

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER

NI-122-96-2

DATE RECEIVED

8/23/96

1. FROM (Agency or establishment)

Federal Trade Commission

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

2. MAJOR SUBDIVISION

Information and Technology Management

3. MINOR SUBDIVISION

Information Management Team

4. NAME OF PERSON WITH WHOM TO CONFER

John Paul Deley

5. TELEPHONE

(202) 326-2085

DATE

12-23-99

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 1 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 provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE

8/22/96

SIGNATURE OF AGENCY REPRESENTATIVE

John Paul Deley

TITLE

Archivist/Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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

Bonnie Paul
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.

*Cut off at end of fiscal year (FY).**
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~~ ^{SIX} years after ~~transfer~~ ^{end of FY*}.

- 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.

- WHEN MOST RECENT records are thirteen years old.**
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.P. Deley 4/13/99*