

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
Securities and Exchange Commission

2 MAJOR SUBDIVISION
Office of Reports and Information Services

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Nathan L. Harrison

5 TEL EXT

523-5583

LEAVE BLANK	
JOB NO	NC1 266 77 2
DATE RECEIVED	20 JUN 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-22-79 Date	<i>James B. Rhodes</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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 43 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
6/16/77	<i>Charles A. Moore</i>	Charles A. Moore Records Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Securities and Exchange Commission was created under authority of the Securities Exchange Act of 1934 (48 Stat. 881; 15 U.S.C. 78a to 78jj), and was organized on July 2, 1934. The general objective of the statutes administered by the Securities and Exchange Commission is to provide the fullest possible disclosure to the investing public, and protect the interests of the public and investors against malpractice in the securities and financial markets.</p> <p>On March 2, 1977, the Securities and Exchange Commission adopted rules prescribing formal requirements for the retention of records and filings made with the Commission [17 CFR 200.80f, Appendix F - Records Control Schedule] as well as files and information created internally. The Commission also abolished the basic documents concept [17 CFR 201.24(b) and 17 CFR 240.12b-34]; adopted rules permitting incorporation by reference in a current filing of material that was physically filed with the Commission within the 5 year period immediately prior to the current filing; permitting registrants to incorporate by reference, in a current filing, material (other than documents contained in a registration statement) that was filed more than 5 years previously only where the registrant</p>		<i>105-100</i>

*sent to NCU, 2nd, N & NIB
MJD 1-25-78 agency*

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	<p>specifically identifies the physical location by SEC file number reference, and providing such materials have not been disposed of by the Commission pursuant to its Records Control Schedule.</p> <p>The Commission further authorized the Office of Reports and Information Services, continuing authority to offer to the National Archives for preservation, those records and files designated for permanent retention for their historical or other research value. <u>Such permanent records will be offered for transfer to the National Archives when 5 years old.</u></p> <p>The disposition standards for Items 1, 13, 15, 17, 18, 65 and 66 of this schedule supplement those established in Disposition Job No. NC1-266-77-1, which provide for the disposal of certain Commission filings after being filmed in accordance with GSA standards set forth in FPMR 101-11.5.</p> <p style="text-align: center;"><u>SECURITIES ACT OF 1933</u></p> <p>This "truth in securities" law has two basic objectives: (a) to provide investors with financial material and other information concerning securities offered for public sale; (b) to prohibit misrepresentation, deceit and other fraudulent acts and practices in the sale of securities generally (whether or not required to be registered).</p> <p>The first objective applies to securities offered for public sale by an issuing company or any person in a control relationship to such company. Before the public offering of such securities, a registration statement must be filed with the Commission by the issuer, setting forth the required information. The purpose of registration is to provide disclosure of financial and other information on the basis of which investors may appraise the merits of the securities. The registration requirement applies to securities of both domestic and foreign private issuers, as well as to securities of foreign governments or their instrumentalities. In general, the registration form calls for disclosure of information such as (a) a description of the registrant's properties and business, (2) a description of the significant provisions of the security to be offered for sale and its relationship to the registrant's other capital securities, (3) information about the management of the</p>		

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1.	<p>registrant, and (4) financial statements certified by independent public accountants.</p> <p>The registration statement and prospectus become public immediately on filing with the Commission; but it is unlawful to sell the securities until the effective date. The Act provides that registration statements shall become effective on the 20th day after filing (or on the 20th day after the filing of the last amendment thereto) but the Commission, in its discretion, may advance the effective date if, considering the adequacy of information theretofore publicly available, the ease with which the facts about the new offering can be disseminated and understood, and the interest of investors and the public, such action is deemed appropriate.</p> <p>SEC File No. 2-00-1, -3, -4, -5</p> <p>a. Registration statements and amendments thereto and Commission orders fixing effective date(s) and/or consenting to withdrawal of registration statement(s) or amendment(s) and related correspondence. (Regulation C) (Forms C-2, C-3, D-1, D-1A, S-1, S-2 or equivalent.) [17 CFR 230.400 et seq.]</p> <p>Destroy 10 years after registrant no longer has reporting requirement (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.) PERMANENT</p> <p>b. Abandoned, withdrawn or stop-ordered registration statements, <i>and files -3, -4, -5 - per conversation 1/22/79 w. T. Stagg</i></p> <p>Destroy 10 years from date of such action(s).</p> <p><u>Small Issue Exemption</u></p> <p>The law provides that offerings of securities not exceeding \$500,000 in amount may be exempted from registration, subject to such conditions as the Commission prescribes for the protection of investors. The Commission's Regulation A permits certain domestic and Canadian companies to make exempt offerings not exceeding \$500,000 in amount. Offerings on behalf of controlling persons are limited in amount to \$100,000 for each such person, not to exceed \$500,000 in all.</p>		

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2.	<p>Offerings on behalf of persons other than the issuer or its affiliates are limited to \$100,000 for each such person, not to exceed a total of \$300,000 which is not included in the \$500,000 ceiling limitation. The exemption is available provided certain specified conditions are met, including the prior filing of a "Notification" with the appropriate regional office of the Commission and the use of an offering circular containing certain basic information in the sale of securities. A similar regulation is available for offerings not exceeding \$500,000 by small business investment companies licensed by the Small Business Administration. Other exemptions of a more limited nature are available for other types of offerings.</p> <p>SEC File No. 24-00-1, -3, -4, -5</p> <p>Notification of exemption from registration (Regulation A) (Forms 1-A through 6-A) [17 CFR 230.251 et seq.]</p> <p style="padding-left: 40px;">Destroy 10 years after completion or termination of offering or order of the Commission permanently suspending exemption, whichever comes first.</p> <p style="text-align: center;"><u>Regulation B - Exemption Relating to Fractional Undivided Interests in Oil or Gas Rights</u></p> <p>While compliance with this regulation does not require the registration of securities under the Securities Act of 1933, the need to make filings with the Commission and to disclose certain basic information is not eliminated. Persons offering securities under this exemption, are still required to file prescribed documents with the Commission containing certain basic and material information and to provide prospective investors with this information with respect to such securities. Form S-10 [17 CFR 239.17] adopted pursuant to the Act is available for the registration of fractional interests in oil and gas rights should the exemption provided by this regulation be unavailable.</p>		

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3.	<p>SEC File No. 20-00-1, -2, -3, -4</p> <p>Offering sheets for oil or gas royalties - Regulation B (Schedules A, B, C, D) [17 CFR 230.310(a)]</p> <p>Destroy when 15 years old. Retain file 3 years and transfer to the Federal Records Center. (ALL FILES FROM 1937 THROUGH 1961 CAN BE DESTROYED IMMEDIATELY.)</p>		
4.	<p>Reports of sale (accorded confidential treatment) (Forms 1-G) [17 CFR 230.316(a)]</p> <p>Retain indefinitely. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
5.	<p>Reports after termination of offering (Forms 3-G) [17 CFR 230.316(b)]</p> <p>Destroy when 7 years old. Retain file 3 years and transfer to the Federal Records Center. (ALL FILES FROM 1937 THROUGH 1961 CAN BE DESTROYED IMMEDIATELY.)</p> <p><u>Exemption - Rule 144</u></p> <p>This rule is designed to prohibit the creation of public markets in securities of issuers concerning which adequate current information is not available to the public. At the same time, where adequate current information concerning the issuer is available to the public, the rule permits the public sale in ordinary trading transactions of limited amounts of securities owned by persons controlling, controlled by or under common control with the issuer and by persons who have acquired restricted securities of the issuer.</p>		

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6.	<p>SEC File No. 9-00-1, -3</p> <p>Notice of proposed resale of restricted securities and resale of securities by control persons (Form 144 adopted April, 1972) [17 CFR 230.144]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p><u>Exemption - Rule 237</u></p> <p>Subject to the terms and conditions of this rule, securities sold by any person, other than the issuer of securities, an affiliate of such issuer or a broker or dealer, shall be exempt from registration under the Act providing the securities sold have been beneficially owned by the person for a period of at least 5 years prior to the sale, and if the securities were purchased, the full purchase price or other consideration shall have been paid or given at least 5 years prior to the sale.</p>		
7.	<p>SEC File No. 98-00-1, -3</p> <p>Notice of proposed sale by non-controlling person of restricted securities of issuers which do not satisfy all of the conditions of Rule 144 (adopted 1972) and related correspondence. (Form 237) [17 CFR 230.237]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p><u>Exemption - Rule 236</u></p> <p>Exemption of shares of stock or similar security offered to provide funds to be distributed to shareholders in lieu of using fractional shares, script certificates, script certificates or order forms, in connection with a stock dividend, stock split, reverse stock split, conversion, merger or similar transaction.</p>		
8.	<p>SEC File No. 100-00-1, -3</p> <p>Notification of exemption pursuant to Rule 236 and related correspondence [17 CFR 230.236]</p>		

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9.	<p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p style="text-align: center;"><u>Rule 252(f)</u></p> <p>Section 252 [17 CFR 252] provides for exemption from registration under the Act if offered in accordance with §§ 230.251 to 230.62. Paragraphs (c), (d) and (e), which set forth circumstances where the exemption is not available shall not apply to the securities of any issuer if the Commission determines, upon a showing of good cause, that it is not necessary under the circumstances that the exemption be denied.</p> <p>SEC File No. 92-00-1, -3</p> <p>Application for relief from disability - Regulation A and related correspondence [17 CFR 230,252(f)]</p> <p>Retain indefinitely. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p> <p style="text-align: center;"><u>Regulation E</u></p> <p>Under Section 3(c) of the Securities Act, the Commission is authorized to adopt rules and regulations exempting securities issued by a small business investment company under the Small Business Investment Act. Pursuant to that section, the Commission has adopted Regulation E, which conditionally exempts such securities issued by companies registered under the Investment Company Act of 1940 up to a maximum of \$500,000. The regulation is substantially similar to Regulation A.</p>		

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10.	<p>SEC File No. 95-00-1, -3</p> <p>Notification of exemption for securities issued by a Small Business Investment Company (Forms 1-E, 2-E) and related correspondence [17 CFR 230.601]</p> <p>Destroy 10 years after completion or termination of offering or order of the Commission permanently suspending exemption, whichever comes first. Retain file 3 years and transfer to the Federal Records Center.</p> <p style="text-align: center;"><u>Regulation F</u></p> <p>Regulation F provides exemptions from registration for two types of transactions concerning assessable stock. First, an assessment levied upon an existing security holder may be exempted under the regulation, provided the assessable stock is issued by a corporation incorporated under the laws of and having its principal business operations in any State, Territory or the District of Columbia. Regulation F provides an exemption also when assessable stock of any such corporation is sold publicly to realize the amount of an assessment levied thereon, or when such stock is publicly reoffered by an underwriter or dealer. The exemption is available for amounts not exceeding \$300,000 per year.</p>		
11.	<p>SEC File No. 94-00-1, -3</p> <p>Notification of exemption for assessment or assessable stock and related correspondence (Form 1-F) [17 CFR 230.651]</p> <p>Destroy 10 years after issuer no longer is selling securities under an exemption from registration. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		

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12.	<p>SEC File No. 96-00-1, -3</p> <p>Application for relief from disability - Regulation F and related correspondence [17 CFR 230.651(c)]</p> <p>Retain indefinitely. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p> <p style="text-align: center;"><u>Periodic Reports</u></p> <p>Every registrant under the Securities Act of 1933 shall file an annual report, on the appropriate form authorized or prescribed therefor, for the fiscal year in which the registration statement under the Act became effective and for each fiscal year thereafter, unless the registrant is exempt from such filings by section 15(d) of the Securities Exchange Act of 1934 [17 CFR 240.15d-1 through 15d-10]</p>		
13.	<p>SEC File No. 2-00-2</p> <p>Periodic reports - Forms 2-MD, 4-MD, 10-K, 11-K, 12-K, 18-K, 19-K, 20-K, 10-Q, N-1Q, 6-K or equivalent. Supplemental information required by Form 10-K - annual report to stockholders, proxy solicitation material; information that the foregoing not sent to stockholders or is to be furnished subsequent to filing of Form 10-K.</p> <p style="text-align: center;">PERMANENT.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center. (ALL FILES FROM 1934 THROUGH 1965 CAN BE DESTROYED IMMEDIATELY.)</p> <p style="text-align: center;"><u>Exemption - Rule 240</u></p> <p>Rule 240 relates to transactions exempted only from section 5 of the Act by section 3(b) of the Act. The rule is available only to the issuer of the securities and is not available to affiliates or other persons for resale of the issuer's securities. The rule provides an exemption only for the transaction in which the securities are offered or sold by the issuer, not for the securities themselves. The securities acquired in a transaction effected in reliance on the rule are unregistered securities and are deemed to have</p>		

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14.	<p>the same status as if they were acquired in a transaction pursuant to section 4(a) of the Act.</p> <p>SEC File No. 90-00-1, -3</p> <p>Notice of sales of securities by closed-end issuers (issuers with 100 or less beneficial owners) other than investment companies, registered or required to be registered under the Investment Company Act of 1940 (Form 240) and related correspondence [17 CFR 230.240]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p><u>Securities Exchange Act of 1934</u></p> <p>By this Act, Congress extended the "disclosure" doctrine of investor protection to securities listed and registered for public trading on national securities exchanges; the enactment in August 1964 of the Securities Acts Amendments of 1964 applied the disclosure and reporting provisions to equity securities of hundreds of companies traded over-the-counter (if their assets exceed \$1 million and their shareholders number 500 or more).</p> <p>Companies which seek to have their securities listed and registered for public trading on such an exchange must file a registration application with the exchange and the Commission. A similar registration form must be filed by companies whose equity securities are traded over-the-counter if they meet the size test referred to. The Commission's rules prescribe the nature and content of the registration statements, including certified financial statements. These data are generally comparable to, but less extensive than, the disclosures required in Securities Act registration statements. Following the registration of their securities, such companies must file annual and other periodic reports to keep current the information contained in the original filing.</p>		

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15.	<p>SEC File Nos. 0-00-1, -3, -4, and 1-00-1, -3, -4</p> <p>a. Registration statements (Sections 12(b) and 12(g), exemptions thereunder and related correspondence. (Forms 8-A, 8-B, 10, 12, 14, 16, 18, 19, 20) [17 CFR 240.12b and 240.12g] [17 CFR 249]</p> <p>Destroy 10 years after registrant no longer has reporting requirement. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p> <p>b. Withdrawn or delisted statements and related correspondence.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p><u>Exemptions for American Depository Receipts and Certain Foreign Securities</u></p> <p>Securities of any class issued by a foreign issuer shall be exempt from section 12(g) of the Act if the class has fewer than 300 holders resident in the United States. Securities of any foreign private issuer shall be exempt from section 12(g) if the issuer, or a government official or agency of the country of the issuer's domicile or in which it is incorporated or organized shall furnish certain specified information to the Commission.</p>		
16.	<p>SEC File No. 82-00-1, -3</p> <p>a. Exemptions - American Depository Receipts [17 CFR 12g3-2(a) & (b)]</p> <p>Destroy 10 years after securities no longer are being sold under an exemption from registration. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		

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17.	<p>b. Other exemptions.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p style="text-align: center;"><u>Periodic Reports</u></p> <p>Section 13 of the Securities Exchange Act of 1934 requires issuers of securities registered pursuant to sections 12(b) and 12(g) to file periodic reports, keeping current the information contained in the registration application or statement.</p> <p>SEC File Nos. 0-00-2 and 1-00-2</p> <p>Annual, quarterly, current reports (Forms 10-K, 12-K, 14-K, 16-K, 18-K, 19-K, 20-K, U5S, N-1R, 10-Q, N-1Q) [17 CFR 240.13a-1, 2, 10, 13]</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center. PERMANENT</p> <p style="text-align: center;"><u>Proxy Solicitations</u></p> <p>Where proxies are solicited from holders of securities registered under section 12 or from security holders of registered public-utility companies, subsidiaries of holding companies, or registered investment companies, the Commission's proxy regulation requires that disclosure be made of all material facts concerning the matters on which the security holders were asked to vote, and that they be afforded an opportunity to vote "yes" or "no" on any matter other than the election of directors.</p> <p>Issuers of securities registered under section 12 must transmit an information statement comparable to proxy material to security holders from whom proxies are not solicited with respect to stockholders' meeting.</p>		

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18.	<p>SEC File Nos. 0-00-2 and 1-00-2</p> <p>Proxy soliciting material [17 CFR 240.14a]</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center. PERMANENT</p> <p><u>Exemptions for International Banks</u></p> <p>The Inter-American Development Act, which authorizes the United States to participate in the Inter-American Development Bank, provides an exemption for certain securities which may be issued or guaranteed by the Bank. Acting pursuant to this authority, the Commission adopted Regulation IA [17 CFR 286] which requires the Bank to file with the Commission substantially the same type of information documents and reports as are required from the International Bank for Reconstruction and Development.</p>		
19.	<p>SEC File No. 83-1-1, 83-1-3</p> <p>Periodic reports and related correspondence by the Inter-American Development Bank</p> <p>Destroy when 3 years old.</p> <p>The Asian Development Bank Act, adopted in March, 1966, authorized United States participation in the Asian Development Bank and provides an exemption for certain securities which may be issued or guaranteed by the Bank, similar to the exemptions accorded the International Bank for Reconstruction and Development and the Inter-American Development Bank. Acting pursuant to this authority, the Commission has adopted Regulation AD [17 CFR 287] which requires the Bank to file with the Commission, documents and reports as are required from those banks.</p>		
20.	<p>SEC File No. 83-2-1, 83-2-3</p> <p>Periodic reports and related correspondence by the Asian Development Bank</p> <p>Destroy when 3 years old.</p>		

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21.	<p style="text-align: center;"><u>Insider Trading</u></p> <p>The protection provided the investing public through disclosure of financial and related information concerning the securities of registered companies, is supplemented by provisions of the law designed to curb misuse of corporate information not available to the general public. To that end, each officer and director of such a company, and each beneficial owner of more than 10 percent of its registered equity securities, must file an initial report with the Commission (and with the exchange on which the stock may be listed) showing his holdings of each of the company's equity securities. Thereafter, they must file reports for any month during which there was any change in such holdings.</p> <p>SEC File Nos. 6-1, 6-1-1</p> <p>Reports of beneficial ownership of securities (Forms 3 and 4) [17 CFR 240.16a] and related correspondence.</p> <p style="text-align: center;">Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p style="text-align: center;"><u>Tender Offer Solicitations</u></p> <p>In 1968, Congress amended the Exchange Act to extend its reporting and disclosure provisions to situations where control of a company is sought through a tender offer or other planned stock acquisition of over 10 percent of a company's equity securities. The amount was reduced to 5 percent by an amendment in 1970. These amendments and Commission rules thereunder require disclosure of pertinent information, by the person seeking to acquire over 5 percent of the company's securities by direct purchase or by tender offer, as well as by any persons soliciting shareholders to accept or reject a tender officer.</p>		

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22.	<p>SEC File No. 5-1, 5-2, 5-3, 5X</p> <p>Acquisitions, tender offers and solicitations (Schedules 13D, 14D, 14A) [17 CFR 240.13d-1, 240.14d-1, 240.14f-1]</p> <p>Retain indefinitely. (This schedule to be reevaluated during the next 3 years in connection with the micrographics program.)</p> <p style="text-align: center;"><u>Broker-Dealer Registration</u></p> <p>Brokers and dealers who use the mails or a means of interstate commerce in the conduct of an interstate over-the-counter securities business are required to register with the Commission.</p> <p>Section 15(a) of the Securities Exchange Act, as amended by the 1975 Amendments, required the registration as of December 1, 1975, of brokers and dealers who were previously exempt from registration because they confined their securities business to an exchange. Brokers and dealers who confine their activities to exempted securities, as defined in Section 3(a)(12) of the Exchange Act, continue to be exempt from the registration requirement. Effective December 1, 1975, municipal securities are no longer defined as exempted securities for purposes of the registration requirement applicable to brokers and dealers.</p>		
23.	<p>SEC File No. 8-00-1, -2, -2A, -2B, -3, -4, -5</p> <p>Applications for registration as broker-dealer and related reports (Forms BD, BDW, X-17A-5, 7-M, 8-M, 9-M, 10-M) [17 CFR 240.15b1-1 through 15b2B-1, 17a-5, 17a-17(a), 17a-7(b)(1)] and related correspondence.</p> <p>Destroy when no longer registered with the Commission. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		

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24.	<p>SEC File No. 8-00-2A10</p> <p>Annual report of revenue and expenses filed by exchange members, brokers and dealers (Form X-17A-10) [17 CFR 240.17a-10]</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
25.	<p>SEC File No. 8-00-2A12</p> <p>Report by registered brokers and dealers who are Over-the-Counter Market Makers in any O-T-C Margin Securities (Form X-17A-12) [17 CFR 240.17a-12]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
26.	<p>SEC File No. 8-00-2A16(1), -2A16(2)</p> <p>Notification by Qualified Market Makers at least five business days before such broker-dealers obtain third market maker exempt credit pursuant to Regulation U; and quarterly report by broker and dealer, who during a calendar quarter, is or has been qualified a third market maker (Form X-17A-16(1); X-17A-16(2)) [17 CFR 240.17a-16]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
27.	<p>SEC File No. 8-00-2A17</p> <p>Quarterly report filed by every broker-dealer block positioner who has filed a notice pursuant to paragraph (a) of Rule 17a-17 (Form X-17A-17) [17 CFR 240.17a-17]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		

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28.	<p style="text-align: center;"><u>Registration of Exchanges and Securities Associations</u></p> <p>The Securities Exchange Act requires registration with the Commission of (1) "national securities exchanges" (those having a substantial securities trading volume).</p> <p>By amendment to the law enacted in 1938, Congress also provided for creation of a self-policing body among over-the-counter brokers and dealers. This measure authorizes the registration with the Commission of an association of such brokers and dealers. (Only one such association, the National Association of Securities Dealers, Inc. (NASD) is registered with the Commission under this provision of the law.)</p> <p>Not all broker-dealer firms are members of the NASD; thus some are not subject to supervision and control by that agency. To equalize the regulatory pattern, Congress provided in the 1964 Amendments that the Commission should undertake to establish investor safeguards applicable to non-NASD firms comparable to those applicable to NASD members. Among the controls adopted by the Commission is a requirement that persons associated with non-NASD firms meet certain qualification standards similar to those applied by the NASD to its members.</p> <p>SEC File No. 8-00-9</p> <p>Uniform application for securities and commodities industry representative and/or agent; certification for associated persons engaged in securities activities outside the jurisdiction of the United States; annual assessment form for registered brokers and dealers not members of a registered national securities association. (Forms U-4, SECO 2-F, SECO-4, 5) [17 CFR 240.15b8-1, 15b9-1, 2]</p> <p style="text-align: center;">Destroy when broker-dealer no longer is registered with the Commission. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		

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29.	<p>SEC File No. 10-00-1, -2, -3, -6, -9, -10</p> <p>Applications by an exchange for registration as a national securities exchange (Forms 1, 1A) [17 CFR 240.6a-1, 2, 3], correspondence, inspection reports and related materials.</p> <p>Destroy 10 years after the exchange no longer is registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
30.	<p>SEC File No. 16-1, -3</p> <p>Application for registration as a national securities association or affiliated securities association (Forms X-15AA-1, X-15AJ-1, 2) [17 CFR 240.15Aa-1, 15Aj-1] and related correspondence.</p> <p>Destroy 10 years after the Association no longer is registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p> <p style="text-align: center;"><u>Self-regulatory Organizations</u></p> <p>On or prior to April 1, 1976, each national securities exchange and securities association registered with the Commission on June 4, 1975, was required to file with the Commission the information required of Form 19b4A with respect to each of its rules in effect on June 4, 1975.</p>		
31.	<p>SEC File No. SR-00-1, -1H, -3</p> <p>Proposed rule changes and notices as to stated policies, practices and interpretations by self-regulatory organizations (Forms 18b4A, 19b4B) [17 CFR 240.19b-4], related correspondence and transcripts of hearings where applicable.</p>		

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32.	<p>(Self-regulatory organizations: any national securities exchange, registered securities association or registered clearing agency, or solely for purposes of Section 19(b), 19(c), and 23(b) of the Exchange Act, the Municipal Securities Rulemaking Board.)</p> <p>Destroy 10 years after the self-regulatory organization no longer is registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p> <p style="text-align: center;"><u>Exempted Exchanges</u></p> <p>Condition (4) of the Commission's order granting an exchange exemption from registration as national securities exchange provides that requirements of Section 12(b), (c) and (d) of the Exchange Act, and rules and regulations thereunder (except delisting rules, an interpretative ruling by the Commission), provisions of Section 13 and rules and regulations thereunder, and temporary exemption rules of the Commission shall be applicable to issuers and securities to be listed on such exchange on and after date specified in Commission's exemption order.</p> <p>SEC File No. 13-00-1, -2, -3</p> <p>Applications for listing securities on an exempted exchange, periodic reports and related correspondence.</p> <p style="text-align: center;">Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p>Condition (3) of the Commission's exemption order requires that each issuer having securities listed on an exempted exchange (generally) on December 15, 1935, shall so long as such listing is continued, file an annual report with the exchange. No form of annual report is specified.</p>		

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33.	<p>SEC File No. 14-00-2, -3</p> <p>Annual reports of issuers having securities listed on an exempted exchange at the date specified in the Commission's exemption order, and related correspondence.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p style="text-align: center;"><u>Unlisted Trading</u></p> <p>An application may be made to the Commission by any national securities exchange for the extension of unlisted trading privileges to any security pursuant to Section 12(f) of the Exchange Act.</p>		
34.	<p>SEC File No. 7-00-1, -3</p> <p>Applications for permission to extend unlisted trading privileges and related applications pursuant to Rule 12(f) (Forms 26, 27, 28) [17 CFR 240.12a-5, 240.12f-2, 3], and related correspondence.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p> <p style="text-align: center;"><u>Stabilizing Activities</u></p> <p>Reports are required by any person who affects any purchase of a security for the purpose of pegging, fixing or stabilizing the price of any security to facilitate an offering of any security (other than an exempted security) with respect to which a registration statement has been, or is to be, filed pursuant to the Securities Act of 1933 or (2) which is being, or is to be, offered pursuant to an exemption from registration under Regulation A adopted under the Securities Act of 1933 or (3) which is being, or is to be, otherwise offered, if the aggregate offering price of the securities being offered exceeds \$300,000.</p>		

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35.	<p>SEC File No. 17-00-1, -3</p> <p>Reports on stabilizing activities (Form X-17A-1) [17 CFR 240.10b-7(1); 240.17a-2(d)] and related correspondence.</p> <p>Destroy 10 years after registrant no longer has reporting requirement. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p> <p style="text-align: center;"><u>Clearing Agencies</u></p> <p>The Securities Acts Amendments of 1975 provided for federal regulation of the securities handling process, including the registration and regulation of clearing agencies, with a view to facilitating the establishment of a national system for the prompt and accurate clearance and settlement of securities transactions. The grant of authority to the Commission in the 1975 Amendments is exclusive in some areas; in other areas, including the regulation of clearing agencies, the Commission's authority is shared with the "appropriate" regulatory agency as defined in Section 3(a)(34) of the Exchange Act, as amended. (For clearing agencies, the appropriate regulatory agency may be the Commission, the Board of Governors of the Federal Reserve System, the Comptroller of the Currency or the Federal Deposit Insurance Corporation.)</p>		
36.	<p>SEC File No. 600-1, -3, -4</p> <p>Applications for registration as a (non-bank) clearing agency, amendments thereto and notices concerning fingerprinting requirements (Form CA-1) [17 CFR 240.17Ab2-1; 17 CFR 249b.200]</p> <p>Destroy when clearing agency no longer is registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		

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37.	<p>SEC File No. 601-00-1, -3</p> <p>Applications for exemption from registration as a (non-bank) clearing agency and related correspondence.</p> <p>Destroy when agency no longer has a reporting requirement. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
	<p><u>Municipal Securities Dealers</u></p>		
	<p>The Securities Acts Amendments of 1975 required municipal securities brokers and dealers who were not already registered with the Commission to be so registered on December 1, 1975. Municipal securities brokers and non-bank municipal securities dealers (with the exception of intrastate dealers) are required to file for registration in accordance with Section 15(b) of the Exchange Act, while bank municipal securities dealers and intrastate dealers will be required to file for registration under new section 15B(a) of the Act.</p>		
38.	<p>SEC File No. 86-00-1, -3</p> <p>Application for registration as a municipal securities dealer which is a bank or separately identifiable department or division of a bank (Form MSD) [17 CFR 240.15b2B-1; 17 CFR 249.1100], and related correspondence.</p> <p>Destroy 10 years after municipal securities dealer no longer is registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		

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39.	<p>SEC File No. 87-00-1, -3</p> <p>Application for registration as a securities information processor and amendments thereto (Form SIP) [17 CFR 240.11Ab2-1, 11Ab2-2] [17 CFR 249.1101], and related correspondence.</p> <p>Destroy 10 years after securities information processor no longer is registered. (See reevaluation note Item 38)</p>		
40.	<p>SEC File No. 88-00-1, -3</p> <p>Application for exemption as a securities information processor [17 CFR 240.11AB2-1(c)] and related correspondence.</p> <p>Destroy when securities information processor no longer has a reporting requirement. (See reevaluation note Item 38)</p> <p style="text-align: center;"><u>Transfer Agents</u></p> <p>As amended by the Securities Acts Amendments of 1975, the Exchange Act provides for federal regulation of the securities handling process, including clearing agencies, depositories, and transfer agents, with the view to facilitating the establishment of a national system for the prompt and accurate clearance and settlement of securities transactions. In some areas the Commission's authority is exclusive; in other areas, the Commission's authority is shared with federal bank regulatory agencies (i.e., the Board of Governors of the Federal Reserve System, the Comptroller of the Currency, and the Federal Deposit Insurance Corporation). Accordingly, the Commission has adopted Rule 17Ac2-1 and related Form TA-1.</p>		

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41.	<p>SEC File No. 84-00-1, -3, -4</p> <p>Application for registration as a transfer agent (non-bank) and amendments thereto (Form TA-1) [17 CFR 240.17AC2-1; 17 CFR 249b.100] and related correspondence.</p> <p style="padding-left: 40px;">Destroy 10 years after transfer agent no longer is registered. (See reevaluation note Item 38)</p>		
42.	<p>SEC File No. 85-00-1, -3</p> <p>Application for registration as a transfer agent (bank) and amendments thereto (Form TA-1. These are copies of forms filed with agencies indicated. On November 19, 1975, file numbers were allocated and will be assigned by the following organizations: Federal Deposit Insurance Corp., 85-1 through 85-4999; Federal Reserve System, 85-5000 through 85-9999; Comptroller of the Currency, 85-10,000 through 85-19,999), and related correspondence.</p> <p style="padding-left: 40px;">Retention schedule same as Item 41.</p> <p style="padding-left: 40px;"><u>Public Utility Holding Company Act of 1935</u></p> <p>This statute was enacted by Congress to correct the many abuses which Congressional inquiries had disclosed in the financing and operation of electric and gas public-utility holding-company systems.</p> <p>When the Act became law in 1935, some 15 holding-company systems controlled 80 percent of all electric energy generation, 98.5 percent of all transmission of electric energy across State lines, and 80 percent of all natural-gas pipeline mileage in the United States. Many of the huge utility empires then in existence controlled subsidiaries operating in many widely separated States and which had no economic or functional relationship to each other. Holding companies were pyramided layer upon layer, many of them serving no useful or economic purpose; and many systems had very complicated corporate and capital structures with control often lodged in junior securities having little or no equity. These conditions ranked high among the abuses which the Act was designed to correct.</p>		

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43.	<p><u>Registration</u></p> <p>Interstate holding companies which are engaged through their subsidiaries in the electric utility business or in the retail distribution of natural or manufactured gas are subject to regulation under the statute. The Act requires that they register with the Commission and file initial and periodic reports containing detailed data about the organization, financial structure and operations of each such holding company and of its subsidiaries. Once the holding companies are registered, they and their subsidiaries become subject to regulation by the Commission in accordance with statutory standards designed for the protection of investors, consumers, and the public interest. If, however, a holding company or subsidiary thereof meets certain specifications, it may be exempted from part or all the duties and obligations otherwise imposed by statute.</p> <p>SEC File No. 30-00-1, -2, -3</p> <p>Notification and registration by public utility holding companies, annual supplements and related correspondence (Forms U5A, U5B, U5S) [17 CFR 250.1 - 12, 26; 17 CFR 259.5a, 5b, 5s]</p> <p>Destroy 10 years after holding company no longer has reporting requirement. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
44.	<p><u>Applications and Declarations</u></p> <p>SEC File No. 70-00-1, -3</p> <p>Application/Declaration pursuant to Sections 6(b), 7, 9, 9(c)(3), 10, 12(b), 12(c), 12(d), 12(f) and applicable rules thereunder (Form U-1) [17 CFR 250.22, 42, 43, 44-46, 50] [17 CFR 259.101], and related correspondence.</p> <p>Destroy 2 years after closing (*)</p>		

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45.	<p>SEC File No. 50-00-1, -3</p> <p>Order granting or withdrawing exemptions from rules and related correspondence.</p> <p style="text-align: center;">Destroy 2 years after closing (*)</p>		
46.	<p>SEC File No. 52-00-1, -3</p> <p>Application for approval of reorganization under Section 11(f) of the Act and related correspondence.</p> <p style="text-align: center;">Destroy 2 years after closing (*)</p>		
47.	<p>SEC File No. 54-00-1, -3</p> <p>Divestment of securities, assets or control Section 11(e) of the Act and related correspondence.</p> <p style="text-align: center;">Destroy 2 years after closing (*)</p>		
48.	<p>SEC File No. 55-00-1, -3</p> <p>Application for approval of fees incurred in connection with plan under Section 11(f) of the Act and related correspondence. [17 CFR 250.63]</p> <p style="text-align: center;">Destroy 2 years after closing (*)</p>		
49.	<p>SEC File No. 59-00-1, -3</p> <p>Simplification of corporate structure, Sections 11(b)(1) and (2) of the Act and related correspondence.</p> <p style="text-align: center;">Destroy 2 years after closing (*)</p> <p>[(*) A file is "closed" when the transaction(s) proposed and/or other issues raised are finally resolved by an appropriate Commission order which does not expressly reserve jurisdiction with respect to any further matters, and the applicant or declarant has consummated such transaction(s) or taken such other steps as may be required to fully comply with the terms and conditions imposed by the Commission in its order.]</p>		

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50.	<p>SEC File No. 37-00-1, -3</p> <p>Applications and declarations for authorization of service companies (Form U-13-1) [17 CFR 250.83(a), 88(a) & (b); 17 CFR 259.113] and related correspondence.</p> <p>Destroy 5 years after service company no longer is part of a registered holding company system. (See reevaluation note Item 43)</p> <p><u>Statements and Reports</u></p>		
51.	<p>SEC File No. 40-00-1, -3</p> <p>Certificates of notification by registered holding companies and subsidiaries, of security issues exempted from Section 6(a) by Section 6(b) or exempt under Rule 47(b) and not the subject of an order of the Commission. (Form U-6B-2) [17 CFR 250.47(b); 17 CFR 259.206], and related correspondence.</p> <p>Destroy when superseded or obsolete.</p>		
52.	<p>SEC File No. 12-1, 12-1-1</p> <p>Statements pursuant to Section 12(i) by persons employed or retained by a registered holding company or subsidiary thereof (Forms U-12(I)-A & B) [17 CFR 250.71(a) & (b); 17 CFR 259.212a & 212b], and related correspondence.</p> <p>Destroy when superseded or obsolete.</p>		
53.	<p>SEC File No. 38-00-1, -3</p> <p>Statement under Rule 70(a)(1) executed by financial institution authorizing representative to serve as officer/director of holding company, filed by representative [17 CFR 250.70(a)(1)]</p> <p>Destroy when officer/director no longer serves.</p>		

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54.	<p>SEC File No. 62-00-1, -3</p> <p>Report by an affiliate service company or one engaged principally in the performance of services (Form U-13E-1) [17 CFR 250.95; 17 CFR 259.213.], and related correspondence.</p> <p>Destroy 5 years after service company no longer is part of a registered holding company system. (See reevaluation note Item 43.)</p>		
55.	<p>SEC File No. 6-1, 6-1-1</p> <p>Reports of beneficial ownership of securities (Forms 3 & 4) [17 CFR 250.70(b)(4); 17 CFR 259.217a & b]</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
56.	<p>SEC File No. 68-00-1, -3</p> <p>Declaration with respect to solicitations regarding reorganization of registered holding companies or subsidiaries subject to Rule 62 (Form U-R-1) [17 CFR 250.62, 65; 17 CFR 259.221], and related correspondence.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
57.	<p>SEC File No. 32-00-1, -3</p> <p>Exemption of purchaser, assignee, etc. of leased facilities (Form U7D) [17 CFR 250.7(d); 17 CFR 259.404], and related correspondence.</p> <p>Destroy 5 years after lease is terminated or cancelled.</p>		

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58.	<p>SEC File No. 72-00-1, -3</p> <p>Report of communication with stockholders (Section 14, 15) [17 CFR 250.29(a)], and related correspondence.</p> <p style="text-align: center;">Destroy when 2 years old.</p> <p><u>Periodic Accounting Reports</u></p>		
59.	<p>SEC File No. 49-00-1, -3</p> <p>Annual report by mutual and subsidiary service companies (Form U-13-60) [17 CFR 250.94; 17 CFR 259.313], and related correspondence.</p> <p style="text-align: center;">Destroy when service company no longer is part of a registered holding company system (See reevaluation note Item 43.)</p> <p><u>Statements and Reports from Unregistered (Exempt) Companies</u></p>		
60.	<p>SEC File No. 69-00-1, -3</p> <p>Annual statements by holding companies claiming exemption pursuant to Rule 2 (intrastate or pre-dominantly operating companies) (Form U-3A-2) [17 CFR 250.2; 17 CFR 259.402], and related correspondence.</p> <p style="text-align: center;">Destroy when 2 years old.</p>		
61.	<p>SEC File No. 33-1, -3</p> <p>Annual statement by banks holding public utility securities but claiming exemption under Rule 3 (Form U-3A3-1) [17 CFR 250.3; 17 CFR 259.403], and related correspondence.</p> <p style="text-align: center;">Destroy when 2 years old.</p>		

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62.	<p>SEC File No. 31-00-1, -3</p> <p>Statement of exemption from the Act by Commission order [17 CFR 250.7(b)(4)], and related correspondence.</p> <p>Destroy when company no longer relies on exemption. (See reevaluation note Item 43.)</p> <p><u>Trust Indenture Act of 1939</u></p> <p>This Act applies in general to bonds, debentures, notes, and similar debt securities offered for public sale which are issued pursuant to trust indentures under which more than \$1 million of securities may be outstanding at any one time. Even though such securities may be registered under the Securities Act, they may not be offered for sale to the public unless the trust indenture conforms to specified statutory standards of this Act designed to safeguard the rights and interests of the purchasers.</p>		
63.	<p>SEC File No. 22-00-1, -3</p> <p>Statements of eligibility and qualification of corporations or individuals as trustees under qualified indenture under which debt security has been or is to be issued and exemptions thereto (Forms T-1, T-2, T-3, T-4) [17 CFR 260.5a-1(a), (b), 7a-1, 5a-1; 17 CFR 269.1, 2, 3, 4], and related correspondence.</p> <p>Destroy when the indenture is terminated or cancelled. (See reevaluation note Item 43.)</p>		
64.	<p>SEC File No. 93-1</p> <p>Reports of indenture trustee to indenture security holders with respect to eligibility and qualification under Section 310 of the Act.</p> <p>Destroy when 1 year old.</p>		

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	<p style="text-align: center;"><u>Investment Company Act of 1940</u></p> <p>This legislation, together with the Investment Advisers Act of 1940, resulted from a study of the activities of investment companies and investment advisers conducted by the Commission pursuant to direction of Congress contained in the Holding Company Act. The results of this study were reported to Congress in a series of reports filed in 1938, 1939 and 1940, the legislation being supported both by the Commission and the investment company industry.</p> <p>Under this Act, the activities of companies engaged primarily in the business of investing, reinvesting and trading in securities and whose own securities are offered and sold to and held by the investing public, are subject to certain statutory prohibitions and to Commission regulation in accordance with prescribed standards deemed necessary to protect the interests of investors and the public.</p> <p>In addition to a requirement that such companies register with the Commission, the law requires disclosure of their financial condition and investment policies to afford investors full and complete information about their activities; prohibits such companies from changing the nature of their business or their investment policies without the approval of stockholders; bars persons guilty of security frauds from serving as officers and directors; prevents underwriters, investment bankers or brokers from constituting more than a minority of the directors or such companies; requires management contracts (and material changes therein) to be submitted to the security holders for their approval; prohibits transactions between such companies and their directors, officers, or affiliated companies or persons, except on approval by the Commission as being fair and involving no overreaching; forbids the issuance of senior securities by such companies except under specified conditions and upon specified terms; and prohibits pyramiding of such companies and cross-ownership of their securities.</p> <p>The securities of investment companies are also required to be registered under the Securities Act; and the companies must file periodic reports and are subject to the Commission's proxy and "insider" trading rules.</p>		

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65.	<p>SEC File No. 811-00-1, -3</p> <p>Notifications and registration statements (Forms N-8A, N-8B-1, 2, 3, 4, N-5) [17 CFR 270.8b-10; 17 CFR 274.5, 274.10 - 14], and related correspondence.</p> <p>Destroy 10 years after registrant no longer has reporting requirement. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
66.	<p>SEC File No. 811-00-2</p> <p>Periodic reports (annual, quarterly, semi-annual, proxy material) (Forms N-1R, N-30A-2, N-30A-3, N-5R, N-1Q) [17 CFR 270.30a-1, 30b1-1, 30d-1; 17 CFR 274.101 - 106]</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
67.	<p>SEC File No. 812-00-1, -2, -3</p> <p>Applications for exemption and other relief [17 CFR 270.02], reports pursuant to Commission order and related correspondence.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
68.	<p>SEC File No. 812-00-1, -3</p> <p>Application by foreign management investment companies for order permitting registration [17 CFR 270.7d-1], and related correspondence.</p> <p>Destroy 10 years after registrant no longer has reporting requirement. (See reevaluation note Item 65.)</p>		

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69.	<p>SEC File No. 816-00-1, -3</p> <p>Request for advisory report re reorganization of registered investment company [17 CFR 270.02], and related correspondence.</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
70.	<p>SEC File No. 817-00-1, -3</p> <p>Report of repurchase of securities by closed-end investment company (Form N-23C-1) [17 CFR 270.23c1; 17 CFR 274.201], and related correspondence.</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
71.	<p>SEC File No. 818-00-1, -3</p> <p>Sales literature regarding securities of certain investment companies (Section 24(b)) [17 CFR 270.24b-2], and related correspondence.</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
72.	<p>SEC File No. 819-00-1, -3</p> <p>Statement of the Federal Savings and Loan Corporation relating to the exemption of certain issuers.</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
73.	<p>SEC File No. 6-1, 6-1-1</p> <p>Reports of beneficial ownership of securities (Section 30(f)) (Forms 3 & 4) [17 CFR 270.30f-1, 2; 17 CFR 202, 203], and related correspondence.</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		

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	<p style="text-align: center;"><u>Investment Advisers Act of 1940</u></p> <p>This law establishes a pattern of regulation of investment advisers which is similar in many respects to Securities Exchange Act provisions governing the conduct of brokers and dealers. It requires, with certain exceptions, that persons or firms who engage for compensation in the business of advising others about their securities transactions shall register with the Commission and conform their activities to statutory standards designed to protect the interests of investors.</p> <p>The registration of investment advisers may be denied, suspended or revoked by the Commission if, after notice and hearing, it finds that a statutory disqualification exists and that such action is in the public interest. In addition to the administrative sanction of denial, suspension or revocation, the Commission may obtain injunctions restraining violations of this law and may recommend prosecution by the Department of Justice for fraudulent misconduct or wilfull violation of the law or rules of the Commission thereunder.</p>		
74.	<p>SEC File No. 801-00-1, -3</p> <p>Applications for registration as investment adviser (Forms ADV, ADV-W, 4-R, 5-R, 6-R, 7-R) [17 CFR 275.203-1, 204-1; 17 CFR 279.1], and related correspondence.</p> <p style="padding-left: 40px;">Destroy 10 years after investment adviser no longer is registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
75.	<p>SEC File No. 803-00-1, -3</p> <p>Application for exemption and other relief (Section 206A of the Act), and related correspondence.</p> <p style="padding-left: 40px;">Destroy 10 years after investment adviser no longer is conducting business under an exemption (See reevaluation note Item 74.)</p>		

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	<p style="text-align: center;"><u>Miscellaneous Files and Reports</u></p> <p><u>Administrative Proceedings</u></p> <p>All formal administrative proceedings of the Commission are conducted in accordance with its Rules of Practice [17 CFR 201], which conform to the Administrative Procedure Act and are designed to establish procedural, "due process" safeguards which will protect the rights and interests of parties to each such proceeding. Among these are requirements for timely notice of the proceeding and for a sufficient specification of the issues or charges involved to enable each of the parties adequately to prepare his case. All parties, including counsel for the interested Division or Office of the Commission, may appear at the hearing and present evidence and cross-examine witnesses in much the same manner as in the ordinary trial of court actions. In addition, other interested persons may be permitted to intervene or be given limited rights of participation. In some cases, the relevant facts may be stipulated in lieu of the conduct of an evidentiary hearing.</p> <p>Registration statements filed under the Securities Act of 1933, are examined by the Division of Corporation Finance for compliance with the disclosure requirements. If a statement appears to be materially incomplete or inaccurate, the registrant usually is informed by letter and given an opportunity to file correcting or clarifying amendments. The Commission however, has authority to refuse or suspend the effectiveness of any registration statement if it finds, after hearing, that material representations are misleading, inaccurate or incomplete. Accordingly, if material deficiencies in a registration statement appear to stem from a deliberate attempt to conceal and mislead, or if the deficiencies otherwise are of such nature as not to lend themselves readily to correction through the informal letter process, the Commission may conclude that it is in the public interest to resort to a hearing to develop the facts by evidence and to determine on the evidence whether a stop order should issue refusing or suspending effectiveness of the statement.</p>		

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76.	<p>A "stop order" is not a permanent bar to the effectiveness of the registration statement or sale of the securities, for the order must be lifted and the statement declared effective if amendments are filed correcting the statement in accordance with the stop order decision. The Commission may issue stop orders after the sale of securities has been commenced or completed. Although losses which may have been suffered in the purchase of securities are not restored to investors by the stop order, the Commission's decision and the evidence on which it is based may serve to put investors on notice of their rights and aid in their own recovery suits.</p> <p>Under Section 2(e) of the Commission's Rules of Practice [17 CFR 201.2(e)], the Commission may deny, temporarily or permanently, the privilege of appearing or practicing before it in any way to any person who is found by the Commission after notice and opportunity for hearing in the matter, not to possess the requisite qualifications to represent others, or to be lacking in character or integrity or to have engaged in unethical or improper professional conduct, or to have willfully violated, or willfully aided and abetted the violation of any provision of the Federal securities laws, or the rules and regulations thereunder.</p> <p>Any attorney who has been suspended or disbarred by a Court of the United States or in any State, Territory, District, Commonwealth, or Possession, or any person whose license to practice as an accountant, engineer or other expert has been revoked or suspended in any State, Territory, District, Commonwealth, or Possession, or any person who has been convicted of a felony, or a misdemeanor involving moral turpitude, shall be suspended from appearing or practicing before the Commission.</p> <p>SEC File No. 3- (8- and 801-)</p> <p>Disciplinary proceedings (broker-dealer and investment adviser) [17 CFR 240.15b7-1]</p> <p>Destroy when 25 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
77.	<p>SEC File No. 3- (2-)</p> <p>Stop orders issued pursuant to Section 8(d) of the Securities Act of 1933.</p> <p>Destroy 10 years after registrant no longer has reporting requirement. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
78.	<p>SEC File No. 4-</p> <p>Proceedings pursuant to Section 2(e) of the Commission's Rules of Practice [17 CFR 201.2(e)] (Suspension or disbarment)</p> <p>Destroy when 25 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
79.	<p>SEC File No. 4-</p> <p>Miscellaneous studies or investigations authorized by the Commission; petitions and/or requests for exemption from rules or regulations for which no specific procedures are provided. [17 CFR 201.4, 201.6 - 23]</p> <p>Destroy when 25 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
80.	<p>SEC File No. 3-</p> <p>Applications for continuance in membership and applications for review of disciplinary actions - National Association of Securities Dealers, Inc. (NASD) [17 CFR 240.15Ab-1]</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
81.	<p>SEC File No. 132-3</p> <p>General correspondence - active companies Inquiries and complaints concerning companies registered under the various Acts administered by the Commission.</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
82.	<p>SEC File No. 132-3</p> <p>General correspondence - inactive companies (no longer required to file reports with the Commission). Inquiries and complaints concerning companies registered under the various Acts administered by the Commission.</p> <p>Destroy when 6 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
83.	<p>SEC File No. 132-3</p> <p>General correspondence - miscellaneous Requests for interpretation of rules and regulations under the Acts administered by the Commission.</p> <p>Destroy 6 years after date of last entry. Retain file 3 years and transfer to the Federal Records Center.</p>		
84.	<p>SEC File No. LIT-</p> <p>a. Documents of litigation in United States Courts (except reorganization cases in U. S. District Courts) in which the Commission participates in any capacity.</p> <p>Destroy when 10 years old (except for briefs). Retain file 3 years and transfer to the Federal Records Center.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. Briefs</p> <p>Destroy when 25 years old. Retain Retain file 3 years and transfer to the Federal Records Center.</p>		
85.	<p>SEC File Nos. 206-, 207- to 215-, 217-</p> <p>Reorganization proceedings under Chapters IX, X, XI of the Bankruptcy Act in which the Commission participates.</p> <p>Permanent.</p>		
86.	<p>SEC File No. 8-00-3X</p> <p>Examination/Inspection reports of brokers and dealers.</p> <p>Destroy when broker-dealer no longer is registered. (See reevaluation note Item 77.)</p>		
87.	<p>SEC File No. 119-</p> <p>Securities Violation files (information regarding persons against whom actions were reported on charges of violating state and federal laws in the purchase and sale of securities.</p> <p>Destroy 10 years from date of last reported action. Retain file 3 years and transfer to the Federal Records Center.</p> <p><u>Office of the Secretary</u></p>		
88.	<p>Minutes of Commission meetings. Record copies of minutes of the Commission since its establishment and orders and opinions of the Commission.</p> <p>Permanent.</p>		

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	<u>Confidential Treatment Materials</u>		
89.	<p>Periodic reports and other materials containing contracts, commercial and financial information, disclosure of which would impair the value thereof, submitted under confidential cover [17 CFR 230.485; 17 CFR 240.24b-2]</p> <p>Destroy when 10 years old. Retain file 3 years and transfer to the Federal Records Center.</p>		
	<u>Subject Files</u>		
90.	<p>SEC File No. 265-</p> <p>Advisory Committees established by the Commission (correspondence, questionnaires, reports)</p> <p>Permanent. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)</p>		
91.	<p>SEC File No. 123-13</p> <p>Correspondence relating to the development of a Canadian Extradition Treaty.</p> <p>Permanent.</p>		
92.	<p>SEC File No. 122-2</p> <p>Members of Congress (inquiries relating to various subjects).</p> <p>Destroy 1 year after expiration of term in office.</p>		
93.	<p>SEC File No. 122-3</p> <p>Correspondence and other materials between the various Senate Committees and the Commission.</p> <p>Permanent.</p>		

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94.	<p>SEC File No. 122-4</p> <p>Correspondence and other materials between the various House Committees and the Commission.</p> <p>Permanent.</p>		
95.	<p>SEC File No. 122-6</p> <p>Correspondence and other materials between Congressional Commissions and Joint Committees and the Commission.</p> <p>Permanent.</p>		
96.	<p>SEC File No. 111-</p> <p>Federal government agencies (file established for each federal agency corresponding with the Commission concerning matters of common interest or relating to interpretation of specific rules and regulations).</p> <p>Permanent.</p>		
97.	<p>SEC File Nos. 124-1 through 124-6; 124-11, 124-20</p> <p>Legislation and Laws: Drafts and comments concerning suggested amendments to the various Acts administered by the Commission.</p> <p>Permanent.</p>		
98.	<p>SEC File Nos. 124-7, 124-7a</p> <p>Drafts, comments and correspondence concerning proposed legislation submitted by the Senate and the House to the SEC for comment.</p> <p>Permanent.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
99.	SEC File No. 124-7b Drafts of bills not yet reported in Congress submitted to the Commission for comment. Permanent.		
100.	SEC File No. S7-00-1, 1-H, -3 Issuance, amendment or rescission of rules under the various Acts - public comments and views, transcript of hearings, correspondence. Permanent.		
101.	SEC File No. 140- Drafts, internal memoranda, correspondence concerning rules and regulations under each of the Acts administered by the Commission. Permanent.		- THIS ITEM HAS BEEN MADE MEDIA NEUTRAL MAKING THE ELECTRONIC COPY OF MATERIALS DATE FORWARDED FROM 2003 THE RECORD COPY. JOB No. DN-0266-2014-0001 APPROVED 9/25/2014.
102.	SEC File No. 124- Stock Exchanges (general correspondence) Destroy when exchange no longer registered. (This schedule to be reevaluated during the next 3 years in connection with the Commission's micrographics program.)		

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<u>RECORDS DESIGNATED PERMANENT</u>			
<u>ITEM</u>	<u>ARRANGEMENT</u>	<u>ESTIMATED ANNUAL ACCUMULATION</u>	
85	Chronological	10 cubic feet	
88	Chronological	100 cubic feet	
90	Chronological	4 cubic feet	
91	Chronological	0 cubic feet	
93	Chronological	5 cubic feet	
94	Chronological	5 cubic feet	
95	Chronological	5 cubic feet	
96	Chronological	20 cubic feet	
97	Chronological	5 cubic feet	
98	Chronological	5 cubic feet	
99	Chronological	5 cubic feet	
100	Chronological	15 cubic feet	
101	Chronological	5 cubic feet	
<p>Items 1a, 13, 17 and 18 will be retained on microform after approval of NCI-266-77-1. Material accumulated prior to this will be maintained in hard copy.</p>			