## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-122-96-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

All items in this schedule were superseded by N1-122-09-1, item 2.2b.

Date Reported: 06/02/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)			
		JOB NUMBER 1/1-122-96-1			
(See Instructions on reverse)		DATE REC		767	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		10-11-95			
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY			
Federal Trade Commission		NOTIFICATION TO AGENCY			
2. MAJOR SUBDIVISION			dance with the pr		
Information Management and Dissemination		U.S.C. 3303a the disposition request, including amendments, is approved except			
3. MINOR SUBDIVISION		for items	that may be marke oved" or "withdrawn	ed "disposition	
Records Processing Branch					
. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE		DATE	ARCHIVIST OF TI	HE UNITED STATES	
John Paul Deley (202) 326-2085		2-4-03 KING W. Carl			
45		2 1-03	190000	VIII .	
6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for and that the records proposed for disposal or of this agency or will not be needed after the the General Accounting Office, under the practice,	the attached <b>2</b> page retention periods specifications of Title 8 of the	e(s) are not i fied; and the GAO Man	now needed for lat written cond ual for Guidar	r the business currence from	
13 Hot required 13 attached, of			has been requested.		
DATE SIGNATURE OF AGENCY PEPF		chivist /	Read M	anage	
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			GRS OR	10. ACTION	
NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			PERSEDED B CITATION	TAKEN (NARA USE ONLY)	
1 Investigatory Case Files (7 Digit Case Files)		NC	1-122-79-1 Item 11.4		
(See Attached Sheet	•	proved by:			
NARA appraiser date	A donor- no		Please See -Email concu OF FEBRUARY	RIENCE	
		data	OF FEBRUALY	15, 2001	
CC Celler mullimil	MILATO		- , , , , ,	11	

## - Investigatory Case Files (7-Digit Case Files)

Investigatory case files document inquiries into: 1) any acts, practices, conduct or circumstances which the Commission has been authorized by law to investigate; 2) suspected violations of the laws and regulations enforced by the Commission; 3) industry practices to determine whether a trade regulation rule, legislation, or other means to corrective action would be appropriate; or 4) possible violations of a Commission order to cease and desist. The investigational powers of the Commission are derived from Sections 6, 9, 10 and 20 of the Federal Trade Commission Act and are exercised in accordance with the procedures set out in Part 2A of the Commission Rules. Investigatory Case files are assigned 7-Digit numbers and are commonly referred to as 7-Digit Case Files.

A) Category I: Analysis to aid public comment, assignment sheets, analysis of economic impact, official circulations, closing memo, closing letter to respondent, comments on consent agreement, consent agreement if no decision and order was issued, drafts of consent agreement, consent agreement, memorandum regarding consent negotiation, memorandum dissenting with opinion, evaluation committee memorandum, draft of FTC complaint, memorandum granting immunity, internal indexes and finding aids, MIS matter initiation notice, MIS matter updates, memorandum analyzing comment, memorandum to commission recommending consent, merger screening committee memorandum, merger screening committee minutes, staff minutes, memorandum recommending Part III compliance, subpoena memorandum, and transmittal memo.

DISPOSITION:TRANSFER TO THE RECORDS PROCESSING BRANCH WHEN THE CASE CLOSES; TRANSFER TO FRC 1 YEAR AFTER CASE CLOSES; DESTROY 25 YEARS AFTER CASE CLOSES.

B) Category II: Access letters, audio tapes, correspondence circulated to respondents, clearances, congressional correspondence, consultant contract, contract scope of work, correspondence responding to petition to quash or limit subpoena, correspondence responding to petition for full commission review, depositions, draft general memo, electronic litigation support, exhibits, intergovernmental and international correspondence, minutes of the evaluation screening committee, petitions relevent to the matter, recusals, lists of reimbursable items, requests for recusals, requests for confidential treatment, subpoena, CID, transcripts, travel forms, video tapes, and witness lists.

**DISPOSITION:**TRANSFER TO THE RECORDS PROCESSING BRANCH WHEN THE CASE CLOSES; TRANSFER TO FRC 1 YEAR AFTER CASE CLOSES; DESTROY 5 YEARS AFTER CASE CLOSES.

C) Background Information: Attorney's notes, news clippings related to the matter, complaints not relevent to the case, documents received under compulsory process, e-mail printouts, formal surveys, HSR second request material, interview and interview reports, materials received during investigation, library research, petitions not relevent to the case, printouts of MIS matter profiles, questionaaires, requests for extensions of time, STAR reports, case status reports, word processing records data and text.

**DISPOSITION:** DESTROY 5 YEARS AFTER CASE CLOSES OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.

D) <u>Electronic records (E-Mail and Word Processing)</u> Records created using electronic mail and word processing applications.

**<u>Disposition:</u>** - **Temporary** - Destroy/delete within 180 days after the recordkeeping copy has been produced.