

Request for Records Disposition Authority

Records Schedule Number **DAA-0122-2022-0006**

Schedule Status **Approved**

Agency or Establishment **Federal Trade Commission**

Record Group / Scheduling Group **Records of the Federal Trade Commission**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Office of the Secretary**

Schedule Subject **Decision Volumes**

Internal agency concurrences will be provided **No**

Background Information **The Office of the Secretary is responsible for publicly publishing the FTC Decision Volumes. Records date from 1915 to present. From 1915 to 1999, the volumes were bound, and from 2000 to the present the volumes are born digital. This is a public record arranged chronologically and includes such records as complaints, opinions, decisions, and final orders from the Commission.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0122-2022-0006

Sequence Number	
1	Decision Volumes - Paper Disposition Authority Number: DAA-0122-2022-0006-0001
2	Decision volumes - Electronic Disposition Authority Number: DAA-0122-2022-0006-0002

Records Schedule Items

Sequence Number		
1	<p>Decision Volumes - Paper</p> <p>Disposition Authority Number DAA-0122-2022-0006-0001</p> <p>Bound paper volumes from July 1996 through December 1999, Volumes 122 to 128.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper/analog only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-122-81-001 / 5 (in part)</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of this records schedule.</p> <p>Additional Information</p> <p>First year of records accumulation 1996</p> <p>End year of records accumulation 1999</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1996 To 1999</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown This is a closed series.</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
---	--	--

2

Decision volumes - Electronic

Disposition Authority Number **DAA-0122-2022-0006-0002**

Electronic volumes from 2000 and forward

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Digital only**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-122-09-1 / 2.2/C (in part)**

Disposition Instruction

Cutoff Instruction **Cut off at the end of each calendar year that a volume is completed.**

Transfer to the National Archives for Accessioning **Transfer to NARA in 5-year blocks when most recent record in block is 15 years old.**

Additional Information

First year of records accumulation **2000**

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	168 GB	80 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
-------------------------------------	--	--

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
07/19/2022	Certify	Yvonne Wilson	Records Officer	Federal Trade Commission - Federal Trade Commission
09/06/2022	Submit for Concurrency	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/14/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/14/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/14/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office