

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-180-88-1

DATE RECEIVED

3/3/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Commodity Futures Trading Commission

2. MAJOR SUBDIVISION

Office of the Secretariat

3. MINOR SUBDIVISION

Office of Administrative Services

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph G. Salazar

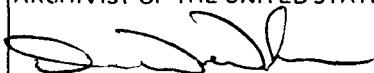
5. TELEPHONE EXT.

254-9735

DATE

3/18/88

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 3/23/88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph G. Salazar</i>	D. TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Amendment to the CFTC Files and Disposition Schedule. This request for records disposition authority covers two series of executive records approved by NARA under NCI-180-80-1. It seeks authority to combine two series of permanent records consisting of Item 203-05, Official Minutes of Commissioners' Meeting, with Item 203-04, Records Relating to Commission Meetings, into one series and to microfilm the complete series. The title for Item 203-04 reflects the change.</p> <p>203-04 <u>Records and Official Minutes of Commission Meetings-</u> Arranged chronologically. Consists of folders containing staff documents, agendas, supporting documentation presented to the Commissioners, meeting transcripts, and similar materials. Official minutes include votes taken at Commission meetings, date, time, and place of meetings, lists of Commissioners and staff present, subject(s) discussed, the type of meeting conducted, and whether the meeting was open or closed to the public. A binder consisting of minutes is also maintained. A subject index is filed in front of the binder for the fiscal year. These records are being converted to microfilm. The paper is destroyed upon verification of the microfilm. "This certifies that the records described on this form will be microfilmed and stored in accordance with the standards set forth in 36 CFR Part 1230."</p> <p>DISPOSITION: <i>Transfer</i> a PERMANENT. Retire the original camera master silver halide or a silver halide duplicate microform, plus one copy silver diazo or vesicular copy to NARA in 10 year blocks when 20 years old.</p>	NCI-180-80-1 (203-04) (203-05)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>a1. Microform record of open and closed meetings: Permanent. Transfer silver halide master, plus one diazo or vesicular copy, to the National Archives in 10 year blocks when 20 years old. 1.5 cu. ft. Annual accumulation: .3 cu. ft.</p> <p>a2. Microform record of open meetings only: Permanent. Transfer silver halide master, plus one diazo or vesicular copy, to the National Archives in 10 year blocks when 20 years old. Volume: 1 cu. ft. Annual accumulation: .2 cu. ft.</p> <p>b. Paper records: Permanent. Transfer to the National Archives in 10 year blocks when 20 years old. Volume: 30 cu. ft. Annual accumulation: 5 cu. ft.</p>		