INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-122-96-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

All items in this schedule were superseded by N1-122-09-1, items 2.2a and 2.2b.

Date Reported: 06/02/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

		LEAVE BLANK (NARA use on
REQUEST FOR RECORDS DISPO		JOB NUMBER
		DATE RECEIVED
TO: NATIONAL ARCHIVES and RECORDS WASHINGTON, DC 20408	ADMINISTRATION (NIR)	8/23/96
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY
Federal Trade Commiss	sion	
2. MAJOR SUBDIVISION Information and Techno	loav Management	In accordance with the provisions of U.S.C. 3303a the disposition reque
3. MINOR SUBDIVISION		including amendments, is approved exc for items that may be marked "disposit not approved" or "withdrawn" in column
Information Manageme		
4. NAME OF PERSON WITH WHOM TO CON	IFER 5. TELEPHONE	DATE ARCHIVIST OF THE UNITED
John Paul Dele <u>y</u>	(202) 326-2085	12-4-03 HABEN, Park
6. AGENCY CERTIFICATION		
I hereby certify that I am authorized to ac	ct for this agency in matters	pertaining to the disposition of its rec
and that the records proposed for dispos	al on the attached 2 pa	ige(s) are not now needed for the bus
and that the records proposed for dispos of this agency or will not be needed after the General Accounting Office, under the	er the retention periods spe	ecified; and that written concurrence the CAO Manual for Cuidance of Fac
Agencies,	The provisions of The 6 01	and the manual for Guidance of Fec
is not required	is attached; or	has been requested.
DATE SIGNATURE OF AGENCY I		
8/22/96		Archivist/Records Officer
Alm 1	and \ ley	
7		9. GRS OR 10. AC
TEM 8. DESCRIPTION OF ITEM AND	PROPOSED DISPOSITION	SUPERSEDED TAKEN JOB CITATION USE O
		-
Consent Case	e Files	
		Revision to NC1-122-79-1,
*		Revision to NC1-122-79-1, Items 11.7 and 11.8
·		
(See Attached	Sheets)	•
(See Attached	l Sheets)	
		Items 11.7 and 11.8
(See Attached		Items 11.7 and 11.8
		Items 11.7 and 11.8
All changes to this propose		Items 11.7 and 11.8
All changes to this propose	od schaduls have bean	Items 11.7 and 11.8
All changes to this propose	od schaduls have bean	Items 11.7 and 11.8 approved by: Please See
All changes to this propose	od schaduls have bean	Items 11.7 and 11.8
All changes to this propose	od schaduls have bean	Items 11.7 and 11.8

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1. Consent Case Files

Consent Case Files consist of materials collected and generated during the investigation that preceded the issuance of the order and materials collected and generated after issuance of the order. The Commission is primarily responsible for protection of the public through prevention and elimination of violations of rules and regulations in the first instance. Thus, consent agreements are used by the Commission to secure an effective and legally enforceable order to cease and desist, to divest, or for other corrective action without expending time and resources required to fully prepare and adjudicate a case. The Commission is also responsible for securing effective compliance with its order and determining the impact on the public after an order has been entered. All Consent Case files evolve from 7-digit investigations and that schedule should be consulted for additional clarification.

A) Category 1 (Non-Public): In addition to the Category 1 materials related to the predecessor investigation, this series includes, but is not limited to: assignment sheets, analysis of economic impact, certifications, original circulation and miscellaneous circulation after the order, drafts of consent agreement, draft of FTC complaint, internal indexes and finding aids, MIS matter initiation notice, MIS matter updates, staff memoranda, staff minutes, staff recommendations, and internal FTC memoranda.

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.

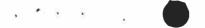
(B) Category II (Non-Public): In addition to the Category II materials related to the predecessor investigation, this series includes, but is not limited to: access letters, audio tapes, correspondence circulated to respondents and other parties, copies of congressional correspondence, consultant contracts, contract scopes 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, lists of reimbursable items, subpoenas, transcripts, travel forms, video tapes, witness lists, attorney's notes, news clippings related to the matter, complaints not relevant to the case, documents received under compulsory process, e-mail printouts not related to Category 1 documents, formal surveys, interview and interview reports, library research, petitions not relevant to the case, printouts of MIS matter profiles, questionnaires, STAR reports, case status reports, word processing records data and text.

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) Public Documents: All materials made part of the record of the proceeding and placed on the case's public record including, but not limited to: analysis to aid public comment, certifications, clearances, closing letter to respondent, comments on consent agreement, complaint, consent agreement, correspondence responding to petition to quash or limit subpoena, correspondence responding to full Commission review, Commission minutes of publicly recorded vote, decision of the FTC, externally submitted letters of comment after the order, Federal Register Notice, initial compliance report and additional compliance reports, miscellaneous orders after the decision, petition for full Commission review, petition to quash or limit subpoena.

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





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D) <u>Electronic Records (E-Mail and Word Processing</u>) Records created using electronic mail and word processing applications.

<u>Disposition</u>: - **TEMPORARY**- Destroy/delete within 180 days after the recordkeeping copy has been produced.