

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-180-127</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>1/9/12</i>	
1. FROM (Agency or establishment) Commodity Futures Trading Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5. TELEPHONE NUMBER 202-418-5035	DATE <i>12 Oct 14</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>2</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 January 9, 2012	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 GRS OR SUPERSEDED JOB CITATION	10.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.		

1. **Compensation Records**

Description: Records document the agency's management of its compensation system. In 2002, the agency began transitioning from the general schedule (GS) and Senior Executive Service (SES) pay systems administered by the U.S. Office of Personnel Management (OPM) to the single agency CT pay-for-performance compensation system.

Records include but are not limited to records establishing the agency's pay-for-performance compensation system; the final annual merit pay calculation, which is based on the results of the annual performance appraisal cycle (i.e. the Annual Pay Adjustment Calculator (APAC) calculation or spreadsheets from prior to APAC); and other related documentation.

Disposition: **Temporary.** Cut off annually. Destroy 75 years after cutoff.

Supersedes: New item.

2. **Non-Title 5 Benefits Files**

Description: Records document the administration of benefits offered by the agency in addition to the federal government benefits offered through the U.S. Office of Personnel Management (OPM). Such benefits may include but are not limited to student loan repayment, dental benefits, and lifecycle fund.

Records may include but are not limited to applications and supporting documentation, approvals and denials, service agreements, panel recommendations, determinations, and other related records.

Disposition: **Temporary.** Cut off annually. Destroy 7 years after the year in which the benefit was offered, or 7 years after the end of a service period specified in an agency agreement, whichever is later.

Supersedes: New item.

3. **Chairman's and Agency-wide Employee Awards**

Description: Records document the process of soliciting nomination and selecting recipients of the Chairman's and agency-wide honorary awards.

Records may include but are not limited to nomination forms, recommendation to Chairman or approving official(s), approved nominations, correspondence, and related records.

Disposition: **Temporary.** Cut off at the end of the award cycle. Destroy 7 years after cut off.

Supersedes: New item.

4. **Employee Monetary Award Files**

Description: Records document the nomination, approval, and administrative processing of monetary awards. Records may include but are not limited to CFTC forms, bank reconciliation records, and other NFC reconciliation records. Includes awards from Performance Management Cycle, as well as spot awards (i.e. Timeoff, Star, and Special Choice).

Disposition: **Temporary.** Cut off annually. Destroy 4 years after cut off.

Supersedes: New item.