**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPFI ROAD COLLEGE PARK, MD 20740-6001

<table>
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<tr>
<th>1. FROM (Agency or establishment)</th>
<th>JOB NUMBER N1-424-00-1</th>
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**Date received:** 5/8/2000

**U. S. CONSUMER PRODUCT SAFETY COMMISSION**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   - Ann Montalbano

2. TELEPHONE NUMBER
   - 301-504-0424

DATE
   - 7-31-00

ARCHIVIST OF THE UNITED STATES
   - [Signature]

4. 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,

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<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tbody>
<tr>
<td></td>
<td>SEE ATTACHED SHEET</td>
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<th>9. GRS OR SUPERSEDED JOB CITATION</th>
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<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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☑ is not required  ☐ is attached; or  ☐ has been requested.

**DATE**

**SIGNATURE OF AGENCY REPRESENTATIVE**

**TITLE**

5/3/00

Ann Montalbano

Records Officer

**Agency, News**

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA 36 CFR 1228
1. **POSTERS.** Consisting of printed and illustrated announcements produced in support of Agency activities for display in Agency and public facilities. Note: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.

   a. Posters relating to Agency officials, facilities, operations, achievements, historical commemorations, program oriented campaigns (such as consumer product recall alert notices under “Recall Round-up”) and other mission-related subjects.

   **PERMANENT.** Transfer two copies of each finished poster in original form upon publication to the National Archives and Records Administration/Special Media Archives Services Division – Still Pictures.

   b. Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC Campaigns, blood drives, and in house programs.

   **TEMPORARY.** Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.

   c. Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material.

   **TEMPORARY.** Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.