

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-180-89-1

DATE RECEIVED

4/20/89

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

1. FROM (Agency or establishment)

Commodity Futures Trading Commission

2. MAJOR SUBDIVISION

Office of the Secretariat

3. MINOR SUBDIVISION

Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph G. Salazar

5. TELEPHONE EXT.

254-9735

DATE

11/29/89

ARCHIVIST OF THE UNITED STATES

Claudia Jenkins

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 one 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 <i>4/19/89</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>Admendment to the CFTC Records Disposal Schedules. This request for records disposition authority is to amend the description of item 203-07, approved by NARA under Job No. NCI-180-80-1. It seeks authority to retain as Permanent, the original sound recordings of Commission meetings. This request covers tapes for the period from 1975 to the present, and for tapes developed hereafter. Paper transcripts of Commission meetings do not exist. It is the policy of the Commission not to transcribe tapes from these meetings. The description and approximate volume of sound recordings are:</p> <table border="1" data-bbox="243 1386 1201 1564"> <thead> <tr> <th>Type of Sound Recordings</th> <th>Period</th> <th>Cu. Ft.</th> </tr> </thead> <tbody> <tr> <td>a. 7 inch reels, 441 each</td> <td>1975-1985</td> <td>9</td> </tr> <tr> <td>b. 1/8 inch cassettes, 1,012 each</td> <td>1980-1989</td> <td>8</td> </tr> </tbody> </table> <p>Amend the description for item 203-07 to read as follows:</p> <p>203-07. Tapes of Commission Meetings. Arranged chronologically. Consists of original sound recordings of open and closed meetings. Written transcripts are not maintained. Disposition: Permanent. Transfer to the National Archives when five years old. Volume: 17 cu. ft. Annual accumulation: 1 cu. ft.</p> <p>Note: transfer textual finding aids with tapes.</p>	Type of Sound Recordings	Period	Cu. Ft.	a. 7 inch reels, 441 each	1975-1985	9	b. 1/8 inch cassettes, 1,012 each	1980-1989	8	NCI-180-80-1. (203-07)	<p><i>Joseph G. Salazar</i> Agency representative <i>11/15/89</i></p> <p>Approved by: <i>[Signature]</i> NARA appraiser <i>11/15/89</i></p>
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