

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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All items in this schedule were superseded by N1-122-09-1, item 2.2b.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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 relevant 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 relevant 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 relevant to the case, printouts of MIS matter profiles, questionnaires, 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) **Electronic records (E-Mail and Word Processing)** Records created using electronic mail and word processing applications.

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