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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | JOB NUMBER<br>N1-266-99-2  |  |
| To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408  |  | DATE RECEIVED<br>10/4/99   |  |
| 1 FROM (Agency or establishment)<br><br>Securities and Exchange Commission  |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |
| 2 MAJOR SUBDIVISION   |  |  |  |
| 3 MINOR SUBDIVISION   |  |  |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><br>Suzanne L. McHugh   | 5 TELEPHONE<br><br>202-942-7850                                | DATE<br><br>3-23-00  | ARCHIVIST OF THE UNITED STATES<br><br><i>John W. Cal</i> |
| 6 AGENCY CERTIFICATION<br>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 8 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,<br><br><input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |  |  |  |
| DATE<br>9/30/99   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Suzanne L. McHugh</i> | TITLE<br>RECORDS OFFICER   |  |
| 7 Item No   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                 | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)                          |
|   | SEE ATTACHED<br><br>(WNRC Project)                             |  |  |

Agency, NARA and NARA/NWRC

**SECURITIES AND EXCHANGE COMMISSION  
WNRC Records**

**Job No. N1-266-99-2**

**1. Copies of SEC Orders.**

WNRC Accession 57-D-0480, Boxes 867-911

WNRC Accession 61-R-0896, Box 334

**TEMPORARY.** Destroy upon approval of this schedule

Justification: Record copy is permanent under N1-266-77-2/88

**2. Artifacts with no information content that are introduced in SEC proceedings.**

WNRC Accession 61-H-1122, Boxes 304-306

WNRC Accession 64-P-1849, Box 410

**TEMPORARY.** Destroy upon approval of this schedule

Justification. Artifacts are non-record and were introduced into SEC proceedings to provide visual evidence or back up statements made during proceedings. They include electronic parts, nitrate film illustrating a type of film produced by a company, developed photographs serving as examples of film processing, and a medical device. Substantive exhibits are included in relevant case files

**3. Regional Investigative Case Files submitted to SEC Headquarters upon which no action is taken.**

WNRC Accession 62-F-1279, Boxes 246-256

**TEMPORARY.** Destroy upon approval of this schedule

Justification. These cases originated in the regional offices, were sent to SEC Headquarters, but no further action was taken by the agency. Permanent Investigative Case Files, including regional files sent to Headquarters, are covered in N1-266-91-2/1A.

**4. Drafts of SEC Minutes.**

WNRC Accession 66-L-2792, Boxes 997-998

WNRC Accession 69-G-4880, Boxes 623-625

**TEMPORARY.** Destroy upon approval of this schedule

Justification Record copy is permanent under N1-266-77-2/88.

**5. Subject Files maintained by Division Director. Includes copies of correspondence, memorandums, drafts of reports, and documents dealing with routine administrative matters.**

WNRC Accession 69-I-4880, Boxes 631-640

WNRC Accession 69-J-4880, Boxes 641-645.

**TEMPORARY.** Destroy upon approval of this schedule

Justification Subjects covered by these files are routine agency administrative matters handled at the divisional level Coverage of substantive issues is found in the SEC Central Files, included in item 11, below

~~**6. Records of SEC regional and branch offices.**~~

~~Files include chronological files, general correspondence files, news clippings, information from various local exchanges, broker-dealer registration information and correspondence, offerings by companies regarding sales, working papers, non-public correspondence, investigative reports not referred to SEC Headquarters, and litigation files~~

~~WNRC Accession 57-E-0032, Boxes 68-75~~

~~WNRC Accession 57-G-0032, Boxes 77-83~~

~~WNRC Accession 61-G-1122, Boxes 293-294~~

~~WNRC Accession 64-K-1849, Boxes 374-375 AND 396-401~~

~~WNRC Accession 64-M-1849, Box 407~~

~~WNRC Accession 68-G-1064, Boxes 323-330~~

~~WNRC Accession 68-I-1064, Boxes 332-333~~

~~WNRC Accession 68-M-1064, Boxes 344-345~~

~~WNRC Accession 68-I-4274, Box 423~~

~~WNRC Accession 68-G-6304, Boxes 1309-1320~~

~~WNRC Accession 71-C-4574, Boxes 30-33~~

~~WNRC Accession 74-E-0001, Boxes 1564-1592~~

~~WNRC Accession 74-G-0001, Boxes 1602-1605~~

~~WNRC Accession 74-K-0001, Boxes 1619-1633~~

~~WNRC Accession 74-O-0001, Boxes 1684-1686~~

~~WNRC Accession 74-W-0001, Boxes 1715-1723~~

~~WNRC Accession 74-Z-0001, Boxes 1728-1731~~

~~WNRC Accession 78-F-0006, Boxes 41-58~~

~~WNRC Accession 78-T-0006, Boxes 127-128~~

WNRC Accession 78-V-0006, Boxes 135-140

**TEMPORARY.** Destroy immediately upon approval of this schedule

Justification These records include routine correspondence, memorandums, forms and administrative records and reports. Substantive regional subject files are included in the SEC Central Files under file designations 160-171, included in item 11, below

**7. Studies and supporting documentation held by the Division of Records Management, 1934-1946.**

Studies, reports, correspondence, and other files relating to various topics and activities in the early period of the SEC

Records relate to the Maloney Act, Chesapeake and Ohio controversy (1939), the Lea bill (HR6968), a study of corporate bonds (1939-44), Bureau of the Budget matters (1943-44); a stock market study by the Trading & Exchange Division (1946-47), Study and hearings by the Boren Committee relating to the provisions of the Public Utilities Act of 1935 which includes statements by the SEC chairman (1945-46), correspondence relating to pending SEC legislation (1934), orders for investigations (1935-37), insurance study (1939-42), materials to chairman Purcell on why the market went up so quickly (1936), hearing transcripts (carbons) for amendment of SEC Act (1941-42), New York state hearings (1935), SEC monopoly study, documents relating to real estate bondholders protective committee (1934), "Gray Report" report on foreign investment, including background materials (1950), daily floor trading on stock exchanges for the 1940s, study of recommendations for buying low cost notes and stocks (1943-44), West Coast Differential study (1940), and documentation of the internal management of SEC.

15 cubic feet Arranged by subject

**PERMANENT.** Transfer to the National Archives in 2001

Non-record, duplicate, disposable materials, or records covered by the GRS will be destroyed during initial processing

WNRC Accession 59-L-0023, Boxes 165-214

Justification These records provide information on the crucial formative years of the SEC and document the many issues the agency had to settle upon implementation of early SEC legislation. NARA has virtually no documentation of this important period in the agency's development

**8. Applications for exclusion pursuant to SEC 202(a)(11)(F) of the Investors/Advisors Act of 1940.**

**TEMPORARY.** Destroy upon approval of this schedule

WNRC Accession 60-D-0265, Boxes 435-436

Justification Routine administrative files of the agency Applications for exclusion pursuant to sections of other SEC acts are temporary under the SEC schedule.

**9. Exhibits. Exhibits relating to SEC cases that have not been identified as permanently valuable.**

**TEMPORARY.** Destroy upon approval of this schedule

WNRC Accession 67-W-3613, Boxes 1617-1618

Justification Exhibits belong to cases in file classes that are not permanent according to the SEC schedule

**10. Court stenographer machine paper tapes.**

**TEMPORARY.** Destroy upon approval of this schedule.

WNRC Accession 79-B-0019, Boxes 70-73

Justification Tapes have been transcribed into minutes of proceedings

**11. Central Files of the Security and Exchange Commission, ca. 1933-1964.**

These files include records filed under a wide variety of various SEC decimal filing codes, which have been appraised as both permanent (122-6 and 123-13) and temporary (122-2). Others have been identified for destruction by the agency (127 and 128-4a) under an older filing scheme The Administrative Division, Docket, Mail and Files Section, routinely destroyed documents from certain file codes The accessions reviewed are what remain in WNRC.

A Records include original incoming and carbon and tissue copies of outgoing correspondence of the various SEC components, including the Office of the Secretary, internal memorandums relating to the activities of the SEC, development of policies and procedures of the SEC; documentation created and received by the various organizational elements of the agency documenting the various programs of the agency, and U.S. economic interactions with foreign stock exchanges and companies Also included are reports and background materials of special studies conducted by various divisions of the agency during its early history.

134 cubic feet Arranged by decimal filing number

**PERMANENT.** Transfer to the National Archives in 2001. Non-record, duplicate, disposable materials, or records covered by the GRS will be destroyed during initial processing

WNRC Accession 66-G-2792, Boxes 666-722  
WNRC Accession 67-G-3613, Box 1008  
WNRC Accession 67-I-3613, Boxes 1009-1014  
WNRC Accession 67-R-3613, Boxes 1026-1044  
WNRC Accession 67-T-3613, Boxes 1061-1104  
WNRC Accession 67-Y-3613, Boxes 1045-1052

Justification Records in these accessions comprise the central subject files of the agency from its establishment though ca 1964 The National Archives has accessioned vary little documentation of the early history of the agency Many of the records in these accessions, along with those in accessions covered by item 7, above, will remedy that situation

It will be necessary to review the records during processing and provide internal disposal as necessary

B Routine administrative or facilitative files

**TEMPORARY.** Destroy immediately upon approval of this schedule

WNRC Accession 67-E-3613, Boxes 991-997

Justification The records in this accession deal with routine administrative matters that do not document the programs of the agency. Subjects include time and leave regulations, the use of franked envelopes, fire regulations, copies of SEC forms and related correspondence; savings bonds, lost stolen, or missing articles, and information about files routinely destroyed by the Administrative Division

## **12. Records Relating to Senate Banking and Currency Committee Hearing, 1933-35.**

A Original responses to the Senate Committee's questionnaire sent to stock exchange members

WNRC Accession 56-I-0192, Boxes 819-824

6 cubic feet. Arranged alphabetically by subject

**PERMANENT.** Transfer to the National Archives in 2001.

Justification Records relate to the Senate Banking and Currency Committee hearings held to investigate stock exchange practices, popularly referred to as the "Pecora Commission." These hearings resulted in the establishment of the SEC in 1934

B Photostatic copies of Records Relating to Senate Banking and Currency Committee Hearing, 1933-35

WNRC Accession 56-I-0192, Boxes 825-828

**TEMPORARY.** Destroy immediately upon approval of this schedule

Justification The files in this accession are photostatic copies of original documents included in the records already in NARA of the Senate Committee on Banking and Currency of the 72nd Congress

C. Committee correspondence with national business leaders, copies of speeches by business leaders, and background information about the Senate Committee's questionnaire sent to stock exchanges

7 cubic feet. Arranged alphabetically by subject.

**PERMANENT.** Transfer to the National Archives in 2001

WNRC Accession 56-I-0192, Boxes 829-835

Justification Records relate to the Senate Banking and Currency Committee hearings held to investigate stock exchange practices popularly referred to as the "Pecora Commission". As a result of these hearings, the SEC was established in 1934

D. Cross Reference Sheets

Handwritten cross reference sheets to Committee hearing records

**TEMPORARY.** Destroy immediately upon approval of this schedule

WNRC Accession 56-I-0192, Box 836.

Justification. A complete index to the Committee Hearing records is already included in the records already in NARA of the Senate Committee on Banking and Currency of the 72nd Congress

### **13. Basic Documents, ca. 1921-1962.**

Includes correspondence, indentures, exhibits (leases, pension plans, mortgages, deeds of trust, charters of the company) from utility companies that were periodically sent to SEC but were not needed to document company filings

25 cubic feet Arranged alphabetically by utility company name

**PERMANENT.** Transfer to the National Archives in 2001.

WNRC Accession 79-C-0019, Boxes 74-99

Justification These records provide information on the operations of utility companies and their relationship with the SEC during the early part of the 20th century

**14. Background materials created and received by the SEC relating to miscellaneous studies authorized by the Commission.**

Files include questionnaires, exhibits, routine correspondence, and copies of transcripts of public hearings

**TEMPORARY.** Destroy immediately upon approval of this schedule

WNRC Accession 54-A-0556, Boxes 1-75

WNRC Accession 64-K-1849, Box 373

Justification Similar background materials for other SEC studies are scheduled as temporary.

**15. Official Report of Hearings Before the SEC on Special Study and Investigation of Securities Markets to investigate the adequacy of the protection of investors by the rules of the national security exchanges and national associations, 1954-62. 40 volumes**

8 cubic feet. Arranged chronologically.

**PERMANENT.** Transfer to the National Archives in 2001

WNRC Accession 79-B-0019, Boxes 62-69

Justification Official copies of formal hearings that support a major study conducted by the SEC.

**16. Official Register--Securities. 1935-1969**

Listings of material received from various companies applying for registration of securities on a national securities exchange Includes description of materials received and record of actions taken by the SEC and the registrant

**TEMPORARY.** Destroy immediately upon approval of this schedule

WNRC Accession 71-P-7167, Boxes 1260-1359



Justification: These records merely include a listing of the materials routinely received by the SEC from registrant companies. They do not include the actual materials received, some of which is included in permanent case files. Records are oversized (14"x18" and 12"x18").