REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-087-09-5*

Date Received *3/11/09*

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Jeffrey McAlpine	202-406-6889	9-16-09	*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 **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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/6/09	*Damian S Blinde*	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 UNITRAC Global Positioning System **See attached pages.**		

RECORDS DISPOSITION SCHEDULE FOR UNITRAC GLOBAL POSITIONING SYSTEM

Applicability: Agency-wide

Description: UNITRAC is an information technology system that enables the United States Secret Service (USSS) to manage the administration of all types of tracking terminal technologies, and monitor the exact location of designated USSS resources. The UNITRAC system simultaneously connects to all required satellite and cellular service providers, and routes global positioning system (GPS) information and message traffic to end users in real time. It maintains all GPS traffic data, messages, and allows for playback and recall of old data as needed. The system includes the ability to send messages to select individual units based on terminal alert status. In addition, the UNITRAC server retrieves general data, i.e. latitude, longitude, elevation, unit number/ID, and time/date from the service provider accessed through the Internet, and accesses data components from designated USSS laptop/desktop computers.

Specific Restrictions: UNITRAC is a highly sensitive, law enforcement database and its 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. UNITRAC is exempt in whole or in part from public use under 36 CFR 1256.58(a). UNITRAC was created as a support to the USSS protective and investigative mission under 18 U.S.C. 3056 – Powers, Authorities, and Duties of the United States Secret Service.

Specific Legal Requirements: These records may require protection from disclosure according to Privacy Act system notices OPM/GOVT-1 through -10, USSS .001, USSS .003, and USSS .006. Offices should ensure frozen litigation status prior to executing final records disposition.

Vital Record: No

1. System Inputs

The UNITRAC system receives date, time, latitude, longitude, unit number or alias, (if used), altitude, direction or movement, average speed, and stop time of USSS resources with GPS tracking equipment.

Temporary

Electronic files or records used to create or update a master file, including, but not limited to: work files, valid transaction files, and intermediate input/output records. Alias data is input into the UNITRAC system manually.

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

2. Master File

The UNITRAC System master file data fields consist of receipt date, time, latitude, longitude, unit number of alias (if used), altitude, direction of movement, average speed, and stop time of USSS resources with GPS tracking equipment.

Temporary

a. Retain routine data on server for 31 days. Cut off data at the end of day 31 and destroy.

Superseded by:
DAA-0087-2014-0001-0004, -0005

DATE (MM/DD/YYYY):
4/22/ 2016

Permanent

b. Data retained in master file in reference to any highly unusual incident, occurrence, or significant event: 1) assassination attempt; 2) successful assassination; 3) foreign trips for the President and Vice President.

Transfer a copy of the data to the National Archives when 30 years old (N1-87-89-1, Item 6b). Note: The following additional language was inserted with the concurrence of Jeff McAlpine of the USSS Management and Organization Division on August 24, 2009. **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.** **Superseded by:**

DAA-0087-2014-0001-0006

DATE (MM/DD/YYYY):
04/22/2016

3. System Outputs

UNITRAC report information is obtainable on-line, visible by computer monitors, and by hard copy. Printouts derived from electronic records created on an ad hoc basis for reference purposes, to meet day-to-day business needs.

Temporary

Destroy when the agency determines the information is no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as significant details not included 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 where filed.) (GRS 20, Item (16))

4. Backup

The UNITRAC System backup files consist of a replica of data elements and data stored in the master file.

Temporary

UNITRAC backup files are created on a daily, weekly, and monthly bases.

a) Destroy daily backup tapes two weeks from the date recorded
b) Destroy weekly backup tapes six weeks from the date recorded
c) Destroy monthly backup tapes seven years to the date recorded

GRS 24, ITEM 4

DESTROY/DELETE INCREMENTAL BACKUP TAPES WHEN SUPERSEDED BY A FULL BACKUP, OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION WHICHEVER IS LATER.

5. System Documentation

The UNITRAC GPS documentation contains technical specifications, manuals, codebooks, and other materials (regardless of medium) relating to the master file, database or other electronic records 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)*