REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Securities & Exchange Commission

2 MAJOR SUBDIVISION
Office of Filings & Information Services

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

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.

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-266-97-3

DATE RECEIVED
5-16-97

ARCHIVIST OF THE UNITED STATES

DATE
8-11-97

SIGNATURE OF AGENCY REPRESENTATIVE
Suzanne L. McHugh

TITLE
Records Officer

STANDARD FORM 115 (REV 3-91)

Prescribed by NARA
36 CFR 1228
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.