

## Request for Records Disposition Authority

Records Schedule Number DAA-0122-2022-0004

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 International Affairs

Schedule Subject Records of the Office of International Affairs (OIA)

Internal agency concurrences will be provided No

Background Information

The Office of International Affairs leads and coordinates the FTC's work in international antitrust, consumer protection and privacy, and technical assistance projects. The FTC works with competition and consumer protection agencies around the world to promote enforcement cooperation and convergence toward best practices.

OIA leads the FTC's efforts to negotiate bilateral and multilateral cooperation arrangements and agreements. This includes participation in negotiating relevant chapters of U.S. Free Trade Agreements and working with FTC bureaus and offices and other federal agencies.

OIA actively assists developing countries in their transition to market-based economies and their development of competition and consumer protection agencies by providing advice to such agencies and, in partnership with the Antitrust Division of the Department of Justice, operating a technical assistance program.

The Undertaking Spam, Spyware, And Fraud Enforcement With Enforcers Beyond Borders (U.S. SAFE WEB) Act of 2006 authorizes the FTC to disclose certain privileged or confidential information to foreign law enforcement agencies to support foreign investigations or enforcement actions.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	2	6	0

GAO Approval

## Outline of Records Schedule Items for DAA-0122-2022-0004

Sequence Number	
1	U.S. SAFE WEB Act Program Management Records Disposition Authority Number: DAA-0122-2022-0004-0001
2	Information Sharing and Investigative Assistance Disposition Authority Number: DAA-0122-2022-0004-0002
3	International Policy Development Support Files Disposition Authority Number: DAA-0122-2022-0004-0003
4	Technical Assistance Files Disposition Authority Number: DAA-0122-2022-0004-0004
5	International Instruments Disposition Authority Number: DAA-0122-2022-0004-0005
6	Waivers of Confidentiality Disposition Authority Number: DAA-0122-2022-0004-0006
7	Speeches and Publications Disposition Authority Number: DAA-0122-2022-0004-0007
8	Correspondence and meetings with Foreign Officials Disposition Authority Number: DAA-0122-2022-0004-0008

## Records Schedule Items

Sequence Number	
1	<p><b>U.S. SAFE WEB Act Program Management Records</b></p> <p>Disposition Authority Number      <b>DAA-0122-2022-0004-0001</b></p> <p>The SAFE WEB Act gives FTC the authority to provide evidence to foreign law enforcement agencies to support appropriate foreign investigations or enforcement actions. Records documenting policies, procedures, and practices. Includes copies of records documenting expenditures under special Congressional authority and summary information regarding international staff exchanges.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after superseded or obsolete.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Information Sharing and Investigative Assistance</b></p> <p>Disposition Authority Number      <b>DAA-0122-2022-0004-0002</b></p> <p>Pursuant to Congressional authorization (U.S. SAFE WEB Act and International Antitrust Enforcement Assistance Act), or other explicit or implicit information sharing authority, the FTC provides investigative assistance to and receives assistance from appropriate foreign agencies. Records include correspondence requesting assistance in implementing legal processes and assistance, and FTC information sharing permission forms.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>

3	Disposition Instruction	
	Cutoff Instruction	Cut off files at the close of the corresponding matter file(s).
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	International Policy Development Support Files	
	Disposition Authority Number	DAA-0122-2022-0004-0003
	In support of the development of policies and procedures by foreign countries concerning consumer protection, privacy, and competition, the FTC provides comments. Records consist of FTC comments on documents received from foreign countries and staff letters.	
	Final Disposition	Temporary
	Item Status	Active
4	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of fiscal year in which comments were provided.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Technical Assistance Files	
	Disposition Authority Number	DAA-0122-2022-0004-0004
	The FTC, under funding and purchasing agreements with United States Government agencies such as the United States Agency for International Development (USAID), Department of Justice (DOJ), and the United States Trade Development Agency (USTDA) or with its own funds, assists foreign consumer protection and competition agencies and related institutions to develop effective enforcement capabilities and policies. Records include interagency agreements, trip reports, presentations, management plans, and progress reports.	
	Final Disposition	Temporary

5	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of fiscal year in which any agreement ends or is superseded.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	International Instruments	
	Disposition Authority Number	DAA-0122-2022-0004-0005
	Documentation of the Department of State Circular 175 process, as appropriate, requesting authority to negotiate, conclude, amend, extend, or terminate an international agreement. Records include copies of final agreements, memoranda of understanding, and other instruments.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
6	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 when instrument is superseded or cancelled.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Waivers of Confidentiality	
	Disposition Authority Number	DAA-0122-2022-0004-0006
	OIA participates in the negotiation of waivers of confidentiality between the FTC Bureau of Competition (BC) and foreign subjects of enforcement activity. Records	

7	include copies of waivers of confidentiality negotiated by the FTC, including those that conform to the model and approved exceptions.	
	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?	No
	Disposition Instruction	
	Retention Period	Destroy 5 year(s) after after corresponding investigation or litigation has concluded.
	Additional Information	
	GAO Approval	Not Required
	Speeches and Publications	
	Disposition Authority Number	DAA-0122-2022-0004-0007
	Final version of speeches and publications made by OIA to support FTC policy objectives.	
	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?	No	
Disposition Instruction		
Cutoff Instruction	Cut off at end of fiscal year in which records are finalized.	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.	
Additional Information		
What will be the date span of the initial transfer of records to the National Archives?	Unknown To be determined.	
How frequently will your agency transfer these records to the National Archives?	Every 1 Years	

8

### Correspondence and meetings with Foreign Officials

Disposition Authority Number      DAA-0122-2022-0004-0008

**Records include agendas and memoranda exchanged during meetings.**

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?      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

What will be the date span of the  
initial transfer of records to the  
National Archives?      Unknown  
To be determined.

How frequently will your agency  
transfer these records to the  
National Archives?      Every 1 Years



## 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
09/21/2022	Certify	Yvonne Wilson	Records Officer	Federal Trade Commission - Federal Trade Commission
02/08/2023	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/08/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/09/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office