

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-266-97-3	DATE RECEIVED 5-16-97
1 FROM (Agency or establishment) Securities & Exchange Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Filings & Information Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Information Technology			
4 NAME OF PERSON WITH WHOM TO CONFER Suzanne L. McHugh	5 TELEPHONE 202 942-8970 X-5000	DATE 8-11-97	ARCHIVIST OF THE UNITED STATES John W. Carl

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 5/13/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Suzanne L. McHugh</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

AUG 21 1997 MHR
Copy to Agency
NWDK

1. EDGAR Project Files.

Date Range: 1985-1996

Technical Studies, Working Group/Task Force Minutes, Contractor Correspondence, Pilot Group Evaluation, Correspondence and Miscellaneous Reference Materials.

DISPOSITION: Cutoff Annually. Destroy when 3 years old.

2. Office of EDGAR Management Correspondence Files.

Date Range: 1989-1994

General Administration and Correspondence files. Filed separately by incoming and outgoing. Maintained in chronological order.

DISPOSITION: Cutoff Annually. Destroy after 3 years.

3. OIT Correspondence Files.

Date Range: 1991-present

General Administration and Correspondence files. Filed separately by incoming and outgoing. Maintained in chronological order.

DISPOSITION: Cutoff Annually. Destroy after 5 years.