INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-087-97-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-0563-2012-0002-0005(item 6); 0009 (item 1/C); 0010 (item 5); 0012 (items 3/A, 3/B); 0019 (items 1/A, 1/B, 2); 0020 (item 4)

Date Reported: 4/20/2021

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See Instructions on reverse) NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 1 FROM (Agency or establishment) Department of the Treasury 1 FROM (Agency or establishment) Department of the Treasury 1 MAJOR SUBDIVISION 1 S. Secret Service 3 MINOR SUBDIVISION Office of Government Liaison and Public Affait Notification to disposition required. 1 National Subdivision Office of Government Liaison and Public Affait Notification of the subject of the s	REQUEST FOR RECORDS DISPOSIT	TON AUTHORITY	JOB NUMBER	BLANK (NARA	use only)
TEM 8 DESCRIPTION OF THE MAND PROPOSED DISPOSITION BATE RECEIVED 2-3-97 NOTIFICATION TO AGENCY In accordance with the provisions of the Supervision request, including amendments, approved events of the U.S. Secret Service 3 MINOR SUBDIVISION Office of GOVERNMENT Liaison and Public Affail 4 NAME OF PERSON WITH WHOM TO CONFER S TELEPHONE Barbara Ovens (202-435-7014 202-435-7014 202-435-7014 202-435-7014 THE PERSON WITH WHOM TO CONFER S TELEPHONE Barbara Ovens Carolyn Jackson 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 4 page(S) are not now needed 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 S of the GAO Manual for Guidance of Federal Agencies. I is not required, is attached, or has been requested DATE SIGNATURE OF AGENCY REPORTEDING THE BRANCH OF TAKEN INAM SEE ATTACHED MODIFICATIONS MADE PROPOSED DISPOSITION SEE ATTACHED MODIFICATIONS MADE PROPOSED DIS	(See Instructions on rev	erse)			- 97-1
DEPARTMENT. Of the Treasury MAJOR SUBDIVISION U. S. Secret Service 3 MINOR SUBDIVISION Office of Government Liaison and Public Affail 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHORY (WINDRAW) in Columbia (Carolyn) Jackson Carolyn Jackson 6 AGENCY CERTIFICATION 1 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that writer concrence from the General Accounting Office, under the provisions of Title So I the GAO Manual for Guidance of Federal Agencies, I signature of AGENCY FERRESENTATIVE DIAGRAM BEACHIET ON THE AGENCY FERRESENTATIVE DIAGRAM BEACHIET ON TH		MINISTRATION (NIR)	DATE RECEIV	/ED 2-5	23-97
2 MAJOR SUBDIVISION U. S. Secret Service 3 MINOR SUBDIVISION Office of Government Liaison and Public Affai 4 NAME OF PERSON WITH WHOM TO CONFER STELEPHONE Barbara Owens Carolyn Jackson 202-435-7014 202-435-7026 GENEVY 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention pernods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Is not required, Is attached, or DATE SIGNATURE OF AGENCY REPRESENTATIVE PROPING SIGNATURE OF AGENCY REPRESENTATIVE TITLE Branch. Chief—Management& Dragnization Division Policy/analy and Records Systems Branch SEE ATTACHED. Modifications of Title 8 of the GAO Manual for Guidance of Federal Agencies, Additionally OGLPA develops speeches made at formal ceremonies primarily for the Director of the U.S. Secret Service as well as other high ranking officials. The speeches and addresses may be presented to executives from other Federal agencies, various law enforcement associations, i.e. Kiwanis-or Rotary Clubs, and Service graduation and retirement ceremonies, as well as swearing in presentations. OGLPA also releases prepared statements to the press. Description of Record: 1. Publications: Created and used to promote awareness of the STANDARD FORM 115 (REV 3-9) STANDARD FORM 115 (REV 3-9)	1 FROM (Agency or establishment)		NOTIF	ICATION TO A	GENCY
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Barbara Owens Carolyn Jackson 202-435-7014 202-435-7026 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 4 page(s) are not now needed 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 S of the GAO Manual for Guidance of Federal Agencies, is not required, is attached, or has been requested by an according of the GAO Manual for Guidance of Federal Agencies, is not required, is attached, or has been requested by an according of the GAO Manual for Guidance of Federal Agencies, is not required, is attached, or has been requested by an according of the GAO Manual for Guidance of Federal Agencies, ITHE PRINCH OF AGENCY REAGESENTATIVE PRINCH OF AGENCY REAGESENTATIVE TITLE Branch Chief Management & Draganization Division/PolicyAnaly and Records Systems Branch TAKEN WAR JOB OF AGENCY REAGES OF TAKEN OF TAKEN WAR JOB OF TAKEN WAR	3 MINOR SUBDIVISION		for items th not approve	at may be marked	"disposition
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115-109 NSN 7540-00-634-4064 .* STANDARD FORM 115 (REV 3-9	Description of Record:				
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REQUEST	FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	ON	JOB NUMBER	PAGE
ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	organization's activities and responsibilities, and for the observance of subject matter such as anniversaries, ceremonies or events. These publications include: Moments in History , and formally produced issues of News Digest .	S		
	The subject matter contained in some Secret Service publication is neither intended nor suitable for release and dissemination outside of the organization. Due to the nature of this information restricted access to publications such as the Service Star; Checkpoint; The Bulletin; and for formerly published issues of For Your Information; The Record; and Digest of Counterfeiting Information is warranted.	ion,		
	Disposition: PERMANENT. Publications are to be maintained by the Office of Government. Liaison and Public Affairs for 5 years, at which time they will be offered for transfer to the National Archives. Duplicate copies will be maintained by the Secret Service and disposed of when no longer needed. Due to its frequent internal use as a reference source, volumes of The Record for 1960-1976, will remain with the Secret Service until no longer needed, at which time they will be offered to the National Archives.	vice	The second secon	
2.	Brochures: Used to address specific responsibility areas and job categories in the Secret Service, particularly for recruitment, and to promote crime prevention through public awareness. These brochures include: Secret Service Story; Secret Service Protection; Special Agent; Protecting Your Candidate; Secret Service Uniformed Division; Secret Service Foreign Missions Branch; Counterfeiring and Forgery (English/Spanish), Know Your Money; Credit Card and Computer Fraud; Professional, Administrative and Technical Employment Opportunities; Administrative Support and Clerical Employment Opportunities; and the Forensic Services Division. Disposition: PERMANENT. Brochures are to be maintained by the Office of Government Liaison and Public Affairs for 5 years, at which time they will be offered for transfer to the National Archives.			

			3 OF 4
M	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NAF USE ONLY
	Duplicate copies will be maintained by the Secret Service and disposed of when no longer needed.		
3.	Posters: Created and used for training and recruitment purposes; and for the observance of subject matter such as anniversaries, ceremonies, or events. Due to the subject matter of some posters, particularly those created for use by the Office of Training, access restrictions on specific posters may be warranted.		
:	Disposition: PERMANENT. The Secret Service's Forensic Services Division's Visual Information Branch will transmit copies of posters it creates to the Office of Government Liaison and Public Affairs for the Service's archivist/historian to maintain Posters will be retained for		
	5 years, at which time they are to be offered for transfer to the National Archives. Duplicate copies will be maintained by the Secret Service and disposed of when no longer needed		
	Speeches, addresses and comments.		
	These include remarks presented at various ceremonies pertain to the history of the Service, functions of the Service in connect with counterfeiting, serzures and general overview that the Serplays towards combating the war on crime. Arranged chronol Due to the subject matter of some speeches, particularly those presented by Secret Service Chiefs/Directors, access restriction may be warranted.	etion vice ogically.	
	Disposition : PERMANENT. Cut off at the end of the Calend Transfer original speeches which are at least 20 years old to the National Archives once every 5 years.		
	Any copies, cut off at the end of the Calendar Year. Destroy was longer needed.	when	,
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REQUEST	FOR RECORDS DISPOSITION AUTHORITY — CONTINUATI	ON	JOB NUMBER	PAGE 4 OF 4
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION .	- ,-	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
5.	News and/or press releases.			
	Prepared statements or announcements issued to the news med regarding such subject matter as investigative or protective incidents, organizational changes, significant changes in polic or educating the public on the Service's programs, i.e counter and forgery.	,	ng	
	These include a closed series (non Service) c. 1942 relating to World War II.			
	Disposition PERMANENT. Out off at the end of the Calend Year Transfer original releases which are at least 20 years old to the National Archives once every 5 years.			
A PARK	Any copies cut off at the end of the Calendar Year. Destroy, when no longer needed	1		7
		-		

Office of Government Liaison and Public Affairs I-76-78-IN

1 Publications

anniversaries, ceremonies, or other events awareness of the organization's activities and responsibilities and for observances of Publications such as Moments in History and News Digest created and used to promote a) Unrestricted Publications

edition to NARA 5 years after cutoff, in 5 year blocks Disposition PERMANENT Cut off at end of calendar year Transfer 1 copy of each

and Digest of Counterfeiting Information that are produced for internal purposes Publications such as the Service Star; Checkpoint, The Bulletin, For Your Information, b) Restricted Publications

cutoff [in 5 year blocks] edition to FRC 5 years after cutoff [in 5 year blocks] Transfer to NARA 25 years after Disposition PERMANENT Cut off at end of calendar year Retire 1 copy of each

Disposition PERMANENT Transfer to NARA in zone.

Chures used to address responsibility areas and ioh area and ioh area.

for recruitment) and to promote crime prevention through public awareness Brochures used to address responsibility areas and job categories in the Secret Service (used

to NARA 5 years after cutoff, in 5 year blocks Disposition PERMANENT Cut off at end of calendar year Transfer 1 copy of each brochure

3 Posters

a) Unrestricted posters created for the anniversaries, ceremonies, or events

NARA 5 years after cutoff, in 5 year blocks Disposition PERMANENT Cut off at end of calendar year Transfer 2 copies to

b) Restricted posters created primarily for training purposes

NARA 5 years after cutoff, in 5 year blocks Disposition PERMANENT Cut off at end of calendar year Transfer 2 copies to

4 Stock publications, brochures, and posters (non-record)

Disposition TEMPORARY Destroy when no longer need for agency use

5 Speeches, addresses, and comments by the Director or Assistant Director Remarks presented at various ceremonies and events pertaining to the history of the Service and

Remarks presented at various ceremonies and events pertaining to the history of the Service and its unique functions

Disposition PERMANENT Cut off at end of calendar year Transfer to NARA 20 years after cutoff, in 5 year blocks

6 News releases and press releases

Prepared statements or announcements issued to the news media regarding agency functions such as investigative or protective incidents, organizational changes, significant changes in policy, or educating the public on the Services's programs

Disposition PERMANENT Cut off at end of calendar year Transfer 1 copy of each release to NARA 20 years after cutoff, in 5 year blocks