

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-424-00-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/8/2000	
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
U. S. CONSUMER PRODUCT SAFETY COMMISSION		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	2. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Ann Montalbano	301-504-0424	7-31-00	<i>John W. Cal</i>
<p>4. AGENCY CERTIFICATION</p> <p>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 on the attached <u> 1 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE
5/3/00	<i>Ann Montalbano</i>		<i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET		
	<i>Agency, News</i>		

1. **POSTERS.** Consisting of printed and illustrated announcements produced in support of Agency activities for display in Agency and public facilities. Note: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.

- a. Posters relating to Agency officials, facilities, operations, achievements, historical commemorations, program oriented campaigns (such as consumer product recall alert notices under "Recall Round-up") and other mission-related subjects.

PERMANENT. Transfer two copies of each finished poster in original form upon publication to the National Archives and Records Administration/Special Media Archives Services Division – Still Pictures.

- b. Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC Campaigns, blood drives, and in house programs.

TEMPORARY. Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.

- c. Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material.

TEMPORARY. Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.