

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-180-85-1

DATE RECEIVED

6-25-85

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

1. FROM (Agency or establishment)

Commodity Futures Trading Commission

2. MAJOR SUBDIVISION

Administrative Services Section

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph G. Salazar

5. TELEPHONE EXT.

254-9735

DATE

11-9-85

ARCHIVIST OF THE UNITED STATES

*Frank A. Burke*

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 3 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
06/17/85	<i>Joseph G. Salazar</i>	Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 Administrative and Program Records as described in Part III, Chapter 7, Section 5, Trading, Registration and Surveillance, of the CFTC Files and Disposition Handbook.</p> <p>(501-04) Amend the description for this item to read as follows:</p> <p>501-04 <u>Applications Relating to Registrations under the Commodity Futures Trading Commission Act - Arranged by name.</u></p> <p>Consists of registration applications, correspondence with applications, biographical supplements, related documents used for creating files for applicants and registrants. Information includes: the fitness of individuals seeking to engage in business subject to the Commission's and the National Futures Association's jurisdiction, supplementary attachments, fingerprint cards, correspondence, reports and memoranda reflecting information developed from various sources outside the CFTC and NFA of those applying for registration under the Commodity Exchange Act (Act). Type of registrants include: Futures commission merchants (FCMs), introducing brokers (IBs), commodity pool operators (CPOs), commodity trading advisors (CTAs), leverage transaction merchants (LTMs) and their respective associated persons (APs), and floor brokers (FBs).</p>	NCI-180-80-1	

*5 items*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>A. <u>CFTC, All Locations.</u></p> <p>1. Applications for registration and related correspondence: Transfer to FARC 3 years after registrant becomes inactive. DESTROY 10 years after registrant has been inactive.</p> <p>B. <u>National Futures Association (NFA), 200 West Madison Street, Suite 1600, Chicago, IL 60606.</u></p> <p>1. Registration applications and related documents will be maintained on NFA's premises for 3 years after the registrant becomes inactive.</p> <p>2. After the 3 year period, NFA will store the records at an appropriate site for an additional 7 years. Ten years after the registrant becomes inactive, the records will be disposed of as wastepaper. The records shall not be resold as records or documents.</p> <p>a. The storage site selected by NFA shall meet the requirements of an appropriate facility for storing paper records.</p> <p>b. As minimum safeguards, the storage facility will be:</p> <p>(1) equipped with an anti-intrusion alarm system, or equivalent, to protect against unlawful entry after hours.</p> <p>(2) protected by an automatic sprinkler system which meets approved fire safety standards.</p> <p>C. <u>Machine - Readable Records.</u></p> <p>1. <u>CFTC Central Office, Chicago Registration Section and National Futures Association (NFA).</u> This system of machine-readable records is designed to record information received on applications from individuals and firms registering with the Commission for licenses to engage in business in the</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF **3**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>commodity futures industry. The records contain the history and status of individuals and firms. The information is updated when a change or additional data is received for active applicants/registrants and is used in the daily transaction of business for as long as the applicant/registrant remains pending for registration, registered in any capacity, or affiliated with any registrant as a principal. The information is used for historical reference after the applicant/registrant becomes inactive.</p> <p><u>DISPOSITION:</u> (GRS 20-29)</p> <p>Dispose of when related records are destroyed or when no longer needed for administrative or reference purposes.</p> <p>2. (501-06) Amended to include item 501-08. The description for item 501-06 to read as follows:</p> <p>501-06 <u>Qualifications and Fitness Investigations - Arranged by name of individual on alpha file jackets and card index.</u></p> <p>Consists of complete set of applications that have possible derogatory information, investigative reports, correspondence, memoranda developed from CFTC, NFA and non-agency sources and card index to fitness files.</p> <p><u>DISPOSITION:</u></p> <p>A. <u>CFTC, All Locations.</u> registrant becomes inactive.</p> <p>1. Transfer to FARC when <del>2</del> years old. DESTROY 10 years after registrant becomes inactive.</p> <p>B. <u>National Futures Association (NFA), 200 West Madison Street, Suite 1600, Chicago, IL 60606.</u></p> <p>1. Maintain on site 3 years after registrant becomes inactive. DESTROY 10 years after registrant has been inactive.</p> <p>3. (501-08) Withdraw. This item is included in item 501-06.</p>		

I concur in the revision to Item 2A.  
 Date 8/15/85  
 Date 8/19/85  
 Agency Representative  
 NARA Appraiser