

Request for Records Disposition Authority

Records Schedule Number DAA-0087-2018-0001
Schedule Status Approved

Agency or Establishment U.S. Secret Service
Record Group / Scheduling Group Records of the U.S. Secret Service
Records Schedule applies to Agency-wide
Schedule Subject Secret Service Chaplain Program
Internal agency concurrences will be provided No

Background Information The purpose of the United States Secret Service (Secret Service) Chaplain Program is to offer resources, assistance, and support, while providing a sensitive response to Secret Service employees and their immediate family members in times of personal and professional need and in crisis situations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0087-2018-0001

Sequence Number

1

Chaplain Privileged Counseling/Interview/Communication Case Files. Disposition Authority Number: DAA-0087-2018-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 412 1482 453">Chaplain Privileged Counseling/Interview/Communication Case Files.</p> <p data-bbox="349 463 1482 504">Disposition Authority Number DAA-0087-2018-0001-0001</p> <p data-bbox="349 514 1482 661">Any documents relating to the counseling of a privileged nature between Chaplain and or Volunteer Chaplains and USSS employees or their dependents. Included are memoranda, summaries of counseling interview, notes, letters, forms, or related documents.</p> <p data-bbox="349 672 1482 712">Final Disposition Temporary</p> <p data-bbox="349 723 1482 763">Item Status Active</p> <p data-bbox="349 774 1482 815">Is this item media neutral? Yes</p> <p data-bbox="349 825 1482 972">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="349 983 1482 1129">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="349 1140 1482 1181">Disposition Instruction</p> <p data-bbox="349 1191 1482 1232">Retention Period Destroy 3 years after completion of individual cases.</p> <p data-bbox="349 1242 1482 1283">Additional Information</p> <p data-bbox="349 1293 1482 1338">GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/30/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
05/03/2018	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
06/12/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/12/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/13/2018	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
06/13/2018	Submit For Certification	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
06/13/2018	Certify	Allan Twoey	Supervisory Management and Program Analyst	Office of Strategic Planning and Policy - Management and Organization
08/14/2018	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management

				Operations Appraisal Team 1
08/21/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/22/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist