

USSS RECORDS DISPOSITION SCHEDULES ASSOCIATED WITH PROTECTIVE RESEARCH

This section includes the following disposition schedules:

- Appendix 1 Records Disposition Schedule for the Protective Intelligence and Assessment Division
- Appendix 2 Records Disposition Schedule for Land Mobile Radio (LMR) Transmissions Recording(s)



Appendix 1: Records Disposition Schedule for the Protective Intelligence and Assessment Division

This schedule covers the records for the Protective Intelligence and Assessment Division maintained at the Service's Headquarters and the duplicate files maintained in the field.

Protective Intelligence Case Files

ITEM NO.

1. Criminal and Non-Criminal

Intelligence investigations of persons, groups or organizations that involve, or could involve, the use of threats, force, or violence to attempt assassination or otherwise harm protectees. Contains original investigative reports received from field offices of the Secret Service, correspondence with law enforcement and intelligence agencies. Includes photos, handwriting, personal history, statements of suspects, court documents, reports, completed forms, teletypes, and similar documents.

a. Sample Case Files Selected for Permanent Preservation

Unique or significant case files selected by Secret Service management for permanent preservation because of potential historical or archival value. Following are some examples of general criteria that will be used in selecting and earmarking such files for eventual offering to the National Archives:

- (1) The case established a precedent for significantly changing Secret Service policy or procedure.
- (2) The case was the subject of extensive litigation.
- (3) The case received widespread attention from the news media.
- (4) The case was reviewed at length in the publication of the agency such as the Annual Report to Congress of the Secretary of the Treasury.

Authorized Disposition:

Permanent. Offer to the National Archives 20 years from the date of closing of the case.
(NC1-87-88-1)

b. All Other Case Files

Judicial Cases.

Authorized Disposition:

Destroy 20 years from date of last action. (NC-1-87-76-3 #32)



Non-Judicial Cases

Authorized Disposition:

Destroy 5 years after case becomes inactive. (NC-1-87-76-3 #34)

Case files containing electronic surveillance records.

Authorized Disposition:

Destroy a minimum of 10 years after case is closed. (NC-1-87-76-3 #30, #31)

Field Office judicial and non-judicial cases.

Authorized Disposition:

Destroy 30 days from closing date of case. At discretion of SAIC files may be retained two years then destroyed. (NC-1-87-76-3 #33, #35).

Cases made for other districts.

Authorized Disposition:

Destroy 30 days from closing date. (NC-1-87-76-3 #28D)

PICS Computer file containing descriptive information of the subject and synopsis of the case.

Authorized Disposition:

Delete record for each case three years following destruction of related paper case file. (NC-1-87-88-1)

Secret Service Restriction for Access to Permanent Records. Documents less than 50 years old will be made available only to authorized representatives of Government as a result of a written request and as authorized by the Assistant Director, Office of Protective Research, U. S. Secret Service. Such documents may not otherwise be published or Specified by the Director, U.S. Secret Service.

2. **Protective Intelligence Administrative Files**

Protective Intelligence - General Files. Documentation of administrative actions involving all phases of protective intelligence work such as mail consents, press index, intelligence reports received from other agencies for which no action is taken by the receiving office, internal protective intelligence investigative procedures, name check reports and similar records which clearly do not fit under item 1 and are not specified elsewhere. Consists of carbon copies as well as original materials.



Protective Intelligence and Assessment Division

Authorized Disposition:

Review and purge when SAIC determines material is no longer needed for administrative purposes.
(N1-87-88-1)

Field Office

Authorized Disposition:

Cut off at the end of the month. Destroy 30 days after cut off. At the discretion of the SAIC, files may be retained two years, then destroyed. (N1-87-88-1)

3. **Protective Intelligence Summary File.** Contains internal teletypes providing summary information for particular intelligence situations.

Protective Intelligence and Assessment Division

Authorized Disposition:

Destroy After 10 years old. (N1-87-88-1)

Field Office

Authorized Disposition:

Cut off at the end of the calendar year then destroy. (N1-87-88-1)

4. **Protective Intelligence Research Files.** Consists of internal and external studies, proposals, and contracts pertaining to behavioral sciences research on assessments of dangerous prediction of violence and development of research models relating to the agency protective function. Reports are prepared by agency staff or by private organizations or individuals under contract to Secret Service. Reports are sensitive, some classified.

Research conducted directly by Secret Service.

Authorized Disposition:

Permanent. Transfer to Secret Service storage area five years after completion of research. When 20 years old, transfer to permanent custody of National Archives. (N1-87-88-1)

Research conducted by outside contractors.

Destruction Not Authorized

5. **Protective Intelligence Research Correspondence.** Files dealing with the administrative aspects of research. Documentation pertains to awarding of contracts, procurement of services, supplies, and professional issues related to research.



Research conducted directly by Secret Service.

Authorized Disposition:

Permanent. Transfer to Secret Service storage area five years after completion of research. When 20 years old, transfer to permanent custody of National Archives. (N1-87-88-1)

Research conducted by outside contractors.

Destruction Not Authorized

6. **Protective Intelligence and Assessment Division's Trip Files**

Contains internal reports pertaining to each trip/visit for each person protected by the Secret Service. Reports contain sensitive, some classified, operational and intelligence information such as notification teletypes to field offices, advance survey reports, instructions to agents, preliminary, interim and final intelligence reports. May include anonymous or vague allegations or threat information that warrant making inquiry but not of such a nature to justify case investigation. May also include intelligence data which may prove useful in future trips.

Trip files for domestic travel no longer needed for intelligence purposes.

Authorized Disposition:

Destroy when five years old. (N1-87-88-2)

Trip files for foreign travel no longer needed for intelligence purposes.

Authorized Disposition:

Destroy when 10 years old. (N1-87-88-2)

Trip files having long-term intelligence value.

Authorized Disposition:

Destroy when no longer needed for administrative purposes. (N1-87-88-2)

Field Office files.

Authorized Disposition:

Cut off at the end of each calendar year. Destroy when no longer needed for administrative and/or reference use, not to exceed five years. (N1-87-88-2)

7. **Freedom of Information Request/Appeal**

Electronic records and files that are the object of a request/appeal under the Freedom of Information Act (FOIA).



Authorized Disposition:

Maintain for six years from the date of release/denial of information. (GRS 14)

Non-FOIA Lawsuits/Appeals

All physical files and/or electronic records which are the object of a non-FOIA lawsuit/appeal naming the Secret Service as a defendant.

Authorized Disposition:

Maintain for six years from the date of completion of the legal process. (GRS 14)



Appendix 2: Records Disposition Schedule for Land Mobile Radio (LMR) Transmissions Recording(s)

This schedule covers Land Mobile Radio (LMR) transmissions recordings of routine protective radio transmissions over multiple frequencies between the Command Post and agents, and support services such as local police during Presidential and Vice Presidential trips.

Item No.	Description of Record	Authorized Disposition
1.	<p>Land Mobile Radio (LMR) Voice Transmission Recordings. Recordings of routine protective radio transmissions over multiple frequencies between the Command Post and agents and support services such as local police during Presidential and Vice-Presidential trips. Media used to record these transmissions may be optical disk hard drives or equivalent hard drive technology, standard cassette tapes, magnetic tapes, compact disc (CDs), digital video disks (DVD) or other disposable electronic media. The Office of Protective Research, Information Resources Management Division (IRM), is responsible for the receipt of radio transmission data via the White House Communications Agency (WHCA) and/or the Communications Management and Control Activity (CMCA) under provisions of Public Law 94-524. The initial recording of radio transmissions by IRM is considered the official record copy.</p>	<p>TEMPORARY IRM will retain original transmission (official record copy) data recordings for 30 days; destroy by burning or by overwriting the storage media on the 31st day after the date of the recording. However, when a recording is affected by a particular case, significant event, pending or current litigation, or special requests, the recording should be disposed of in accordance with appropriate authorization. (N1-87-06-1)</p>

Note: If a request is made for a copy of the digital file within the 30-day cycle, the following process will take place. If legally acceptable, an IRM technician will run a digital signature hashing program against each requested file. The copied file and documentation concerning the hash comparison will be stored in IRM in compliance with legal and MNO policies. This procedure safeguards against tampering with these recordings.

RIF

Item No.	Description of Record	Authorized Disposition
a.	Unusual Incidents/Significant Events - Recordings related to significant events, which occurred in the course of protection travel.	PERMANENT Retain as permanent and transfer to the National Archives and Records Administration with files according to applicable disposition instructions. (N1-87-06-1)
b.	Pending or Current Litigation - Recordings affected by pending or current litigation.	TEMPORARY Retain until litigation is resolved. (N1-87-06-1)
c.	Special Requests - Recordings requested by the President, Congress, National Archives and Records Administration, or similar authority, and until otherwise directed.	TEMPORARY Destroy when no longer needed for agency business. (N1-87-06-1)
d.	Case Files - Recordings related to a case.	TEMPORARY Retain according to the appropriate disposition authorization of that case. (N1-87-06-1)
e.	All Other Offices - Requested copies of recordings. The business owner will notify IRM when recordings are affected by a particular case, significant event, pending or current litigation, and special requests.	TEMPORARY IRM will retain official record copy of recordings. Destroy recordings 30 days from the date the transmission was originally recorded. On the 31 st day after the data was recorded, destroy by burning. However, when recordings are affected by a particular case, significant event, pending or current litigation, or special requests, the recordings should be disposed of in accordance with appropriate authorization. (N1-87-06-1)

