Schedule Number: **N1-122-96-002**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

N1-122-96-002 item a  *was superseded by*  N1-122-09-1, item 3.2

N1-122-96-002 item b  *was superseded by*  N1-122-09-1, item 3.4

N1-122-96-002 item c  *was superseded by*  N1-122-09-1, item 3.2

N1-122-96-002 item d  *was superseded by*  N1-122-09-1, item 3.2

Date Reported: 06/02/2020
### REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

| 1. FROM (Agency or establishment) | Federal Trade Commission |
| 2. MAJOR SUBDIVISION | Information and Technology Management |
| 3. MINOR SUBDIVISION | Information Management Team |
| 4. NAME OF PERSON WITH WHOM TO CONFERR | John Paul Deley |
| 5. TELEPHONE | (202) 326-2085 |

**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 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** 8/23/96  
**SIGNATURE OF AGENCY REPRESENTATIVE** John Paul Deley  
**TITLE** Archivist/Records Officer

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<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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Congressional Correspondence

(See Attached Sheets)

All changes to this proposed schedule have been approved by:

Per discussion with John Paul Deley on 4/13/99, the attached version was agreed to.

NARA appraiser date  
Agency representative date  

4/15/99
Congressional Correspondence

"Congressional Correspondence" consists primarily, but not exclusively, of: (1) Original Inquiries and Attachments, (2) Tracking Sheet, (3) Response and (4) electronic records and printed reports related to correspondence between the Federal Trade Commission and members of Congress. The “record set” is maintained in the Office of Secretary. Duplicate copies can be found in the Office of Congressional Relations, the Office of General Counsel and throughout the Commission.

A) Individual Members of Congress. Correspondence from individual Members of Congress which usually involve routine consumer complaints and inquiries.

DISPOSITION: TEMPORARY. Retain in Office of the Secretary three calendar years after date response sent, then transfer to Records Processing (H-240). Transfer to FRC. Destroy three years after transfer.

B) Congressional Committee and Subcommittee Requests. Substantive correspondence related to FTC programs and activities the responses to which are signed either by the Chairman of the Commission or on behalf of the Commission by the Secretary of the Commission.

DISPOSITION: PERMANENT. Retain in Office of the Secretary three calendar years after date response sent, then transfer to Records Processing (H-240). Transfer to FRC and retain for an additional ten years in Suitland. Transfer to the National Archives and Records Administration in five-year blocks beginning in 2000.

C) On-line data relating to Congressional Correspondence (Office of Secretary Congressional Correspondence System -OSCCS)

DISPOSITION: TEMPORARY. Retain on-line data six calendar years after response has been sent, then destroy.

D) OSCCS Reports (OUTPUT)

DISPOSITION: TEMPORARY. Retain as long as of administrative value, but not more than one fiscal year.

Per telephone conversation with J.f. Deley 4/13/99