

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1-424-76-1</b>	
DATE RECEIVED <b>JAN 30 1976</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>3-29-76</b> <i>Date</i>	<i>James R. Rhoads</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Consumer Product Safety Commission**

2. MAJOR SUBDIVISION  
**Division of General Services**

3. MINOR SUBDIVISION  
**Records Management Unit**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. Landy Thompson**

5. TEL EXT  
**496-7033**

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<b>1-26-76</b>	<i>Landy Thompson</i>	<i>Records Management Officer</i>		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	<u>RECORDS OF THE CONSUMER PRODUCTS SAFETY COMMISSION</u>  This request for records disposition authority covers those records of the Consumer Product Safety Commission not covered by the GSA General Records Schedules.			
	<i>Copy to Agency 3-31-76</i>			<i>84 items</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Office of the Secretary's Records</u></p> <p>1. <u>CPSC Minutes Files.</u> Minutes and agenda of Commission meetings and votes of the Commissioners.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when superseded or obsolete, or sooner, if no longer needed.</p> <p>2. <u>Public Hearings Files.</u> Records of the public hearings conducted by the CPSC. Files include transcripts of proceedings, including enforcement and regulatory development proceedings, statements and comments submitted for the record, correspondence, memoranda, agenda, special studies, and related materials.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 3 years old. Offer to National Archives 10 years old.</p> <p>b. Other offices - Destroy when 3 years old or sooner if no longer needed.</p> <p>3. <u>Controlled Correspondence Files.</u> Correspondence with congressmen and other government officials concerning the functions of the CPSC. Files include correspondence of the Chairman of the CPSC.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy when 3 years old or sooner if no longer needed.</p> <p>4. <u>"Blue File" - General Correspondence Files.</u> Correspondence consisting mainly of requests for information, consumer complaints, and information copies for the Office of the Secretary.</p> <p>Destroy when 2 years old or sooner if no longer needed.</p>		

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	<p style="text-align: center;"><u>Administrative Records</u> (also see GSA General Records Schedules)</p> <p>5. <u>Policy and Procedure Files.</u> Formal policy and procedural issuances, such as regulations, management instruction, policy directives, circulars, notices, manuals, and other types of directives.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when superseded, obsolete, or sooner if no longer needed.</p> <p>6. <u>Organizational Charts and Directories Files.</u> Organizational charts and directories that show structural changes in the organization of the CPSC.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when superseded, obsolete, or no longer needed, whichever is sooner.</p> <p>7. <u>Budget Statement Files.</u> Budget statements (estimates and justifications) prepared at the highest level, budget digests, budget briefing books, and program and financial plans.</p> <p>a. Official Record Copy - <u>Permanent.</u> Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when 4 years old or sooner if no longer needed.</p> <p>8. <u>Program Planning and Evaluation Files.</u> Case files on approved plans, policies, programs, projects and procedures, including internal management improvement, records management, and staff development programs.</p> <p>Office of Record - <u>Permanent.</u> Transfer to Federal Records Center 2 years after completion. Offer to National Archives 10 years after completion.</p>		

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9.	<p><u>Forms Files.</u> One copy of each form developed by the CPSC with related papers showing inception, scope and purpose of the form.</p> <p><u>Permanent.</u> Offer to NARS when 10 years old.</p>		
10.	<p><u>Records Disposition Files.</u> Files relating to the disposition of CPSC records, including descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence or memoranda relating to revisions.</p> <p>Destroy when obsolete or superseded.</p> <p style="text-align: center;"><u>Information Records</u></p>		
11.	<p><u>Briefings and Orientations Files.</u> Briefings and orientations prepared to inform groups about the mission of the CPSC or about specific programs or problems of the Commission.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy after 2 years or sooner if no longer needed.</p>		
12.	<p><u>Audiovisual Files.</u> Video tapes, motion picture and cinescope files, and sound recordings produced by or for the CPSC or acquired for use in CPSC programs and owned by the Agency in whole or in part.</p> <p>a. <u>Motion Pictures.</u> An original negative or positive, an intermediate or duplicate negative or positive, matching sound tracks, and one print together with script and rights and clearance documentation.</p> <p>(1) <u>Permanent.</u> Review Annually. Offer to National Archives when obsolete or no longer needed by Agency, whichever is sooner.</p> <p>(2) If refused by the National Archives, destroy immediately.</p>		

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	<p>b. <u>Video Tape</u>. The earliest generation of any "live" or <del>video</del> tape-originated work or program together with script and rights and clearance information. A kinescope may be substituted.</p> <p>(1) <u>Permanent</u>. Review Annually. Offer to National Archives when obsolete or no longer needed by Agency, whichever is sooner.</p> <p>(2) If refused by National Archives, return for reuse or destroy according to instructions from Agency.</p> <p>c. <u>Sound Recordings</u>. An original recording and one copy together with script and rights and clearance documentation.</p> <p>(1) <u>Permanent</u>. Review Annually. Offer to National Archives when obsolete or no longer needed by Agency, whichever is sooner.</p> <p>(2) If refused by National Archives, return for reuse or destroy according to instructions from Agency.</p>		
13.	<p><u>Photographs Files</u>. Photographs, one negative and one positive print, produced by or for the CPSC relating to the mission of the Commission.</p> <p>a. Office of Record - <u>Permanent</u>. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy when 3 years old or sooner if no longer needed.</p>		
14.	<p><u>Published Articles Files</u>. Magazine and journal articles prepared by members of the CPSC that relate to the mission of the Commission.</p> <p>a. Office of Record - <u>Permanent</u>. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy when 2 years old or sooner if no longer needed.</p>		

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15.	<p><u>Clipping Files.</u> Clippings from newspapers and magazines relating to the CPSC.</p> <p>Destroy when 2 years old or sooner if no longer needed.</p>		
16.	<p><u>Publications Files.</u> Published or processed documents <i>generated by the Agency</i> that contribute to an understanding of the organization and functioning of the CPSC, including pamphlets, leaflets, reports, booklets, and similar materials together with supporting papers showing inception, scope, and procedure.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Review annually. Destroy materials no longer needed for current business.</p>		<i>JH</i>
17.	<p><u>Speech Files.</u> Official speeches made by the Chairman of the Commission, other Commissioners, and CPSC executives concerning the policies and programs of the CPSC.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when 2 years old or sooner if no longer needed.</p>		
18.	<p><u>Biographical Sketch Files.</u> Biographical sketches of CPSC executives with related photographs.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy 1 year after official leaves Commission.</p>		

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19.	<p><u>Press Conference Files.</u> Official transcripts or magnetic tape recordings of CPSC press conferences.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when 2 years old or sooner if no longer needed.</p>		
20.	<p><u>Press Release Files.</u> Press or news releases by the CPSC.</p> <p>a. Office of Records - <u>Permanent.</u> Transfer to FRC when 3 years old. Offer to NARS when 10 years old.</p> <p>b. Other offices - Destroy when 2 years old or sooner if no longer needed.</p> <p style="text-align: center;"><u>Legal and Legislative Records</u></p>		
21.	<p><u>Interagency Agreements Files.</u> Interagency agreements and delegations of continuing authority to and from other agencies that significantly affect the substantive functions of the CPSC.</p> <p>a. Official Record Copy - <u>Permanent.</u> Offer to National Archives when 10 years old or after termination, whichever is later.</p> <p>b. Other copies - Destroy 2 years after termination or sooner if no longer needed.</p>		
22.	<p><u>Advisory Opinions Files.</u> Legal opinions and interpretations on all matters relating to the administration and the operation of programs of the CPSC.</p> <p>a. Official Record Copy - <u>Permanent.</u> Transfer to Federal Record Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when superseded, obsolete or no longer needed.</p>		

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23.	<p><u>Proposed Legislation Files.</u> Documents accumulated in the preparation and processing of legislation proposed by or in the interest of the CPSC. Includes drafts of legislation, reports to the committees on introduced legislation, and comments on legislative proposals.</p> <p>a. Official Record Copy (excluding non-record copies of bills, hearings and statutes) - <u>Permanent</u>. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other copies - Destroy when 3 years old or sooner if no longer needed.</p>		
24.	<p><u>Congressional Hearings Files.</u> Materials relating to the presentation of the CPSC budget to Congress.</p> <p>a. Office of Preparation - Destroy when 5 years old or sooner if no longer needed.</p> <p>b. Other offices - Destroy when 2 years old or sooner if no longer needed.</p>		
25.	<p><u>Senate and House Committees Files.</u> Background reference files used in preparing materials for various committees in the Senate and the House of Representatives.</p> <p>Destroy when 5 years old or sooner if no longer needed.</p>		
26.	<p><u>Legislative History Files.</u> Reference materials relating to legislation that is of interest to the CPSC. Includes copies of bills, public laws, <u>The Federal Register</u>, <u>The Congressional Record</u>, and similar materials relating to the CPSA, FHSA, FFA, PPPA, RSA and other acts relating to the CPSC.</p> <p>Review annually. Destroy materials no longer needed for current business.</p>		

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	<p style="text-align: center;"><u>Program Records</u></p> <p>27. <u>Area Directors Meetings Files.</u> Minutes, agenda, correspondence, reports and related materials concerning the periodic area directors meetings.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p> <p>b. Field Offices - Destroy when 3 years old or sooner if no longer needed.</p> <p>c. Other Offices - Destroy when 2 years old or sooner if no longer needed.</p> <p>28. <u>Board, Committee and Conference Files.</u> Minutes, agenda, correspondence, reports and related materials of Boards, Committees and Conferences in which the CPSC participates, such as the National Advisory Committee for Flammable Fabrics, Technical Advisory Committee for Poison Prevention Packaging, Product Safety Advisory Council.</p> <p>a. Files maintained by the Secretary to the Board, Committee, or Conference - <u>Permanent.</u> Transfer to Federal Records Center when 5 years old or upon termination of board, committee, or conference. Offer to NARS when 10 years old.</p> <p>b. Files maintained by individual members - Destroy 2 years after termination of membership or sooner if no longer needed.</p> <p>29. <u>Petitions Files.</u> Letters from manufacturers, the public or public interest group requesting that standards be developed, certain products be banned, the removal of restrictions previously set by the CPSC, and other similar requests.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy when 3 years old or sooner if no longer needed.</p>		

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30.	<p><u>Hot Line Call Files.</u> Card files resulting from telephone calls for information from the public generated by radio and television spot announcements.</p> <p>Destroy after pertinent information is entered into the computer.</p>		
31.	<p><u>Training Files.</u></p> <p>a. Training materials developed by the CPSC for programs that are unique to the CPSC; including manuals, textbooks, handouts, and all major revisions thereto, with related background materials.</p> <p>(1) Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when obsolete or superseded. Offer to National Archives when 10 years <del>old</del> or when obsolete or superseded, whichever is later.</p> <p>(2) Other offices - Review Annually. Destroy materials no longer needed for current business.</p> <p>b. Records relating to training provided CPSC personnel by other government agencies or private institutions.</p> <p>All offices - Destroy when 2 years old or sooner if no longer needed.</p>		
32.	<p><u>Safety Campaigns Files.</u> Documents relating to the development, implementation and effectiveness of the safety campaigns, such as those relating to bicycle, crib and toy safety, and National Poison Prevention Week.</p> <p>a. Hardcopy records</p> <p>(1) Office of Record - <u>Permanent.</u> Transfer to Federal Records Center 2 years after completion of campaign. Offer to NARS when 10 years old.</p> <p>(2) Other offices - Destroy 3 years after completion of campaign or sooner if no longer needed.</p> <p>b. Films and Tapes - see Item 12 for disposition.</p>		

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33.	<p><u>Continuing Guaranties Files.</u> Records relating to guaranties filed by corporation, partnerships or proprietorships subject to the Flammable Fabrics Act in which the guarantor agrees to do certain things as required by the Act. Guaranties are renewable every three years.</p> <p>Destroy 8 years after renewal, revocation or notification that the firm has cease to do business.</p>		
34.	<p><u>Regulations Development Files.</u> Regulations developed by the CPSC relating to their functions under the various acts of Congress, such as the CPSA, FHSA, FFA, PPPA, and RSA. Including background materials showing inception, scope, procedure, and accomplishment.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy when 3 years old or sooner if no longer needed.</p>		
35.	<p><u>Product Reference Files.</u> Files maintained on various consumer products. Includes correspondence, reports and published materials.</p> <p>All offices - Review Annually. Destroy materials that are obsolete or no longer needed for reference.</p>		
36.	<p><u>In-Depth Investigations Report Files.</u> Investigative reports by the CPSC concerning product-related injuries, including abbreviated in-depth investigations.</p> <p>a. Office of Record - Transfer to Federal Records Center when 2 years old. Destroy when 10 years old. (The CPSC will review this disposition after 2 years.)</p> <p>b. Other offices - Destroy when 2 years old or sooner, if no longer needed.</p>		

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37.	<p><u>Hazard Analyses of Injuries Case Files.</u> Analytical reports prepared mainly from the In-Depth Investigations Reports (Item 36).</p> <p>a. Office of Record - Destroy 3 years after report is published.</p> <p>b. Other offices - Destroy when report is published.</p>		
38.	<p><u>Death Certificates Files.</u> Forms received by the CPSC from designated institutions showing complete data on the accidental death of individuals.</p> <p>Transfer to Federal Records Center when 2 years old. Destroy when 10 years old. (The CPSC will review this disposition after 2 years.)</p>		
39.	<p><u>Injury Statistical Reports Files.</u> ADP printouts showing statistics on consumer-related injuries. Statistics produced by systems such as the National Electronic Injury Surveillance System (NEISS) and the National Athletic Injury Reporting System (NAIRS).</p> <p>a. Monthly, Quarterly and Semi-Annual Reports - Destroy after next update has been verified.</p> <p>b. Annual Reports</p> <p>(1) Office of Record - Transfer to Federal Records Center when 2 years old. Destroy when 5 years old.</p> <p>(2) Other offices - Destroy when 3 years old or sooner, if no longer needed.</p>		
40.	<p><u>Establishment Inspection Report and Sample Collection Report Files.</u> Establishment inspection, investigation and sample collection reports with related correspondence on firms producing or handling consumer products under the jurisdiction of the Commission.</p> <p>a. Field Offices - Review Annually. Transfer to Federal Records Center records on firms which have gone out of business or which are of no further regulatory interest. Destroy 10 years after transfer.</p>		

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	<p>b. Other offices - Review Annually. Destroy records of firms which have gone out of business or which are of no further regulatory interest.</p>		
41.	<p><u>Citation, Injunction, Seizure, Criminal Prosecution, and Consent Negotiation and Order Files.</u> Reports, correspondence, recommendations, notes, records, and all related documents pertaining to the subject legal actions and to permanent abeyance actions.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 5 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Destroy when 3 years old or sooner if no longer needed.</p>		
42.	<p><u>Detention and Release Notice Files.</u> Import sample and examination reports, analytical worksheets and related materials pertaining to imported products detained or released by CPSC.</p> <p>a. Field Offices - Transfer to Federal Records Center 3 years after close of file. Destroy 8 years after close of file.</p> <p>b. Other Offices - Destroy on close of file.</p>		
43.	<p><u>General Correspondence and Subject Reference Files.</u> Files maintained by all CPSC offices usually alphabetically by name and/or subject, consisting of requests for data; correspondence with private associations and organizations, foreign countries, and government agencies; reports; publications; and various reference materials relating to the functions of the CPSC or a particular office. The "official" files are listed as separate entries in this schedule and should not be intermixed with this general reference file.</p> <p>All offices - Destroy when 5 years old or when no longer needed for reference, whichever is sooner. Files should be reviewed annually to screen out obsolete materials.</p>		

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44.	<p><u>Special Studies Files.</u> Special studies prepared by or for the CPSC, such as the special economic studies and the anthropometric studies.</p> <p>a. Office of Record - <u>Permanent.</u> Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p> <p>b. Other offices - Non-Record Reference Materials.</p>		