

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NF-180-11-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>9/26/11</i>	
1 FROM (Agency or establishment) Commodity Futures Trading Commission		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5 TELEPHONE NUMBER 202-418-5035	DATE <i>05 Sep 2011</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>  1  </u> 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE September 21, 2011	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

## **Lost, Stolen, Damaged, or Destroyed (LSDD) Government and Personal Property Records.**

Records document the reporting of, and decisions regarding employee liability for, lost, stolen, damaged, or destroyed government property. Records also document the reporting of, and if applicable, decisions regarding reimbursement for, personal property lost or damaged in the workplace or on official business.

### **1. LSDD government property and personal property reports and decisions.**

**Description** Records may include but are not limited to LSDD government or personal property reports which contain the report of the individual reporting the loss, theft or damage, the recommendations, and decisions regarding employee liability or employee reimbursement (depending on whether government or personal property), and any additional supporting documentation, which is necessary for a full understanding of the report, the recommendation, or the decision.

**Disposition** **Temporary.** Close file when decision is final. Cut off files at the end of the FY. Destroy when 7 years old.

**Supersedes** New item.

### **2. Working files not required to support reports, recommendations, or decisions.**

**Description** Records include but are not limited to working files, which are not necessary to provide a full understanding of LSDD G=government or personal property reports, recommendations, or decisions.

**Disposition** **Temporary.** Close file when decision is final. Cut off files at the end of the FY. Destroy when 1 year old.

**Supersedes** New item.