

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
FEDERAL ELECTION COMMISSION

2. MAJOR SUBDIVISION
ADMINISTRATIVE DIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Larry D. McCoy

5. TEL. EXT.
523-4112

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>2-3-84</i>	JOB NO. <i>NC1-339-84-1</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
6 MAR 1984 (Date)	<i>[Signature]</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~13~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/3/84

[Signature]
(Signature of Agency Representative)

Dep. Asst. Staff Dir. for Admin.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	See: <u>Attached FEC Records Retention and Disposition Schedule, Schedule #1, Revised 1984</u>		
	<p>MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE</p> <p>MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE</p>		

43 items

*Copies sent to NNB, NNF & NNS on 3/29/84 RACOR
Schedule to be sent to UNRC when issued as a printed manual.
copy to agency sent as enclosure to letter of 3/29/84*

Commission, Disclosure, Audit and Legal Reports and Records

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Records, indexes and material relative to meetings of the Commission. This includes agenda, backup material and minutes, of both public and executive sessions. These records provide documentation as to organization, function, policies, procedures, personnel and essential transactions of the Commissioners in fulfilling their duties and powers as specified in U.S.C. chapter 14, Title 2 and chapters 95 and 96 of Title 26 of I.R.C.		
	a) Record copy of material in hard copy format; arranged chronologically by date of meeting. Vol: 31 cf; ann. acc.: 5 cf. 41		
	1) Public Session Material	1) Permanent retention. Cut off annually; offer to NARS in 5 year blocks when no longer needed for administrative use or when 10 years old whichever is sooner.	
	2) Executive Session Material	2) Permanent retention. Cut off annually; offer to NARS in 5 year blocks when 30 years old or by vote of the Commission, whichever is sooner.	
	b) All other copies of material in hard copy format	(b) Destroy 1 year after date of meeting or when no longer needed for reference purposes whichever is sooner.	To be requested

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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c) Magnetic Tape recordings of Commission meetings and public hearings. Arranged chron. by date of meeting. Vol. 5 of; annual accumulation: .75 cf.

1) Public session material

1) Permanent retention; offer to NARS when no longer needed for administrative use or when 10 years old whichever is sooner.

2) Executive session material

2) ~~Permanent retention; offer to NARS when 10 years old or by vote of the Commission whichever is sooner.~~

2. Correspondence and internal reports relative to contacts between Commission personnel and the Congress and other agencies.

a) Record copy
Arranged by subject.

Cut off annually.

Permanent retention. Offer to NARS when *in 5 yr* no longer needed for *normal* administrative use or when 10 years old, whichever is sooner.

To be requested

b) All other copies

Destroy when 6 months old or when no longer needed for reference purposes whichever is sooner.

To be requested

4.5
Vol.: *3.5* cf
Ann. Acc.: *1.3* cf

3. Correspondence reports and other material including indexes relative to information distributed to Commissioners for carrying out their duties and powers. This material includes compliance, litigation, investigation, and audit matters both under review and on action completed cases. Material is maintained in numbered series.

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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|---|--------------------------------|--|------------------------|
| <p>a) Record copy</p> <p><i>Arranged initially by memorandum number, assigned sequentially. Vol: 7 of; Ann. Acc.: 2.5 of</i></p> | <p><i>Cut off annually</i></p> | <p>Permanent retention. Offer to NARS when no longer needed for administrative use or when 10 years old.</p> | <p>To be requested</p> |
| <p>b) All other copies</p> | <p><i>2000
4/21/91</i></p> | <p>Destroy when 1 year old or longer needed for reference purposes, whichever is sooner.</p> | <p>To be requested</p> |

4. Office Administrative Files.

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.

- (4) Destroy when 2 years old or when no longer needed, whichever is sooner.

*CRS
12/1*

*copy
11/18/83*

5. Reports, statements, other documents and material submitted by candidates for President and Vice-President and political committees, and other persons operating on a "National-level" relative to the public disclosure provisions of U.S.C. 2 chapter 14. This item includes the document and retrieval aids such as indexes, and examination material.

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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The records are maintained in alphabetical sequence by candidate, candidate committee, party committees and National-level committees supporting more than one candidate for Federal office, and other persons supporting similar candidates.

See pp. 12 a

a) Original or record copy of document submitted to the Commission;	Permanent retention. Transfer to Federal Record Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from the end of the reporting year for which the election takes place.	To be requested
b) copies other than those in item 7 below, both hard copy and micro-graphic;	Destroy in 2 years increments when no longer needed for reference purposes.	To be requested.
c) Finding aids and indexes	Destroy when superseded or obsolete.	To be requested

6. Copies of reports, statements, and other documents and material submitted to the Secretary of the Senate and Clerk of the House of Representatives by candidates for Senator or Representative in, or Delegate or Resident Commissioner to, the Congress of the United States, political committees and other persons supporting these candidates, relative to the public disclosure provisions of U.S.C. 2 chapter 14. This item

Item 5. (con't)

a) Records prior to 1977-78 election cycle

- 1) Original or record copy of document submitted to the Commission.

Arranged chron. by election cycle and t/u by committee identification number.

Vol.: Approx. 300 cf.

Permanent. Transfer to FRC in 2-yr increments 4 years after the end of the reporting year for which the election takes place. Offer to NARS in 2-yr increments 10 years after the end of the reporting year for which the election takes place.

- 2) Copies other than those in item 7 below.

Destroy in 2 year increments when no longer needed for reference purpose

- 3) Finding aids and indexes.

Permanent. Offer to NARS in accordance with 5a)1) above.

b) Records of 1977-78 election cycle and thereafter

- 1) Original or record copy of document submitted to the Commission.

Microfilm records in accordance with 41 CFR 101-11.5. After verification of film, hold in agency space. Transfer to FRC in 2 yr. increments 4 years after the end of the reporting year for which the election takes place. Destroy 10 years after the end of the reporting year for which the election takes place.

- 2) Silver halide master and one silver or diazo copy of microfilm documents cited in 5b)1).

Permanent. Offer to NARS 10 years after the end of the reporting year for which the election takes place.

Arranged by reel number and t.u. chron. (filmed as received) Vol: 12 cf; Ann. Acc.: 3 cf. (6 cf / election cycle)

- 3) Copies other than those in item 7 below or in 5b)2) above.

Destroy in 2 yr increments when no longer needed for reference purposes.

- 4) Finding aids and indexes.

Permanent. Offer to NARS in accordance with 5b)2).

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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includes copies forwarded to the Commission of documents received by the Secretary of the Senate and Clerk of the House of Representatives and retrieval aids such as indexes and examination material. The records are maintained in two series - House and Senate - in alphabetical sequence by state and subsequently by candidate, candidate committees, party committees and other committees party committees and candidates for Federal Office (other than those listed in item 5 above) and other persons supporting similar candidates. These records occur in both hard copy and micro-graphic format.

a) record copy of document in hard copy format;

Permanent retention
 1) Documents relating solely to candidates for the Senate, transfer to Federal Records Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from end of the reporting year for which the election takes place.

To be requested

All pp. 13a

Item 6. (con't)

a) Records prior to 1977-78 election cycle

- 1) Paper copies of documents submitted on behalf of candidates for Federal office (other than those listed in item 5 above).

Arr. chron. by election cycle and t.u. by committee identification number.

Vol.: 300 cf

Permanent. Transfer to FRC in 2-yr. increments 4 years after the end of the reporting year for which the election takes place. Offer to NARS in 2-yr. increments 10 years after the end of the reporting year for which the election takes place.

- 2) Copies other than those in item 7 below.

Destroy in 2 year increments when no longer needed for reference purposes.

- 3) Finding aids and indexes

Permanent. Offer to NARS in accordance with 6a)1).

b) Records of the 1977-78 election cycle and thereafter.

- 1) Paper copies of documents submitted on behalf of candidates for Federal office (other than those listed in item 5 above).

Microfilm records in accordance with 41 CFR 101-11.5. After verification of film, hold in agency space. Transfer to FRC in 2-yr. increments 4 years after the end of the reporting year for which the election takes place. Destroy 10 years after end of the reporting year for which the election takes place.

- 2) Silver halide master and one silver or diazo copy of microfilmed documents cited in 6b)1) above.

Permanent. Offer to NARS 10 years after the end of the reporting year for which the election takes place.

Arranged by reel number and t.u. chron. (filmed as received)

Vol.: 12 cf; Ann. Acc.: 3 cf. (6 cf / election cycle)

- 3) Copies other than those in item 7 below or in 6b)1) or 6b)2) above.

Destroy in 2-yr. increments when no longer needed for reference purposes.

- 4) Finding aids and indexes.

Permanent. Offer to NARS in accordance with 6b)2).

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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2) Documents relating solely to candidates for the House of Representatives, transfer to Federal Records Center in 2 year increments 4 years from the end of the reporting year for which the election takes place. Offer to NARS in 2 year increments 10 years from the end of the reporting year for which the election takes place.

b) copies other than those in item 7 below, both hard copy and micro-graphic;

Destroy in 2 years increments when no longer needed for reference purposes.

To be requested

c) finding aids and indexes.

Destroy when superseded or obsolete.

To be requested

7.

*(see memo)
9/6/83
11/25/83*

Reports of audits conducted under 2 U.S.C. 14 and 26 U.S.C. 95 and 96 and related case files. This material includes the audit report, written summaries of audit findings, administrative documents relating to specific audits exception schedules, information work papers, copies of the disclosure statements, written presentations of conferences held with committee officials and other persons and any documents filed with the Commission as a result of the audit process.

a) *Cut off by election cycle. Destroy 5 years after completion of audit.*

To be requested

b) *Cut off by election cycle; destroy 10 years after completion of audit.*

c) *Cut off by election cycle; destroy 2 years after completion of audit or when no longer needed for reference whichever is sooner*

- a) Record copy of audits relating solely to candidates for the House of Representative.
- b) Record copy of all other audits.
- c) Non-record copies.

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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8. Case files consisting of correspondence, statements, and documents submitted by political committees relative to chapters 95 and 96 of I.R.C. 26. This material includes lists of contributions, copies of cash receipts and checks, certification statements furnished to the candidate, debit memorandums, copies of confirmation letters sent to contributors, and certification reports prepared for the Commission.

Destroy 10 years from the date of the last material in the case file.

To be requested

9. Case files for Advisory Opinion Requests, Advisory Opinions, Opinion of Counsel Requests and Opinions of Counsel concerning the application of general rule of law stated in U.S.C. 2 chapter 14 or I.R.C. chapter 95 and 96. Material includes original request, copy of opinion issued, background information and correspondence related to the opinion.

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11/22/83*

a) Record copy
Arranged chron. by year, t.u. numerically.
Vol: ~~20.5~~ of 40 vlt
Ann. Acc: ~~40~~ of 5 vlt.

Permanent retention *cut off annually* → To be requested
 Offer to NARS 10 years from date *in 5 year blocks* Opinion was issued.

b) Other copies

cut off annually;
 Destroy when 21 years old, superseded, obsolete or no longer needed for reference purposes whichever occurs first.

To be requested

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
10.	Case files for opinion or replies to requesters where formal advisory opinion is inappropriate or defective with regard to 2 U.S.C. 437(f) Material includes items similar to item 9 above.	<i>Cut off annually;</i> Destroy 10 years from date of the last material in the case file.	To be requested
	a) Record copy		
	b) Other copies	<i>Cut off annually;</i> Destroy when 2 years old or when no longer needed for reference purposes which ever is sooner.	To be requested
11.	File of Federal Register Notices together with printed copy.	<i>Cut off annually;</i> Destroy when 10 years old or when no longer needed for reference purposes whichever is sooner.	To be requested
	a) Commission Record Copy		
	b) Other copies	<i>Cut off annually;</i> Destroy when 2 years old or when no longer needed for reference purposes whichever is sooner.	To be requested
12.	File comments on notices of proposed rulemaking created in accordance with the Administrative Procedures Act. Material includes written comments from interested persons and acknowledgements thereof.		

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
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a) Record copy	<i>Cut off annually;</i>	Permanent Retention. Offer to NARS ^{in 5 yr} when ^{blocked} requested 10 years old.	To be requested
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b) Other copies		Destroy when 2 years old or when no longer needed for reference purposes whichever is sooner.	To be requested
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13. Case files and indexes relating to investigatory matters pertinent to chapter 14 U.S.C. 2 and chapter 95 and 96 of I.R.C. Material contains the complaint or staff referral, correspondence, reports of investigation or finding, certification of Commission action.

a) Record copy of material relating to candidates for President and Vice-President and political committees and other persons operating on a "National level" and material relating solely to candidates for the Senate.	<i>(2)</i>	<i>Cut off annually;</i> Material relating to candidates for President and Vice-President and political committees and other persons operating on a "National level", and material relating solely to candidates for the Senate; destroy 10 years after close of the date of the last review of material in the files.	To be requested
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b) Record copy of material relating solely to candidates for House of Representatives	<i>(2)</i>	<i>Cut off annually;</i> Material relating solely to candidates for House of Representatives; destroy 5 years from the date of the last material in the file. <i>After close of review.</i>	
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c) Other copies not included in items 1, 2, or 13(a) + b)		Destroy 2 years after close of investigation review.	
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copy
11/18/83

ITEM	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
	b) Other copies not included in item 13(a) above or in items 1 or 2.	b) Destroy two years from the date of the last material in the file.	To be requested
14.	Work papers of case material described in item 13. Files contain material similar to that in case files as well as report draft, notes to attorney, etc.	Destroy upon comparing to case file when case is closed.	To be requested
15.	Litigation case file relative to material concerning court cases filed by or against the Commission. <i>chronologically by year & f.u. Arranged alphabetically by name of defendant or plaintiff other than the Commission. Vol: 13 of Ann. Acc: 2.5 of</i>	Permanent Retention. Offer to NARS 10 years from the date of the last material in the file. <i>Out of closed cases annually. Offer to NARS 10 years after close of case.</i>	To be requested
16.	Financial Disclosure Reports filed by Presidential and Vice Presidential candidates in accordance with P.L. 95-521. "Ethics in Government" Act		
	a) Reports filed by successful candidates	Destroy 6 years after the date the individual is no longer a candidate.	
	b) Reports filed by unsuccessful candidates	Destroy 1 year after the date the individual is no longer a candidate.	