REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (Agency or establishment)  
Consumer Product Safety Commission

2. MAJOR SUBDIVISION  
Office of Compliance

3. MINOR SUBDIVISION  
Recalls & Compliance Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ann DeTemple

5. TELEPHONE  
(301) 504-0424

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 needed now 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,

<table>
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<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>11-8-02</td>
<td>Ann DeTemple</td>
<td>Records Officer</td>
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7. ITEM NO.  

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
See attached sheets

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)  
PRESCRIBED BY NARA 36 CFR 1228
1. **Section 37 Case Files.** Reports and correspondence concerning reports and investigations under section 37 of the Consumer Products Safety Act by Compliance.

Office of Record: **Temporary.** Cut off at end of 2 years reporting period. Transfer to WNRC 1 year after cut off. Destroy 15 years after cutoff.

2. **Electronic Mail and Word Processing System Copies (Wording is taken from the General Records Schedule.)**

Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

   a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

      Destroy/delete within 180 days after the recordkeeping copy has been produced.

   b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

      Destroy/delete when dissemination, revision or updating is complete.