REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BL .(NARA use only)

JOB NUMBER *N1-087-06-2*

Date Received *9-27-2006*

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *3/6/07*	ARCHIVIST OF THE UNITED STATES *Allan Weinstein*

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 __3__ 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 *9/6/06*	SIGNATURE OF AGENCY REPRESENTATIVE	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Forensic Information System for Handwriting (FISH) Electronic Records Disposition Schedule **(See the attached document)**		

115-109   PREVIOUS EDITION NOT USABLE   STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 36 CFR 1228

RR 3/6/07   Copies Sent to Agency, NWMD, NWME, NWML, NR, NWCT

FORENSIC INFORMATION SYSTEM FOR HANDWRITING (FISH)

Applicability: Agency-wide

Description: The Forensic Information System for Handwriting (FISH) is a computer-based mission-critical system that allows a document examiner to scan, digitize, measure and store questioned and known handwriting for the purpose of searching the writing against previously stored material in a short amount of time. The FISH handwriting recognition system is used to search new threat letters against previously submitted material. FISH is used to identify individuals or groups that may pose a threat to Secret Service protectees, members of Congress, and Supreme Court Justices; the Secretary of State, U S. Ambassadors and U.S. Embassies; and state governors.

Specific Restrictions: The United States Secret Service, Forensic Information System for Handwriting (FISH) is a highly-sensitive, law enforcement database. FISH records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. In addition, extended access rights are assigned to those with a specific need. FISH is exempted in whole or part from public use under ~~1 CFR 1.36,~~ Disclosure of Records (National Archives and Records Administration Code of Federal Regulations). This information related to law enforcement investigations, and the data depicts threatening correspondence towards the President of the United States, high level government and foreign officials protected by the United States Secret Service, Federal, state, and local law enforcement.

36 C FR /256.58 (a)

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

Vital Record: Yes.

Dates: 1991 – present

1. Inputs: Threatening correspondence received from the Secret Service Intelligence Division, Federal, state, and local law enforcement agencies and scanned into the system

Threatening correspondence received from the Intelligence Division is stored in a vault.

Secret Service returns the original threatening correspondence to coordinating law enforcement agencies after the FISH examination is complete

TEMPORARY. Cut off annually. Retire to the Federal Records Center when 10 years old. Destroy when 25 years old or when no longer needed for agency business, whichever is sooner.

2. Master File: The FISH system database consists of scanned images of composed threatening letters written to the President, Vice President, and other Secret Service protectees. FISH also maintains threatening letters of high profile individuals not protected under the Secret Service jurisdiction. The system contains records created from 1991 to the present and includes all case records and document images.

Data residing on the master file is accumulative and frequently used for analytical purposes

PERMANENT. Copy data offline every 5 years. Transfer to the National Archives in 5-year blocks when 75 years old.

Note: USSS agrees to maintain these records in accordance with 36 CFR 1234 §§ 30-32 for their entire 75 year retention period.

3. <u>Outputs</u>: The FISH system outputs are measurements of letter characteristics, such as letter height loop and distance formations; also, a hit-list printout of likely candidates, and scanned images of threatening documents. All hard copy printed materials are consolidated in the case jacket as part of the official case notes.

TEMPORARY. Delete/Destroy when no longer needed for agency business.

4. <u>System documentation</u>: The FISH 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 system data as indicated in item 2 above.