INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-180-11-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Item 1 was superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)
Item 2 was superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)
Supersessions were proposed 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

1. FROM (Agency or establishment)  
   Commodity Futures Trading Commission

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
   Crystal Zeh

5. TELEPHONE NUMBER  
   202-418-5035

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 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  
   ☐ has been requested

DATE: September 21, 2011  
SIGNATURE OF AGENCY REPRESENTATIVE: Crystal Zeh  
TITLE: Records Management Officer

7. ITEM NO  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
   See attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)
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 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.