

## Request for Records Disposition Authority

Records Schedule Number      DAA-0122-2022-0001

Schedule Status      Approved

Agency or Establishment      Federal Trade Commission

Record Group / Scheduling Group      Records of the Federal Trade Commission

Records Schedule applies to      Major Subdivision

Major Subdivision      Office of the Secretary

Schedule Subject      Correspondence Records of the Office of the Secretary

Internal agency concurrences will  
be provided      No

Background Information      As directed by federal law, the Office of the Secretary (OS) of the Federal Trade Commission (FTC) serves as the legal custodian of the Commission's official records by facilitating the flow of information and documents among staff, the Commissioners, and external parties; and supporting the Commission's decision-making process. Included in these responsibilities is the receipt and management of Congressional correspondence and White House constituent letters.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0122-2022-0001

Sequence Number	
1	Congressional Correspondence Addressed to the Chair Disposition Authority Number: DAA-0122-2022-0001-0001
2	Constituent Correspondence Disposition Authority Number: DAA-0122-2022-0001-0002

## Records Schedule Items

Sequence Number

1

### Congressional Correspondence Addressed to the Chair

Disposition Authority Number      **DAA-0122-2022-0001-0001**

**Letters addressed by Congress to the Chair and responses thereto.**

Final Disposition      **Permanent**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?      **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data?      **No**

### Disposition Instruction

Cutoff Instruction      **Cut off at the end of each fiscal year.**

Transfer to the National Archives  
for Accessioning      **Transfer to the National Archives 15 year(s) after  
cutoff.**

### Additional Information

First year of records accumulation      **1969**

What will be the date span of the  
initial transfer of records to the  
National Archives?      **From 1969 To 2006**

How frequently will your agency  
transfer these records to the  
National Archives?      **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4.9 GB	16 MB
Paper	228 Cubic feet	
Microform		

2

Hardcopy or Analog Special  
Media

**Constituent Correspondence**

Disposition Authority Number      **DAA-0122-2022-0001-0002**

Constituent letters relayed by Congress to the Commission, and constituent letters addressed to the President and referred by the White House to the Commission and responses thereto.

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?      **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data?      **No**

**Disposition Instruction**

Cutoff Instruction      **Cut off at the end of each fiscal year.**

Retention Period      **Destroy 5 year(s) after cutoff.**

**Additional Information**

GAO Approval      **Not Required**

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/24/2022	Certify	Yvonne Wilson	Records Officer	Federal Trade Commission - Federal Trade Commission
09/13/2022	Submit for Concurrency	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/14/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/14/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/14/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office