REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
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<tr>
<th>JOB NUMBER</th>
<th>N1-180-12-7</th>
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<td>Date received</td>
<td>1/9/12</td>
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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 2 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: January 9, 2012
   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 GRS OR SUPERSEDED JOB CITATION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)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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