

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0122-2025-0002

Status: APPROVED
Date Approved: 07/15/2026

General Information

Agency or Establishment	Federal Trade Commission
Record/Scheduling Group	0122 - Records of the Federal Trade Commission
Records Schedule Applies To	Agency-wide
Schedule Subject	Social Media Records

Additional Schedule Information

The Federal Trade Commission utilizes social media to reach, inform, educate, and engage consumers and businesses through media and digital technologies and in collaboration with internal partners to advance consumer protection and competition. The Office of Public Affairs manages all content on official FTC social media accounts and is the primary point of contact for all news media inquiries. Social media allows the Commission to promote FTC news and resources to consumers who may not be regular visitors to FTC websites.

This record schedule covers the content posted on any social media platforms. Current examples of those platforms include X (Twitter officially became known as "X" in 2023), Truth Social, LinkedIn, Facebook, Instagram, and YouTube as the agency and its staff engage with the public.

Official X accounts are established for the Chairman and the Commissioners. X post archives are collected for the Chairman and Commissioners' on a calendar-year basis. At the end of their terms, the Chairman and Commissioners are allowed to keep these X accounts provided all official FTC branding is removed.

Information posted on social media platforms include, but is not limited to, general announcements, general status updates, tips to the public, event notices, agency activity highlights, agency photographs and audio/visual items, podcasts, speeches, press releases, and pointers to publicly available websites.

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Posts from personal accounts of any staff that refer to the agency and include any statements that go beyond reposting of general announcements, general status updates, tips to the public, event notices, agency activity highlights, agency photographs and audio/visual items, podcasts, speeches, and press releases, should be forwarded to be captured in "Item 0001, Posts on Chairman and Commissioner official social media accounts" of this schedule per existing regulation stated in 36 CFR Part 1230.

OPA postings of agency content on social media platforms through official agency accounts are covered by other approved disposition authorities, such as GRS 5.1, item 020; GRS 6.4, item 020; or GRS 5.2, item 020.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0122-2025-0002

Item #	Title	Disposition
0001	Posts of the Chairman and Commissioners' official social media accounts	Permanent

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Records Schedule Items

DAA-0122-2025-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Posts of the Chairman and Commissioners' official social media accounts	
Item Description	Any and all posts that refer to the agency and include any statements that go beyond reposting of general announcements, general status updates, tips to the public, event notices, agency activity highlights, agency photographs and audio/visual items, podcasts, speeches, and press releases.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0122-2021-0001-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Born Digital - Web Records:175 MB ; Born Digital - Textual Data:25 MB	
Approximate first year of records covered by this authority	2010	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 4/6/2010 To: 2/10/2017	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.