

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0122-2022-0005

Status: APPROVED
Date Approved: 07/12/2023

General Information

Agency or Establishment	Federal Trade Commission
Record/Scheduling Group	0122 - Records of the Federal Trade Commission
Records Schedule Applies to	Agency Subdivision
Major Subdivision	Office of Public Affairs
Schedule Subject	Press records
Additional Schedule Information	The Office of Public Affairs, in coordination with all Federal Trade Commission offices and bureaus, is responsible for disseminating information about the Agency to the public about mission-focused actions pertaining to consumer protection, competition, and FTC operations.
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement- Independent Regulatory Agency

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0122-2022-0005

Item #	Title	Disposition
0001	Press Releases	Permanent
0002	FTC Daily Clips	Temporary

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Records Schedule Items

DAA-0122-2022-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Press Releases	
Item Description	Official statements issued to the media providing information on specific topics.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-122-09-001 / 3.4/A(in part)	Yes	N1-122-09-001, item 3.4 is a big bucket item that also provides disposition authority for records not covered by this new item.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of each calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data	
Current volume	3.45 GB	
Approximate first year of records covered by this authority	1995	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1995 To: --/--/2008	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0122-2022-0005-0002	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	FTC Daily Clips
Item Description	Internal-only daily compilation of links to media news articles and select full copies of articles relating to the FTC's work and its mission.
Is this item media neutral?	No
Media limitation	See Dossier
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Delete when no longer needed for agency use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	09/21/2022
Approve	Colleen Shogan	07/12/2023