

Rec'd NCO 7/29/81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|--------------------------------|
| LEAVE BLANK | |
| JOB NO | NC1-122-81-1 |
| DATE RECEIVED | January 13, 1981 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | Archivist of the United States |

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Trade Commission

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Records Division - Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Gregory P. Mullen

5. TEL EXT
523-3380

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|----------------------|---|-----------------------|
| C. DATE 29 Dec 80 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | E. TITLE Secretary |
|----------------------|---|-----------------------|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| | DIVISION OF PERSONNEL | | |
| 1 | <u>Employee Development Records</u> - These records contain documents relating to EEO Career Development etc. Destroy when obsolete or superseded. | | |
| 2 | <u>Card File of EEO Trained Supervisors</u> This file provides quick reference for control of EEO training. Destroy when 5 years old. | | |
| 3 | <u>Economist Register for Direct Hire</u> This file contains correspondence with school associates and applicants including records relating to past methods of selection. Destroy when 5 years old. | | |
| 4 | <u>Legal Position Selection Program File</u> This file contains correspondence relating to attorney recruitment, interviews, job offers, hiring, and list of eligibles job description announcements. Destroy when 5 years old. | | |

22 items

115-107 sent copies to agency. NMB, NMF, & NNI 12/4/84 CLO

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| 5 | <p><u>RECORDS THROUGHOUT THE FEDERAL COMMUNICATIONS COMMISSION</u></p> <p><u>Publications</u></p> <p>A. Booklets and other publications printed and/or distributed by GPO.</p> <p style="padding-left: 40px;">Dispose when no longer needed for administrative purposes.</p> <p>B. Booklets and other publications printed by the agency or contractors.</p> <p>Permanent. Offer record set to NARS when 10 years old. Destroy all other copies when no longer needed for administrative purposes.</p> <p><u>OFFICE OF PUBLIC INFORMATION</u></p> | | |
| 6. | <p><u>Speakers Bureau Records</u> These records include invitations, plans and related memos and correspondence.</p> <p>Destroy when 2 years old.</p> | | |
| 7. | <p><u>News Releases</u> These records contain prepared statements released to the news media describing FTC activities. Also included is a lists of news releases which contains in chronological order the subject title location and date of each news release. Arrangement chronological. At the beginning of each roll of film is a list of the releases that are on the roll. Volume on hand six rolls. Annual accumulation less than one roll per year. †</p> <p>Permanent: Offer to NARS when ¹⁰20 years old in 20 year blocks.</p> | GRS 14 item 1B | |
| 8. | <p><u>New Summaries</u> This file contains summaries of News Releases (item 7).</p> <p>Destroy when 2 years old.</p> | | |
| 9. | <p><u>Weekly Calendar and Notice of "Sunshine" Meetings</u> Each issue contains Notice of Commission meetings, Prehearing conferences, Speeches, Testimonies, and and the Chairman's calendar as required by the Sunshine Act.</p> <p>Destroy when 2 years old.</p> | | |

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| <p>10 act 8/8/84 ZLM 8/8/84</p> | <p><u>Daily Clips and Paper Clips</u> A collection of selected articles concerning Commission activities. Attached to the collection of articles which is issued almost daily are cover sheets which describe the articles.</p> <p>A. Paper Clips Temporary: Destroy immediately.</p> <p>B. Daily Clips Temporary: Destroy when two years old.</p> | | |
| <p>11 act 8/8/84 ZLM 8/8/84</p> | <p><u>Speech Files</u></p> <p>A. <u>Policy Speeches</u> This file contains official speeches relating to changes in FTC policy and programs. Included are all of the Chairman's speeches. Arrangement chronological: VOH 3 feet AA 1 foot per year</p> <p>Permanent: Offer to NARS when 10 years old in 20 year blocks.</p> <p>B. <u>Other Speeches</u> Destroy upon separation of employee.</p> | <p>GRS 14 item 1A</p> | |
| <p>12 act 8/8/84 ZLM 8/8/84</p> | <p><u>Biography File</u> This file contains official biographies of the Chairman, Commissioners, Bureau Directors and Assistant Directors including photographs. VOH 3 inches AA negligible</p> <p>Permanent: Offer to NARS when 10 years old in 20 year blocks.</p> | | |
| <p>13</p> | <p><u>Press Packages</u> This file contains either documents listed on this request (ie News Releases) or on the other schedule (ie NCL-122-79-1, approved 9/10/79). Destroy when no longer needed for reference or distribution.</p> | | |
| <p>14 act 8/8/84 ZLM 8/8/84</p> | <p><u>DIVISION OF BUDGET AND FINANCE</u></p> <p><u>Budget Program File</u> This file contains policy papers, strategies, background information and legislative history for the budget cycle for each organization.</p> <p>Temporary: Destroy when 5 years old.</p> | <p>GRS 5 item 1</p> | |

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| <p>15</p> <p><i>OK</i> <i>8/8/84</i> <i>ZJM</i> <i>8/8/84</i></p> | <p><u>Budget Estimate and Justification File</u> This file contains budget estimates and justifications consolidated and prepared for presentation to the FTC Commissioners, GAO, OMB, and Congress. This includes Budget Submissions and Briefing books.</p> <p>Temporary: Destroy when 5 years old.</p> <p><u>DIVISION OF ADMINISTRATIVE SERVICES</u></p> | <p>GRS 5 item 2</p> | |
| <p>16</p> | <p><u>Overtime File</u> This file contains information concerning overtime authorizations.</p> <p>Temporary: Destroy 3 months after completion of statistical report.</p> | | |
| <p>17</p> | <p><u>Bond and CFC Promotional Program Files</u> This file contains documents relating to US Saving Bonds, Combined Federal Campaign, Promotion. Temporary: Destroy when 2 years old.</p> | | |
| <p>18</p> <p><i>OK</i> <i>8/8/84</i> <i>ZJM</i> <i>8/8/84</i></p> <p><i>OK</i> <i>8/8/84</i> <i>ZJM</i> <i>8/8/84</i></p> | <p><u>FTC Organizational Charts, Personnel Directories, and Telephone Directories</u></p> <p>A. Organizational Charts and Telephone Directories (do not contain home phone numbers)</p> <p>Permanent: Offer to NARS when 10 years old in 20 year blocks. VOH 6 inches AA 1 inch</p> <p>B. Personnel Directories (do contain home phone numbers), 1950 through 1970. VOH 6 inches</p> <p>Permanent: Offer to NARS in 1996</p> <p>This certifies that the records described in Item 7 will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. The storage conditions shall adhere to the standards of 41 CFR 101-11.507 and 101-11.508. The first inspection will be conducted in August 1986.</p> <p>The paper copies will be destroyed upon certification of microfilm.</p> | | |