

<b>FEDERAL ELECTION COMMISSION</b>		
<b>MANUAL OF DIRECTIVES</b>	<b>COMMISSION DIRECTIVE</b>	
	<b>REVOKES</b>	<b>NO. 27 (Revised)</b>
	Directive No. 27 Dated December 28, 1979	<b>Effective Date</b> October 13, 2006
<b>Maintenance of Official Paper Documents Filed by Reporting Entities</b>		

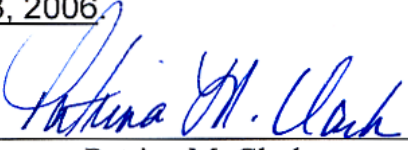
The Reports Analysis Division (RAD) has responsibility for providing for the filing, storage, retrieval, maintenance and retirement of original paper documents submitted by entities required to file with the FEC. In addition, RAD stores printed copies of electronically transmitted TIF images from the Office of the Secretary of the Senate. These documents include reports, statements, miscellaneous documents and other forms and schedules required by the FEC.

Documents are bound in folders by committee name, filed and stored in the RAD File Room and are available for examination by all FEC staff. Commission personnel may obtain committee files by completing a request form in the RAD file room. Folders and documents are retained in the file room for a complete two year election cycle and are retired to a records center maintained by the National Archives during the year after the end of an election cycle.

The RAD file room is not available to the general public and all requests for copies of documents from the public should be directed to the Public Disclosure Division.

In addition, RAD is the repository for SALT or pseudonym lists filed by committees pursuant to 11 CFR 104.3(e). Such lists are secured in the RAD Compliance file room. Requests for information about the pseudonym lists should be directed to the Compliance Branch Chief in RAD.

This Directive was adopted on October 13, 2006.

  
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 Patrina M. Clark  
 Staff Director