DEPARTMENT OF HOMELAND SECURITY  
UNITED STATES SECRET SERVICE  
WASHINGTON, D.C. 20223

Freedom of Information Act & Privacy Act Branch  
Communications Center  
245 Murray Lane, S.W., Building T-5  
Washington, D.C. 20223

Date: JUN 9 2014

MuckRock News  
Attn: Douglas Cox  
DEPT MR 11841  
PO Box 55819  
Boston, MA 02205-5819

File Number: 20140682

Dear Requester:

This letter is intended to acknowledge the receipt of your recent Freedom of Information Act/Privacy Acts (FOIA/PA) request received by the United States Secret Service (USSS) on May 27, 2014, for information pertaining to all proposed records schedules (SF-115) submitted to NARA by your agency within the last five years.

In order to proceed with the processing of your request, it is necessary for you to provide additional information. Since you have identified yourself as an "Educational Institution" user, it is necessary that you provide evidence showing that the request is authorized by and is made under the auspices of a qualifying institution and that the records are not sought for personal or commercial use but are sought to further scholarly research.

Forms of evidence would include a letter from the appropriate Dean validating the study or need for information and/or copies of previous scholarly works conducted by yourself on behalf of your educational institution. This information is necessary to show that the request is being made under the authority of a qualifying institution, and is sought in furtherance of scholarly research.

Pursuant to the FOIA regulations, Title 6 C.F.R., Chapter I, Part 5 § 5.11, as amended, the acknowledgement of the FOIA/PA request for access to records is considered an agreement, by you, to pay all applicable fees charged up to $25.00. This is necessary even if your status as an "Educational Institution" user is established. Requesters are still responsible for the costs of reproducing documents in excess of 100 pages.

Please be advised, this is not a denial of your request. Upon receipt of the requested information, you will be advised as to the status of your request. Please note that failure to respond, within thirty (30) days of the above date, will result in the administrative closure of your file.
Your request has been assigned FOIA File No. 20140682. If you have any questions or would like to discuss this matter, please contact this office at (202) 406-5838. Please refer to the file number indicated above in all correspondence with this office.

Sincerely,

[Signature]

Julie A. Ferrell
Acting Special Agent In Charge
Acting Freedom of Information Act & Privacy Act Officer