
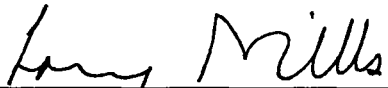


REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-266-10-1	
1 FROM (Agency or establishment) Securities and Exchange Commission		Date received 10/19/2009	
2 MAJOR SUBDIVISION Office of Public Affairs		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Larry Mills	5 TELEPHONE NUMBER (202) 551- 7202	DATE 6/7/2011	ARCHIVIST OF THE UNITED STATES 
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 ___ 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, <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/7/2011	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">Office of Public Affairs</p> <p>1 Releases – SEC announcements of events or other newsworthy items</p> <p>a Press Releases – Headquarters Only/Reviewed by Commissioners' Offices Disposition Permanent Cut-off at the end of each fiscal year and transfer to NARA when 1 year old Records to be transferred to NARA in accordance with the regulations and guidance relating to electronic records in effect at the time of transfer Press releases are in paper from the 1970's through 1996 Transfer the entire collection of paper press releases at the time of the first electronic transfer of press releases The first electronic transfer of press releases will consist of records dating from 1997 to 2011</p> <p>b Email Releases of Public Information to Members of the Press Disposition Temporary Cut-off at the end of each fiscal year and Delete/Destroy when 1 year old</p> <p>c (1) Micro blogs submissions by SEC not exceeding 300 characters, reiterating or highlighting information previously or simultaneously released via press releases, email releases to press, or webcasts of open meetings and other public events Disposition Temporary Delete/Destroy when 1 year old</p> <p>(2) Documentation pertaining to the submission and tracking of micro-blogs can be destroyed/deleted when no longer needed for business purposes</p> <p>2 SEC News Digest – Provides daily information on recent Commission actions, including enforcement proceedings, rule filings, policy statements, and upcoming Commission meetings Disposition – Permanent Cut-off at the end of each fiscal year and transfer to NARA when 1 year old Records to be transferred to NARA in accordance with the regulations and guidance relating to electronic records in effect at the time of transfer</p> <p>3. Media Advisories of Tele-Conferences – Brief announcements to the general media about activities or upcoming events Disposition – Temporary Cut-off at the end of each fiscal year and delete/destroy when 5 years old</p> <p>Format Paper and Electronic</p>		