

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-122-96-5
1. FROM (Agency or establishment) Federal Trade Commission		DATE RECEIVED	08-07-97
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
		8-14-97	<i>John W. Paul</i>

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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/6/97	<i>John W. Paul</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><b>Federal Trade Commission</b></p> <p><b>Office of Policy Planning and Evaluation, 1971-1981</b></p> <p>This schedule covers previously unscheduled FTC records maintained at the Washington National Records Center as Accession 122-820015, boxes 1-29.</p> <p><b>Policy Review Briefing Books, 1978-1980.</b> WNRC Accession Number 122-820015, box 1(partial), box 2 (partial).</p> <p>Briefing books containing background information, staff studies, reports, memoranda and recommendations prepared for twelve Commission policy review sessions. Arranged alphabetically by review session topic. Volume: c.1 cubic foot.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
2.	<p><b>Policy Planning Issues Papers, 1978-1981.</b>  <b>WNRC Accession Number 122-820015, box 1 (partial), box 2 (partial).</b></p> <p>Studies produced to address specific aspects of FTC program work undergoing evaluation. Arranged by subject. Volume: c. .5 cubic foot.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		
3.	<p><b>OPPE Studies, 1978-1981.</b>  <b>WNRC Accession Number 122-820015, box 1 (partial), box 2 (partial).</b></p> <p>Studies produced by FTC staff, outside contractors, or in conjunction with other agencies relating to various aspects of FTC programs undergoing OPPE study. Arranged by study. Volume: c. .5 cubic feet.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		
4.	<p><b>Workshop Files, 1978.</b>  <b>WNRC Accession Number 122-820015, box 2 (partial).</b></p> <p>Studies, agenda, memoranda and correspondence for a 1978 OPPE workshop: Alternative Advertising and Nutrition. Volume: c. 1 inch.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		
5.	<p><b>OPPE Memoranda, 1971, 1973-1977.</b>  <b>WNRC Accession Number 122-820015, box 3 (partial), box 4 (partial), boxes 8-9.</b></p> <p>Studies produced by OPPE staff and circulated within FTC via internal memoranda. Arranged chronologically. Volume: c. 2.5 cubic feet.</p> <p><u>PERMANENT</u>. Transfer to the National Archives upon approval of the schedule.</p>		

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6.	<p><b>OPPE Correspondence, 1970-1977.</b>  <b>WNRC Accession Number 122-820015, box 3 (partial).</b></p> <p>Copies of outgoing correspondence prepared by OPPE for the signature of the Director or the Chairman. Arranged chronologically. Volume: c. .25 cubic feet.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
7.	<p><b>Director's Files, 1974-1975.</b>  <b>WNRC Accession Number 122-820015, box 3 (partial).</b></p> <p>Memoranda and correspondence of OPPE Director W. James Liebler. Arranged by type, thereunder chronologically. Volume: c. .25 cubic feet.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
8.	<p><b>OPPE Subject Files, 1971-1981.</b>  <b>WNRC Accession Number 122-820015, box 3 (partial), box 4 (partial), boxes 5-6.</b></p> <p>Memoranda, correspondence, studies and reports arranged by subject. Includes files on policy planning, 5 year plans, and 1973 national survey. Arranged by topic. Volume: c. 3 cubic feet.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		
9.	<p><b>Regional Offices Policy Planning Reports, 1972.</b>  <b>WNRC Accession Number 122-820015, box 7.</b></p> <p>Memoranda, correspondence, reports, guidelines and studies relating to FTC regional office reporting on areas of traditional regional enforcement activity. Arranged by topic. Volume: 1 cubic foot.</p> <p><u>PERMANENT.</u> Transfer to the National Archives upon approval of the schedule.</p>		

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10.	<p><b>OPPE Studies, Briefing Books, and Issues Papers, 1978-1981. WNRC Accession Number 122-820015, boxes 10-29.</b></p> <p>Duplicate copies (non-record) of OPPE studies, issues papers, briefing books and workshop materials. (Record copies are found in boxes 1-2). Arranged by topic. Volume: 20 cubic feet.</p> <p><u>TEMPORARY</u>. Destroy upon approval of the schedule.</p> <p>Note: Records already approved for disposal under the General Records Schedules, as well as routine, fragmentary, and nonrecord materials, may be destroyed during archival processing.</p>		

# AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES

1. INTERIM CONTROL NO. (NARA Use Only)

## TERMS OF AGREEMENT

The records described below and on the attached \_\_\_ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256, and such other rules and regulations as may be prescribed by the Archivist of the United States (The Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific

restrictions on the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the *Guide to the National Archives of the United States*. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

<b>2A. AGENCY APPROVAL</b>  Signature _____ Date _____	<b>3A. NARA APPROVAL</b>  Signature _____ Date _____
<b>2B. NAME, TITLE, MAILING ADDRESS</b>  _____ _____ _____	<b>3B. NAME, TITLE, MAILING ADDRESS</b>  _____ _____ _____

## RECORDS INFORMATION

<b>4A. RECORDS SERIES TITLE</b> <b>Records of the Office of Policy Planning and Evaluation</b>	
<b>4B. DATE SPAN OF SERIES</b> <b>1971-1981</b>	<i>(Attach any additional description)</i>
<b>5A. AGENCY OR ESTABLISHMENT</b> <b>Federal Trade Commission</b>	<b>9. PHYSICAL FORMS</b> <input checked="" type="checkbox"/> Paper Documents <input type="checkbox"/> Posters <input checked="" type="checkbox"/> Paper Publications <input type="checkbox"/> Maps and Charts <input type="checkbox"/> Microfilm/Microfiche <input type="checkbox"/> Arch/Eng Drawings <input type="checkbox"/> Electronic Records <input type="checkbox"/> Motion/Sound/Video <input type="checkbox"/> Photographs <input type="checkbox"/> Other (specify): _____
<b>5B. AGENCY MAJOR SUBDIVISION</b> <b>Office of Policy Planning and Evaluation</b>	<b>10. VOLUME:</b> <b>CONTAINERS:</b> Cu. Mtr.:      Cu.Ft.: <b>9</b> Number: <b>9</b> Type: <b>FRC</b>
<b>5C. AGENCY MINOR SUBDIVISION</b>  _____	<b>11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES</b> <b>ASAP</b>
<b>5D. UNIT THAT CREATED RECORDS</b>  _____	<b>12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?</b>  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(If no, attach limits on use and justification)</i>
<b>5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS</b> Name: <b>John Paul Deley</b> Telephone Number: <b>(202)326-2085</b>	<b>13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>(If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)</i>
<b>6. DISPOSITION AUTHORITY:</b> <b>N1-122-96--5</b>	<b>14. ATTACHMENTS</b> <input type="checkbox"/> Agency Manual Except <input type="checkbox"/> Listing of Records Transferred <input type="checkbox"/> Additional Description <input type="checkbox"/> NA Form 14097 or Equivalent <input type="checkbox"/> Privacy Act Notice <input type="checkbox"/> Microform Inspection Report <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> SF(s) 135
<b>7. IS SECURITY CLASSIFIED INFORMATION PRESENT?</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES LEVEL: <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret SPECIAL MARKINGS: <input type="checkbox"/> RD/FRD <input type="checkbox"/> SCI <input type="checkbox"/> NATO <input type="checkbox"/> Other INFORMATION STATUS: <input type="checkbox"/> Segregated <input type="checkbox"/> Declassified	<b>8. CURRENT LOCATION OF RECORDS</b> <input type="checkbox"/> Agency (Complete 8A only) <input checked="" type="checkbox"/> Federal Records Center (Complete 8B only)
<b>8A. ADDRESS:</b>  _____ _____ _____	<b>8B. FRC ACCESSION NUMBER</b> <b>CONTAINER NUMBERS</b> <b>FRC LOCATION</b> WNRC <b>122-820015</b> <b>1-9</b> <b>begin at 3/31/19/3/2</b>

## NARA PROVIDES

<b>15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION</b>  _____ _____ _____	<b>RG</b>
<b>16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES</b>  Signature _____ Date _____	<b>17. NATIONAL ARCHIVES ACCESSION NO.</b>  _____