

Request for Records Disposition Authority

Records Schedule Number DAA-0122-2022-0003

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 Commission Meeting Minutes

Internal agency concurrences will be provided No

Background Information As directed by federal law, the Office of the Secretary (OS) serves as the legal custodian of the Commission's official records by facilitating the flow of information and records among staff, the Commissioners, and external parties; supporting the Commission's decision-making process and pursuing valid actions; and managing the record through the records lifecycle.

The Commission Rules of Practice provide that the Office of the Secretary is responsible for the minutes of Commission meetings. OS records and retains official minutes detailing Commission deliberations and decisions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	4	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0122-2022-0003

Sequence Number	
1	Commission Meeting Minutes and Related Records
1.1	Minutes Volumes - Paper Disposition Authority Number: DAA-0122-2022-0003-0001
1.2	Minutes volumes - Electronic Disposition Authority Number: DAA-0122-2022-0003-0002
2	Executive Session Commission Meeting Minutes
2.1	Executive Session Minutes - Paper Disposition Authority Number: DAA-0122-2022-0003-0003
2.2	Executive Session Minutes - Electronic Disposition Authority Number: DAA-0122-2022-0003-0004

Records Schedule Items

Sequence Number											
1	<p>Commission Meeting Minutes and Related Records Records consist of minutes of Commission meetings, including staff memoranda, agendas, meeting transcripts, topic background, submission statements, and statements of vote. Volumes are arranged chronologically.</p>										
1.1	<p>Minutes Volumes - Paper</p> <p>Disposition Authority Number DAA-0122-2022-0003-0001</p> <p>Paper volumes from July 24, 1969 through December 31, 2018</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper/analog only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-122-09-001 / 3.4/A (in part)</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5-year blocks when most recent record in block is 15 years old.</p> <p>Additional Information</p> <p>First year of records accumulation 1969</p> <p>End year of records accumulation 2018</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1969 To 2006</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>64 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	64 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper	64 Cubic feet										

1.2

Microform		
Hardcopy or Analog Special Media		

Minutes volumes - Electronic

Disposition Authority Number **DAA-0122-2022-0003-0002**

Electronic volumes from 2019 and forward.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Digital only**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-122-09-1 / 3.4/A (in part)**

Disposition Instruction

Cutoff Instruction **Cut off at the end of each calendar year that a volume is completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5-year blocks when most recent record in block is 15 years old.**

Additional Information

First year of records accumulation **2019**

What will be the date span of the initial transfer of records to the National Archives? **From 2019 To 2023**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8 MB	2 MB
Paper		

	Microform		
	Hardcopy or Analog Special Media		

2

2.1

Executive Session Commission Meeting Minutes
Records include minutes of ad hoc Commission meetings. Records are arranged numerically by docket number from 1977 to present.

Executive Session Minutes - Paper
Disposition Authority Number **DAA-0122-2022-0003-0003**
Paper minutes from May 13, 1977 through December 31, 2016
Final Disposition **Permanent**
Item Status **Active**
Is this item media neutral? **No**
Explanation of limitation **Paper/analog only**
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction
Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5-year blocks when most recent record in block is 15 years old.**

Additional Information
First year of records accumulation **1977**
End year of records accumulation **2016**
What will be the date span of the initial transfer of records to the National Archives? **From 1977 To 2006**
How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	

2.2

Microform		
Hardcopy or Analog Special Media		

Executive Session Minutes - Electronic

Disposition Authority Number **DAA-0122-2022-0003-0004**

Electronic executive session minutes from 2019 and forward. Note: There were no executive sessions in 2017 or 2018.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Digital only**

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

No

Disposition Instruction

Cutoff Instruction **Cut off at the end of each calendar year that minutes are completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5-year blocks when most recent record in block is 15 years old.**

Additional Information

First year of records accumulation **2019**

What will be the date span of the initial transfer of records to the National Archives? **From 2019 To 2023**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	2 MB
Paper		

	Microform		
	Hardcopy or Analog Special Media		

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
08/05/2022	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