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REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BALL (NARA use only)			
			JOB NUMBER NI-087-05-1			
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-60			Date Ro	eceived	10/20	/04
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY			
	Department of Homeland Sec	urity].			
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			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 SUBD	Management and Organization I	Division				
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			DATE ARCHIVIST OF THE UNITED STATES			
Jeffrey McAlpine		202 406-6889	1-21	-05	KALL	1. Carl
I hereby ca records pro needed afte	CERTIFICATION ertify that I am authorized to act for this age oposed for disposal on the attached <u>3</u> er the retention periods specified; and that w of Title 8 the GAO Manual for Guidance o	page(s) are not needed now written concurrence from the	for the b	usiness (of this agency	or will not be
	is not required	is attached; or		has be	en requested	l.
DATE	SIGNATURE OF AGENCY REPRESENT	ATIVE		TITLE Chief	Management	and Organization Divisio
10/18/04	marce	<u> </u>				ords Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		SUI	9. GRS PERSED CITAT	DED JOB	10. ACTION TAKEN (NARA USE ONLY)
	Master Central Index Electronic Records Disposition Schedule (MCI)					
	(See the attached document)					
	celegency, MR,	nomb, Du	IME	-		
15-109	PREVIOUS EDITION NOT USABLE					ARD FORM 115 (REV. 3-9

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1. MASTER CENTRAL INDEX

Privacy Act: Not Applicable

Applicability: Agency-wide

Identifying Information:

Description: The Master Central Index (MCI) is an internal USSS mission-critical mainframe computer database application system. MCI facilitates the investigation process by serving as a case management tool and provides for the retrieval of investigative and criminal history information. MCI is also used as a tool that tracks the status of investigative reports that have been submitted, or that are due for submission. Other systems that interface with MCI are: Agent Manpower and Protection Support System (AMPS), Protective Research Information System Management (PRISM), and Event Name (Evname). This data also assists the Secret Service in providing statistical analyses in terms of performance measurement, program evaluation for departmental and congressional budgets, and reports concerning the investigative mission of the Secret Service.

Specific Restrictions: MCI contains highly sensitive law enforcement and personal information. MCI records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. Safeguards include restricting access to those with assigned passwords and a need-to-know to perform their official duties. 31 CFR 1.36, (National Archives and Records Administration Code of Federal Regulations) exempts Secret Service systems in whole or in part from the provisions of 5 U.S.C. § 552a (Privacy Act).

Vital Record: Yes

Specific Legal Requirements: 18 U.S.C. § 3056 - Powers, Authorities, and Duties of the United States Secret Service.

Disposition Information:

a. System inputs.

MCI includes data from a variety of systems and sources, such as: Protective Research Information System (PRISM), Event Name System (EVNAME), Agent Manpower and Protection Support System (AMPS), financial institutions, and other information provided by federal, state and local law enforcement agencies. The primary sources of data entry for MCI are on-line data entry and data extracts from the systems listed above.

DISPOSITION: TEMPORARY. Destroy/Delete after the data has been transferred to the master file and verified. DAA - GL S - 20(3 - 0001 - 0004 DATE (MM/DD/YYYY):

b. <u>Master file.</u> 01/09/2017

Types of data elements include case and violation codes, case classification, subject, open case dates, closed case dates, criminal history, name, social security number, height, weight, sex, hair, eyes, date of birth, place of birth, distinguishing marks, name checks, known aliases, and other information critical to case management.

1. Complete System. **Restrictions:** MCI data is confidential and is restricted from public use under 36 CFR Section 1256.18, Information Related to Law Enforcement Investigations. The data depicts the subject name, case agent's name, and other information that directly applies to

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the case being investigated. Compromise of this data could seriously jeopardize active Superseded by investigations; therefore, public access to these records will be restricted for 50 years after the AA-0081-2016-0001 case is closed. gad 0002 6001 DATE (MM/DD/YYYY): DISPOSITION: PERMANENT. Calendar year end data is permanent. Transfer a copy of the 0412012017 data to the National Archives in blocks of 5 calendar years when the data is 10 years old in accordance with 36 CFR 1228.270.

2. Public-use version. Consists of redacted copy of 1b(1) with personal identifiers removed.

Superseded by: DAA- 0081-2016-0002. DISPOSITION: PERMANENT. Calendar year-end data is permanent. Transfer a copy of the (1001- and 0002 data to the National Archives in blocks of 5 calendar years when the data is at least 10 years old DATE (MM/DD/YYYY): in accordance with 36 CFR 1228,270.

0412012017

c. System outputs.

MCI online outputs are full screen record displays. Offline paper reports include: Monthly Status Report for Offices, Quarterly Financial Arrest Disposition, Number of Cases Reopened Report, Monthly Interest Code Report, Open Case Control with Closed Ticklers for Offices, Open Investigative Support Cases, Domestic Arrests Report, Foreign Arrests Report by Office, Counterfeit Foreign Arrest Reports by Country, Foreign Arrests Report, Monthly Financial Crimes Division/ECB (FCD/ECB) Report, Monthly FSD Polygraph Report, Case Prioritization Guideline Requirement (CPG) - Cases Open/Closed Cases, Case Type Differences Report, Subject Profile, and Open Unassigned Cases.

1. Headquarters Monthly Reports.

a. DISPOSITION: TEMPORARY. Destroy printed reports except Counterfeit Reports when thirty (30) days old or when superseded, whichever comes later. Obsolet &, reported in 05/20/17, Jeremy Schmidt, records as longer created b. Counterfeit Reports.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.

2. Field Office Monthly Reports.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business. Obsolete, reported on 05102/17, Jeren Schartt, records as longer created d. <u>System Documentation.</u> all records disposition of

The MCI system documentation contains; technical specifications. Manuals, codebooks, data dictionaries, or other materials that are used to understand how to use the system, regardless of format.

DISPOSITION: PERMANENT. Transfer to the National Archives with system data as indicated in item 1b(1) and 1b(2) above.

e. Electronic Mail and Word Processing.

DAA- 685- 2013-0005-0002 DATE (MM/DD/YYYY):

01/09/2017

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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1. Copies that have no further administrative value after the recordkeeping copy is made. Superseded by: Includes copies maintained by individuals in personal files, personal electronic mail directories, MA. 625-2013.0001.000 dr other directories on hard disk or network drives, and copies on shared network drives that DATE (MM/DD/YYYY): are used only to produce the recordkeeping copy.

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DISPOSITION: TEMPORARY. Destroy/Delete 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Superseded by:

DRA - 625 - 2013 - 000] - 000] - 000] DISPOSITION: TEMPORARY. Destroy/Delete when dissemination, revision, or updating is DATE (MM/DD/YYYY): completed.

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