

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-180-91-2

DATE RECEIVED

4/29/91

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

Donald A. Sherman

5. TELEPHONE EXT.

(202) 254-9735

DATE

9/27/91

ARCHIVIST OF THE UNITED STATES

Claudia J. Merika

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>4/15/91</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald A. Sherman</i>	D. TITLE Deputy Director, Office of Administrative Services
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Amendment 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 1984 - 1986, 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"> <thead> <tr> <th>Type of Sound Recordings</th> <th>Period</th> <th>Cu. Ft.</th> </tr> </thead> <tbody> <tr> <td>a. 1/8 inch cassettes, 87 each</td> <td>1/1984 - 2/1985</td> <td>0.5</td> </tr> <tr> <td>b. 1/8 inch cassettes, 72 each</td> <td>2/1985 - 1/1986</td> <td>0.5</td> </tr> </tbody> </table> <p>Amend the description for item 203-07 to read as follows:</p> <p>1. 203-07. Tapes of Commission Meetings. Arranged chronologically. Consists of original sound recordings of open and closed meetings. Written transcripts are not maintained. Permanent. Transfer to FARC when 5 years old. Offer to NARA when 5 10 years old. Volume: 1 cu. ft. Special retention of 99 years.</p> <p><i>Copies sent to agency, NCF, NN-W, NNS, NNT, NIA 10/3/91</i></p>	Type of Sound Recordings	Period	Cu. Ft.	a. 1/8 inch cassettes, 87 each	1/1984 - 2/1985	0.5	b. 1/8 inch cassettes, 72 each	2/1985 - 1/1986	0.5		
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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

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2	<p>203-06. <u>Index to Tapes of Commission Meetings.</u> Arranged chronologically. Consists of volume indicating meeting dates, type of meeting, whether open or closed, and the number of tapes used for each meeting.</p> <p>DISPOSITION. Permanent. Cut off annually. Transfer to FRC when 5 years old. Transfer to the National Archives when 10 years old.</p>		