Schedule Number: N1-180-11-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)
Item 2 was superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004)
Item 3 was superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004)
Supersessions concurred by the agency, December 10, 2021.

Date Reported: 12/27/2021
# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**To** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment)**  
Commodity Futures Trading Commission

**Date received** 9/14/11

---

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

---

## 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 needed now for the business for 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** September 13, 2011  
**SIGNATURE OF AGENCY REPRESENTATIVE** Crystal Zeh  
**TITLE** Records Management Officer

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>See attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTRANET CONTENT RECORDS.

1. **Pages containing information and links to other pages and documents.**

   **Description:** Includes but is not limited to pages containing information and links to other pages and documents. NOTE This item does not include other record types that posted on the intranet, such as policies and procedures, but governed by another records retention schedule. These records should be managed in accordance with the appropriate disposition schedule.

   **Disposition** Temporary. Delete when content is superseded, obsolete, or no longer needed for agency business.

   **Supersedes** New item.

WEB SITE OPERATIONS RECORDS.

These items apply to records created in the process of administering any internal- or external-facing agency web site.

2. **Content management records.**

   **Description** Records include but are not limited to records documenting the process of content publishing and management, such as design records, standards describing the look and feel of the site, and procedures describing the process by which information is added, changed or deleted. Also includes training and technical manuals and records documenting changes and additions to pages, such as content providers’ requests for modifications to existing pages and requests for new pages.

   **Disposition** Temporary. Delete when superseded, obsolete, or when no longer needed for agency business.

   **Supersedes** New item.

3. **Technical management records.**

   **Description** Records include but are not limited to user logs, search logs, traffic logs, server configuration files, and software records that describe software products used to create and maintain web content.

   **Disposition** Temporary. Delete when superseded, obsolete, or when no longer needed for agency business.

   **Supersedes** New item.

CFTC

September 13, 2011