

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Federal Trade Commission

2. MAJOR SUBDIVISION
Information Management and Dissemination

3. MINOR SUBDIVISION
Records Processing Branch

4. NAME OF PERSON WITH WHOM TO CONFER
John Paul Deley

5. TELEPHONE
(202) 326-2085

LEAVE BLANK (NARA use only)

JOB NUMBER **11-122-96-1**

DATE RECEIVED
10-11-95

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **2-4-03** ARCHIVIST OF THE UNITED STATES
John W. Paul

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 2 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,

is not required; is attached; or has been requested.

DATE 10/3/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Paul Deley</i>	TITLE Archivist / Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Investigatory Case Files (7 Digit Case Files)</p> <p>(See Attached Sheets)</p> <p>All changes to this proposed schedule have been approved by:</p> <p>_____ NARA appraiser date Agency representative date</p> <p><i>cc Agency, NARA, NAC, etc</i></p>	<p>NC1-122-79-1 Item 11.4</p>	<p>PLEASE SEE EMAIL CONCURRENCE OF FEBRUARY 15, 2001</p>

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|- **Investigatory Case Files** (7-Digit Case Files)

Investigatory case files document inquiries into: 1) any acts, practices, conduct or circumstances which the Commission has been authorized by law to investigate; 2) suspected violations of the laws and regulations enforced by the Commission; 3) industry practices to determine whether a trade regulation rule, legislation, or other means to corrective action would be appropriate; or 4) possible violations of a Commission order to cease and desist. The investigational powers of the Commission are derived from Sections 6, 9, 10 and 20 of the Federal Trade Commission Act and are exercised in accordance with the procedures set out in Part 2A of the Commission Rules. Investigatory Case files are assigned 7-Digit numbers and are commonly referred to as 7-Digit Case Files.

- A) **Category I:** Analysis to aid public comment, assignment sheets, analysis of economic impact, official circulations, closing memo, closing letter to respondent, comments on consent agreement, consent agreement if no decision and order was issued, drafts of consent agreement, consent agreement, memorandum regarding consent negotiation, memorandum dissenting with opinion, evaluation committee memorandum, draft of FTC complaint, memorandum granting immunity, internal indexes and finding aids, MIS matter initiation notice, MIS matter updates, memorandum analyzing comment, memorandum to commission recommending consent, merger screening committee memorandum, merger screening committee minutes, staff minutes, memorandum recommending Part III compliance, subpoena memorandum, and transmittal memo.

DISPOSITION:TRANSFER TO THE RECORDS PROCESSING BRANCH WHEN THE CASE CLOSES; TRANSFER TO FRC 1 YEAR AFTER CASE CLOSES; DESTROY 25 YEARS AFTER CASE CLOSES.

- B) **Category II:** Access letters, audio tapes, correspondence circulated to respondents, clearances, congressional correspondence, consultant contract, contract scope of work, correspondence responding to petition to quash or limit subpoena, correspondence responding to petition for full commission review, depositions, draft general memo, electronic litigation support, exhibits, intergovernmental and international correspondence, minutes of the evaluation screening committee, petitions relevant to the matter, recusals, lists of reimbursable items, requests for recusals, requests for confidential treatment, subpoena, CID, transcripts, travel forms, video tapes, and witness lists.

DISPOSITION:TRANSFER TO THE RECORDS PROCESSING BRANCH WHEN THE CASE CLOSES; TRANSFER TO FRC 1 YEAR AFTER CASE CLOSES; DESTROY 5 YEARS AFTER CASE CLOSES.

- C) **Background Information:** Attorney's notes, news clippings related to the matter, complaints not relevant to the case, documents received under compulsory process, e-mail printouts, formal surveys, HSR second request material, interview and interview reports, materials received during investigation, library research, petitions not relevant to the case, printouts of MIS matter profiles, questionnaires, requests for extensions of time, STAR reports, case status reports, word processing records data and text.

DISPOSITION: DESTROY 5 YEARS AFTER CASE CLOSES OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.

D) **Electronic records (E-Mail and Word Processing)** Records created using electronic mail and word processing applications.

Disposition: - **Temporary** - Destroy/delete within 180 days after the recordkeeping copy has been produced.