## Office of the Secretary

**Organization Chart** 

Secretary

#### **Intake and Processing**

Processes documents circulated internally within the Commission, including staff recommendations, motions and votes, and circulations to Commissioners; create official minutes of Commission actions; process Sunshine notices; oversee logistics for, and preserve transcripts of, Commission meetings; publish volumes of FTC decisions

#### **Clerk of Court**

Processes documents filed with the Secretary by external parties for Commission/staff review, including adjudicative filings; public comments; rulemaking petitions, HISA sanction notices, and compliance reports; publish legal documents to FTC.GOV website; oversee logistics for evidentiary and rulemaking hearings; address procedural questions in administrative litigations; serve CIDs, subpoenas, and other official Commission documents.

# Research and Correspondence

Track Congressional correspondence and draft constituent correspondence; research requests for historical information; search for records responsive to FOIA, e-discovery, or congressional requests; prepare Federal Register Notices for publication; submit documents pursuant to SBREFA requirements; submit congressionallymandated reports to GAO.

### **Records Management**

Oversight & overall management of the agency's records management program; development of guidance and training materials; prepare and update records retention schedules; develop systems and processes to preserve records; conduct records inventories and evaluations; oversee records disposition; schedule development; administer agency's controlled unclassified information (CUI); develop records and information policies