

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-266-91-2	
1. FROM (Agency or establishment) Securities and Exchange Commission		DATE RECEIVED 11/3/92	
2. MAJOR SUBDIVISION Enforcement Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Suzanne L. McHugh	5. TELEPHONE 202 272-7210	DATE 12/1/92	ARCHIVIST OF THE UNITED STATES

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 <u>2</u> 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 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 10/27/92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Investigative Case Files. See attached sheets.	NC1-266-76-1 Item 1	
<div style="text-align: center;"> </div>			

1. Investigative Case Files (also know as "complaint cases" and "general assignment files"), including case files relating to preliminary investigations.

A. Closed Cases

Significant cases selected by the Division of Enforcement at the time of closing. Selected cases, which may be among those mentioned in the SEC's Annual Report, should meet one or more of the following criteria:

A case may be regarded as important for its legal impact on the interpretation of securities statutes or SEC rules.

A case may be regarded as important for its effect on the operations of the SEC, the securities industry or a segment of the national economy.

A case may be regarded as important for the intensity of the public interest in it.

A case may be regarded as important for its respondents, in terms of the involvement of noteworthy individuals or influential concerns.

A case may be regarded as important for the unusual nature of the violative activity.

A case may be regarded as important in terms of international law and cooperation.

A case may be regarded as important for the possible dollar amount of liability to respondents or losses to investors.

1. Cases dating 1955-1981, selected by the SEC.

Disposition: PERMANENT. Transfer entire case file to the National Archives 25 years after case is closed.

2. Cases dating 1982 to present, selected by the SEC.

Disposition: PERMANENT. Transfer to FRC upon closing. Transfer entire case file to the National Archives 25 years after case is closed.

(National Archives will remove and destroy section C during archival processing)

3. Cases not meeting selection criteria.

Disposition: Transfer to FRC upon closing. Destroy
25 years after case is closed.

B. Inactive Investigative Case Files

For purposes of record retention and disposition, a case is considered inactive when a significant additional expenditure of Commission resources is neither scheduled nor anticipated. Common occurrences of case inactivity are:

The subject of the case is a fugitive from justice or;

The Commission case is substantially complete but for:

A distribution, repayment or similar plan that is scheduled to occur over time, with no anticipated need for further Commission action.

A pending criminal proceeding related to the Commission's case that does not actively involve the Commission.

1. Those records meeting selection criteria outlined in A. above and determined by the SEC to have archival value.

Disposition: PERMANENT. Transfer to FRC when the Commission determines the case is inactive. Transfer to the National Archives when 25 years old.

2. Cases not meeting selection criteria.

Disposition: Transfer to FRC when the Commission determines the case is inactive. Destroy when 25 years old.