret Service

Records Schedule applies to Agency-wide

Schedule Subject Protective Operations Records

Internal agency concurrences will be provided No

Background Information This schedule updates retention and disposition protocols for internal Protective Survey Files and related documents concerning planning and providing physical protection for the President, Vice President, first families, former Presidents, dignitaries, presidential candidates/nominees, and designated Government officials authorized Secret Service protection. These files are used as a work tool for collecting data and distributing sensitive information pertaining to each protective movement/activity.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
12	6	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0087-2017-0004

Sequence Number	
1	Protective Operations Records
1.1	Significant Protective Operations Records Disposition Authority Number: DAA-0087-2017-0004-0001
1.2	Routine Protective Operations Records Disposition Authority Number: DAA-0087-2017-0004-0002
1.3	Hospital Protective Survey Files Disposition Authority Number: DAA-0087-2017-0004-0003
1.4	Protective Operations Policy/Program Management Files Disposition Authority Number: DAA-0087-2017-0004-0004
2	Special Events Records
2.1	Presidential Inauguration Related Special Events Records (Coordinating Office) Disposition Authority Number: DAA-0087-2017-0004-0005
2.2	Presidential Inauguration Related Special Events Records (Copies) Disposition Authority Number: DAA-0087-2017-0004-0006
2.3	Other Significant Special Event Records Disposition Authority Number: DAA-0087-2017-0004-0007
2.4	Routine Special Events Records Disposition Authority Number: DAA-0087-2017-0004-0008
3	Campaign Records
3.1	Campaign Planning and Transition Records Disposition Authority Number: DAA-0087-2017-0004-0009
3.2	Protective Details and Coordinating Centers- Routine Records. Disposition Authority Number: DAA-0087-2017-0004-0010
3.3	Protective Details and Coordinating Centers- Shift Reports Disposition Authority Number: DAA-0087-2017-0004-0011
3.4	Protective Details and Coordinating Centers- Significant Events Disposition Authority Number: DAA-0087-2017-0004-0012

Records Schedule Items

Sequence Number	
1	<p>Protective Operations Records</p> <p>These items cover all records related to protective operations not covered elsewhere on this schedule and other schedules (e.g., certain records generated by the Uniformed Division, which are covered under another schedule). The records relate to the physical protection of the President, Vice president, First Families, Former Presidents, dignitaries, Presidential candidates/nominees, and designated Government officials authorized Secret Service protection. Items 0001 and 0002 records include, but are not limited to: protective survey files and related documents/data; technical surveys, data and related records regarding locations visited by protectees and modes of transportation/emergency preparedness procedures; logs; shift reports and trip return reports.</p>
1.1	<p>Significant Protective Operations Records</p> <p>Disposition Authority Number DAA-0087-2017-0004-0001</p> <p>Records related to highly unusual protective incidents, events, or occurrences (e.g., assassination attempts, successful assassinations, or events that required extraordinary protective measures). For each incident, records related to the incident are assembled into a singular file.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-087-89-001 / 4/a NC1-087-76-003 / 22 In Part NC1-087-76-003 / 36 In Part NC1-087-76-003 / 37 In Part NC1-087-76-003 / 38 In Part NC1-087-76-003 / 39 In Part</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply N/A</p>

Cutoff Instruction Cut off at the end of each calendar year.
Transfer to Inactive Storage N/A
Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when newest record is 25 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2005

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

Routine Protective Operations Records

Disposition Authority Number DAA-0087-2017-0004-0002

Non-permanent, routine, or duplicative office file copies of records maintained in headquarters and field offices NOT pertaining to a highly unusual protective incident, event, or occurrence. This item covers all routine administrative records, duplicates, copies of forms, memoranda, directives, and other correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

1.3	GRS or Superseded Authority Citation	N1-087-89-001 / 3 N1-087-89-001 / 4/b N1-087-89-001 / 4/c N1-087-89-001 / 4/d NC1-087-76-003 / 22 In Part NC1-087-76-003 / 23 N1-087-91-001 / 1/c NC1-087-76-003 / 4 NC1-087-76-003 / 20 NC1-087-76-003 / 21 NC1-087-76-003 / 36 In Part NC1-087-76-003 / 37 In Part NC1-087-76-003 / 38 In Part NC1-087-76-003 / 39 In Part
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of each calendar year.
	Transfer to Inactive Storage	N/A
	Retention Period	Destroy 3 years after cutoff. Longer retention of up to 7 additional years is authorized if needed for administrative, planning, and other authorized reference purposes.
	Additional Information	
	GAO Approval	Not Required
	Hospital Protective Survey Files	
	Disposition Authority Number	DAA-0087-2017-0004-0003
	Contains completed survey report form and related/similar documents and data pertaining to hospitals surveyed for use by protectees in the event of an emergency.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-087-89-001 / 5

1.4	Disposition Instruction	
	Cutoff Instruction	Cut off when superseded or obsolete.
	Retention Period	Destroy immediately after cutoff, but longer retention of up to 3 additional years is authorized if needed for administrative, planning, and other authorized reference purposes.
	Additional Information	
	GAO Approval	Not Required
	Protective Operations Policy/Program Management Files	
	Disposition Authority Number	DAA-0087-2017-0004-0004
	Correspondence, reports, studies, manuals, directives, plans, and other records comprising policies and procedures developed in the administration and direction of the protection program including those records related to the protection of facilities and vehicles.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	NC1-087-76-003 / 3 NC1-087-76-003 / 19
	Disposition Instruction	
	Cutoff Instruction	Cut off every 5 years.
	Transfer to Inactive Storage	N/A
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 years after cut-off.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2019 To 2024
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		2 GB
Paper	78 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2	<p>Special Events Records Contains internal memoranda, reports, photographs, maps and/or other planning documentation accumulated by all USSS offices in connection with both routine and special protective activities such as the United Nations General Assembly, Economic Summits, Olympics and similar recurring protective events not specified elsewhere in this schedule. Includes records related to Presidential inaugurations.</p>
2.1	<p>Presidential Inauguration Related Special Events Records (Coordinating Office) Disposition Authority Number DAA-0087-2017-0004-0005</p> <p>Contains official correspondence, reports, photographs, maps and other documentation accumulated by the division responsible for managing and coordinating inauguration related protection activities.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-087-89-001 / 8/a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of Inauguration-related activities.</p> <p>Transfer to Inactive Storage Maintain locally for access and reference during startup of next Inauguration planning cycle, then transfer to inactive storage.</p>

Transfer to the National Archives for Accessioning Transfer to the National Archives after 30 years after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2016 To 2017

How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.2

Presidential Inauguration Related Special Events Records (Copies)

Disposition Authority Number DAA-0087-2017-0004-0006

Contains "information only" copies/duplicates of correspondence, reports, photographs, maps and other documentation accumulated in connection with protection afforded during inaugural activities. Includes records maintained in headquarters as project files and "information only" records maintained in headquarters and field offices.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-087-89-001 / 8/b

2.3

Disposition Instruction

Cutoff Instruction	Cut off at the end of Inauguration-related activities.
Transfer to Inactive Storage	Maintain locally for access and reference during startup of next Inauguration planning cycle.
Retention Period	Destroy 5 years after cutoff. Longer retention of up to 5 additional years is authorized if needed for administrative, planning, and other authorized reference purposes.

Additional Information

GAO Approval	Not Required
--------------	--------------

Other Significant Special Event Records

Disposition Authority Number	DAA-0087-2017-0004-0007
------------------------------	-------------------------

Records pertaining to any highly unusual protective incident, event, or occurrence (e.g., assassination attempts, successful assassinations, or an event that required extraordinary protective measures.) Records include photographs, maps and/or other event planning documentation, site surveys, etc. and may contain detailed information about motorcades, seating, and parade routes. Excludes inauguration-related records.

Final Disposition	Permanent
-------------------	-----------

Item Status	Active
-------------	--------

Is this item media neutral?	Yes
-----------------------------	-----

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
---	-----

Do any of the records covered by this item exist as structured electronic data?	Yes
---	-----

GRS or Superseded Authority Citation	N1-087-89-001 / 6/b
--------------------------------------	---------------------

Disposition Instruction

Cutoff Instruction	Cut off closed event files at the end of the calendar year.
Transfer to Inactive Storage	N/A
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 years after cut-off.

Additional Information

2.4

What will be the date span of the initial transfer of records to the National Archives? Unknown
No recent significant events

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

Routine Special Events Records

Disposition Authority Number DAA-0087-2017-0004-0008

Special Events records not relating to a Presidential Inauguration or incident of unusual significance. Records reflect routine protective activities and photographs, maps and/or other event planning documentation, site surveys, etc. and may contain detailed information about motorcades, seating, and parade routes.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-087-89-001 / 6/a
N1-087-89-001 / 6/c

Disposition Instruction

Cutoff Instruction Cut off closed event files at the end of each calendar year.

Retention Period Destroy 5 years after cut off.

Additional Information

GAO Approval Not Required

3

Campaign Records

Documents generated as a result of a Presidential campaign.

3.1

Campaign Planning and Transition Records

Disposition Authority Number DAA-0087-2017-0004-0009

Presidential campaign planning/transition and associated records. Contains protective information useful for starting up or closing out next campaign. Records include internal memoranda, briefing books, after-action reports/critiques,

photographs, maps and/or other planning documentation related to campaigns and transitions.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-087-89-001 / 7/a

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply N/A

Cutoff Instruction Cutoff at the end of the campaign.

Transfer to Inactive Storage Transfer to the controlling Protective division to allow for local research and reference during inactive storage.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 years after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1984 To 1988

How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
----------------------------------	--	--

3.2

Protective Details and Coordinating Centers- Routine Records.

Disposition Authority Number DAA-0087-2017-0004-0010

Includes routine administrative and housekeeping records relating to coordinating center operations (e.g. manpower deployment, administration of leave, procurement records).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-087-89-001 / 7/b/1

Disposition Instruction

Cutoff Instruction Cutoff at the end of the campaign.

Transfer to Inactive Storage N/A

Retention Period Destroy 5 years after cut off.

Additional Information

GAO Approval Not Required

3.3

Protective Details and Coordinating Centers- Shift Reports

Disposition Authority Number DAA-0087-2017-0004-0011

Shift reports of protective details and coordinating centers.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

3.4

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

N1-087-89-001 / 7/b/2

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the campaign.

Transfer to Inactive Storage

N/A

Retention Period

Destroy after two full campaign cycles

Additional Information

GAO Approval

Not Required

Protective Details and Coordinating Centers- Significant Events

Disposition Authority Number

DAA-0087-2017-0004-0012

Records and related documents (e.g., case file, operational security plans, event pocket guide, after action reports/critiques, shift reports) pertaining to any highly unusual protective incident, event, or occurrence (e.g., assassination attempts, successful assassinations, or an event that required extraordinary protective measures.)

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

N1-087-89-001 / 7/b/3

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the campaign.

Transfer to Inactive Storage

Transfer to inactive storage when no longer needed for active use within an investigation, legal proceeding, or other authorized law enforcement inquiry.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

No recent significant events.

How frequently will your agency transfer these records to the National Archives?

Unknown

N/A

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/21/2017	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
07/10/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/27/2017	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
07/27/2017	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
01/31/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/29/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
03/29/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
04/18/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

04/30/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
04/30/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/04/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
06/11/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/11/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/15/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
06/29/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/29/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
07/02/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/02/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Enterprise Policy and Records Management Division

07/02/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Enterprise Policy and Records Management Division
08/29/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
06/07/2019	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Enterprise Policy and Records Management Division
06/07/2019	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Enterprise Policy and Records Management Division
09/19/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/25/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/26/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist