Schedule Number: NC1-339-84-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/09/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1a2 was superseded by DAA-0339-2019-0001-0005.
Item 5b2 was superseded by DAA-0339-2017-0001-0001.
Item 5b4 was superseded by DAA-0339-2017-0001-0001.
Item 6b2 was superseded by DAA-0339-2017-0001-0001.
Item 6b4 was superseded by DAA-0339-2017-0001-0001.
Item 9a was superseded by DAA-0339-2018-0001-0001.
Item 12a was superseded by DAA-0339-2018-0001-0002.
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   FEDERAL ELECTION COMMISSION

2. MAJOR SUBDIVISION
   ADMINISTRATIVE DIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Larry D. McCoy

5. TEL. EXT.
   523-4112

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 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

   2/3/84
   Date

   Dep. Asst. Staff Dir. for Admin.
   (Signature of Agency Representative)

   8 MAR 1984
   (Date)
   Archivist of the United States

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>See: Attached FEC Records Retention and Disposition Schedule, Schedule #1, Revised 1984</td>
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</tbody>
</table>

MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Records, indexes and material relative to meetings of the Commission. This includes agenda, backup material and minutes, of both public and executive sessions. These records provide documentation as to organization, function, policies, procedures, personnel and essential transactions of the Commissioners in fulfilling their duties and powers as specified in U.S.C. chapter 14, Title 2 and chapters 95 and 96 of Title 26 of I.R.C.</td>
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<tbody>
<tr>
<td>a) Record copy of material in hard copy format; arranged chronologically by date of meeting. Vol:3 cf; ann. acc.: #cf. 4 5</td>
<td>1) Permanent retention. Cut off annually; offer to NARS in 5 year blocks when no longer needed for administrative use or when 10 years old whichever is sooner.</td>
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<td>b) All other copies of material in hard copy format</td>
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</table>

1) Public Session Material

2) Executive Session Material

To be destroyed 1 year after date of meeting or when no longer needed for reference purposes whichever is sooner.
c) Magnetic Tape recordings of Commission meetings and public hearings. Arranged chron. by date of meeting. Vol.: 94 sf; annual accumulation: .75 sf.

1) Public session material

2) Executive session material

1. Permanent retention; offer to NARS when no longer needed for administrative use or when 10 years old whichever is sooner.

2. Correspondence and internal reports relative to contacts between Commission personnel and the Congress and other agencies.

a) Record copy
   Arranged by subject.

b) All other copies
   Vol.: 945 sf
   Ann. Acc.: 1:3 sf

2. Correspondence reports and other material including indexes relative to information distributed to Commissioners for carrying out their duties and powers. This material includes compliance, litigation, investigation, and audit matters both under review and on action completed cases. Material is maintained in numbered series.
**Office Administrative Files.**

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.

- **a)** Record copy
  - Arranged
  - Cut off annually
  - Offer to NARS when no longer needed for administrative use or when 10 years old.
  - To be destroyed when no longer needed for reference purposes.

- **b)** All other copies
  - Destroy when 2 years old or when no longer needed, whichever is sooner.

**Reports, statements, other documents and material submitted by candidates for President and Vice-President and political committees, and other persons operating on a "National-level" relative to the public disclosure provisions of U.S.C. 2 chapter 14.** This item includes the document and retrieval aids such as indexes, and examination material.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION PERIOD</th>
<th>DISPOSAL AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The records are maintained in alphabetical sequence by candidate, candidate committee, party committees and National-level committees supporting more than one candidate for Federal office, and other persons supporting similar candidates.</td>
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</tr>
<tr>
<td>a)</td>
<td>Original or record copy of document submitted to the Commission;</td>
<td>Permanent retention.</td>
<td>To be requested Transfer to Federal Record Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from the end of the reporting year for which the election takes place.</td>
</tr>
<tr>
<td>b)</td>
<td>copies other than those in item 7 below, both hard copy and micrographic;</td>
<td>Destroy in 2 years increments when no longer needed for reference purposes.</td>
<td>To be requested</td>
</tr>
<tr>
<td>c)</td>
<td>Finding aids and indexes</td>
<td>Destroy when superseded or obsolete.</td>
<td>To be requested</td>
</tr>
</tbody>
</table>

6. Copies of reports, statements, and other documents and material submitted to the Secretary of the Senate and Clerk of the House of Representatives by candidates for Senator or Representative in, or Delegate or Resident Commissioner to, the Congress of the United States, political committees and other persons supporting these candidates, relative to the public disclosure provisions of U:S.C. 2 chapter 14. This item
Item 5. (con't)

a) Records prior to 1977-78 election cycle

1) Original or record copy of document submitted to the Commission.

Arranged chron. by election cycle and t/u by committee identification number.

Vol.: Approx. 300 cf.

2) Copies other than those in item 7 below.

3) Finding aids and indexes.

b) Records of 1977-78 election cycle and thereafter

1) Original or record copy of document submitted to the Commission.

Permanent. Transfer to FRC in 2-yr increments 4 years after the end of the reporting year for which the election takes place. Offer to NARS in 2-yr increments 10 years after the end of the reporting year for which the election takes place.

Destroy in 2 year increments when no longer needed for reference purposes.

Microfilm records in accordance with 41 CFR 101-11.5. After verification of film, hold in agency space. Transfer to FRC in 2 yr. increments 4 years after the end of the reporting year for which the election takes place.

Destroy 10 years after the end of the reporting year for which the election takes place.

Permanent. Offer to NARS 10 years after the end of the reporting year for which the election takes place.

2) Silver halide master and one silver or diazo copy of microfilm documents cited in 5b)1).

Arranged by reel number and t.u. chron.

(filmed as received) Vol.: 12 cf.; Ann. Acc.: 3 cf. (6 of election cycle)

3) Copies other than those in item 7 below or in 5b)2) above.

4) Finding aids and indexes.

Permanent. Offer to NARS in accordance with 5b)2).
<table>
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<td></td>
<td>includes copies forwarded to the Commission of documents received by the Secretary of the Senate and Clerk of the House of Representatives and retrieval aids such as indexes and examination material. The records are maintained in two series - House and Senate - in alphabetical sequence by state and subsequently by candidate, candidate committees, party committees and other committees party committees and candidates for Federal Office (other than those listed in item 5 above) and other persons supporting similar candidates. These records occur in both hard copy and micrographic format.</td>
<td>Permanent retention</td>
<td>To be requested</td>
</tr>
<tr>
<td></td>
<td>a) record copy of document in hard copy format; 1) Documents relating solely to candidates for the Senate, transfer to Federal Records Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from end of the reporting year for which the election takes place.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Item 6. (con't)

a) Records prior to 1977-78 election cycle

1) Paper copies of documents submitted on behalf of candidates for Federal office (other than those listed in item 5 above).

Arr. chron. by election cycle and t.u. by committee identification number.

Vol.: 3000 of

2) Copies other than those in item 7 below.

3) Finding aids and indexes

Permanent. Transfer to FARS in 2-yr. increments 4 years after the end of the reporting year for which the election takes place. Offer to MARS in 2-yr. increments 10 years after the end of the reporting year for which the election takes place.

b) Records of the 1977-78 election cycle and thereafter.

1) Paper copies of documents submitted on behalf of candidates for Federal office (other than those listed in item 5 above).

Microfilm records in accordance with 41 CFR 101-11.5. After verification of film, hold in agency space. Transfer to FARS in 2-yr. increments 4 years after the end of the reporting year for which the election takes place. Destroy 10 years after the end of the reporting year for which the election takes place.

2) Silver halide master and one silver or diazo copy of microfilmed documents cited in 6b)1) above.

Arranged by reel number and t.u. chron. (filmed as received)

Vol.: 12 of; Ann. Loc.: 3 of. (2 of/election cycle)

3) Copies other than those in item 7 below or in 6b)1) or 6b)2) above.

4) Finding aids and indexes.

Destroy in 2-yr. increments when no longer needed for reference purposes.

Permanent. Offer to MARS 10 years after the end of the reporting year for which the election takes place.

Permanent. Offer to MARS in accordance with 6b)2).
ITEM DESCRIPTION OF RECORDS

65 and 96 and related case files.

a) copies other than
those in item 7,
below, both hard
and micro-

b) finding aids and
indexes.

i. This material includes
the administrative documents,
finding reports, written
summaries of audit findings,
except those in item 7,

ii. to include all of the

iii. reports of audits

iv. finding aids and
indexes.

b) copies other than
those in item 7,
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and micro-

b) finding aids and
indexes.

ii. This material includes
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finding reports, written
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| ITEM | DESCRIPTION OF RECORDS | RETENTION PERIOD | DISPOSAL AUTHORITI
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<tr>
<td>8.</td>
<td>Case files consisting of correspondence, statements, and documents submitted by political committees relative to chapters 95 and 96 of I.R.C. 26. This material includes lists of contributions, copies of cash receipts and checks, certification statements furnished to the candidate, debit memorandums, copies of confirmation letters sent to contributors, and certification reports prepared for the Commission.</td>
<td>Destroy 10 years from the date of the last material in the case file.</td>
<td>To be requested</td>
</tr>
<tr>
<td>9.</td>
<td>Case files for Advisory Opinion Requests, Advisory Opinions, Opinion of Counsel Requests and Opinions of Counsel concerning the application of general rule of law stated in U.S.C. 2 chapter 14 or I.R.C. chapter 95 and 96. Material includes original request, copy of opinion issued, background information and correspondence related to the opinion.</td>
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<tr>
<td></td>
<td>a) Record copy</td>
<td>Permanent retention: Offer to NARS 10 years from date Opinion was issued.</td>
<td></td>
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<tr>
<td></td>
<td>Arranged chron. by year, t.n. numerically. Vol: 40 cu ft</td>
<td></td>
<td>To be requested</td>
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<tr>
<td></td>
<td>Ann. Acc: 3 ft cu ft.</td>
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<td></td>
<td>b) Other copies</td>
<td>Cut off annually</td>
<td>To be requested</td>
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\*cut off annually

\*To be requested

\*Offer to NARS 10 years from date Opinion was issued.

\*Cut off annually

\*To be requested
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<tbody>
<tr>
<td>10.</td>
<td>Case files for opinion or replies to requesters where formal advisory opinion is inappropriate or defective with regard to 2 U.S.C. 437(f) Material includes items similar to item 9 above.</td>
<td>Cut off annually; Destroy 10 years from date of the last material in the case file.</td>
<td>To be requested</td>
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<tr>
<td></td>
<td>a) Record copy</td>
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<tr>
<td></td>
<td>b) Other copies</td>
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<tr>
<td>11.</td>
<td>File of Federal Register Notices together with printed copy.</td>
<td>Cut off annually; Destroy when 10 years old or when no longer needed for reference purposes whichever is sooner.</td>
<td>To be requested</td>
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<tr>
<td></td>
<td>a) Commission Record Copy</td>
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<tr>
<td></td>
<td>b) Other copies</td>
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<tr>
<td>12.</td>
<td>File comments on notices of proposed rulemaking created in accordance with the Administrative Procedures Act. Material includes written comments from interested persons and acknowledgments thereof.</td>
<td>Cut off annually; Destroy when 2 years old or when no longer needed for reference purposes whichever is sooner.</td>
<td>To be requested</td>
</tr>
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<td>ITEM</td>
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</tr>
<tr>
<td>a)</td>
<td>Record copy</td>
<td>Permanent Retention.</td>
<td>To be requested when 10 years old.</td>
</tr>
<tr>
<td>b)</td>
<td>Other copies</td>
<td>Destroy when 2 years old or when no longer needed for reference purposes whichever is sooner.</td>
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13. Case files and indexes relating to investigatory matters pertinent to chapter 14 U.S.C. 2 and chapter 95 and 96 of I.R.C. Material contains the complaint or staff referral, correspondence, reports of investigation or finding, certification of Commission action.

| a)   | Record copy of material relating to candidates for President and Vice-President and political committees and other persons operating on a "National level" and material relating solely to candidates for the Senate. | Cut off annually. | To be requested. |
| b)   | Record copy of material relating solely to candidates for House of Representatives. | Cut off annually. | To be requested. |
|       | Material relating solely to candidates for the Senate. | | |

14. Material in the files after close of review.

- 2 years after close of investigation.
<table>
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<td>14.</td>
<td>Work papers of case material described in item 13. Files contain material similar to that in case files as well as report draft, notes to attorney, etc.</td>
<td>Destroy upon comparing to case file when case is closed.</td>
<td>To be requested</td>
</tr>
<tr>
<td>15.</td>
<td>Litigation case file relative to material concerning court cases filed by or against the Commission.</td>
<td>Permanent Retention. Offer to NARS 10 years from the date of the last material in the file.</td>
<td>To be requested</td>
</tr>
<tr>
<td>16.</td>
<td>Financial Disclosure Reports filed by Presidential and Vice Presidential candidates in accordance with P.L. 95-521. &quot;Ethics in Government&quot; Act</td>
<td>Destroy 6 years after the date the individual is no longer a candidate.</td>
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</tbody>
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