

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>N1-424-02-01</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>6/27/2002</i>	
1. FROM (Agency or establishment) Consumer Product Safety Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION Office of Compliance		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Recalls & Compliance Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ann DeTemple	5. TELEPHONE (301) 504-0424	DATE <i>11-8-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Park</i>
6. AGENCY CERTIFICATION 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 _____ page(s) are not needed now for the business of 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/16/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ann DeTemple</i>		TITLE <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 GRS OR SUPERSEDED JOB CITATION	10.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 sheets		
<i>cc Agency, NF, NW, MWA</i>			

1. Section 37 Case Files. Reports and correspondence concerning reports and investigations under section 37 of the Consumer Products Safety Act by Compliance.

Office of Record: **Temporary.** Cut off at end of 2 years reporting period. Transfer to WNRC 1 year after cut off. Destroy 15 years after cutoff.

2. Electronic Mail and Word Processing System Copies (Wording is taken from the General Records Schedule.)

Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision or updating is complete.