

## Request for Records Disposition Authority

Records Schedule Number DAA-0101-2017-0001  
Schedule Status Returned Without Action  
Agency or Establishment Office of the Comptroller of the Currency  
Record Group / Scheduling Group Records of the Office of the Comptroller of the Currency  
Records Schedule applies to Agency-wide  
Schedule Subject Email Records of the High Level Decision Makers within the OCC.  
Internal agency concurrences will be provided No

Background Information The e-mail accounts of the staff members in the positions listed below have oversight responsibility and the highest level of authority for component decision making. In the course of their work, they oversee operations and management of their component. In addition they are responsible for the development and implementation of policies, processes, decisions, and actions that support the OCC's mission.

This schedule covers the email accounts of the heads of components as listed on the OCC's organizational chart.

The positions that qualify as high level decision makers are the following:

Comptroller of the Currency (Head of the Agency)  
Senior Deputy Comptroller (SDC) and Chief of Staff  
SDC & Chief National Bank Examiner  
SDC for Compliance and Community Affairs  
SDC for Large Bank Supervision  
SDC for Midsize and Community Bank Supervision  
SDC for Management and Chief Financial Officer  
SDC for Economics  
SDC and Chief Counsel  
SDC for Enterprise Governance and Ombudsman  
Deputy Comptroller (DC) for Supervision Risk Management  
DC for Thrift Special Supervision  
DC for Compliance Supervision  
DCs for Large Bank Supervision  
DC for Operational Risk  
DC for Licensing  
DC for Strategic Management  
DC for Compliance Risk

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DC for International Banking  
DC for Regulatory Policy  
DC for Credit Risk  
DC for Market Risk  
DC for Economics and Policy Analysis  
DC for Risk Analysis  
DC for Midsize Bank Supervision  
Chief Risk Officer  
Deputy Chief Counsels  
DC for Public Affairs  
DC for Community Affairs  
Director for Litigation  
Director for Bank Activities and Structure  
Director for Enforcement and Compliance  
Director for Community and Consumer Law  
Director for Administrative and Internal Law  
Director for Legislative and Regulatory Affairs  
Director for Securities and Corporate Practices  
District Deputy Comptrollers - Northeast, Central, Southern and Western  
Supervisory National Bank Examiners (Examiners in Charge) - Large Bank Supervision  
Chief Information Officer  
Chief Technology Officer  
Deputy CIO for Infrastructure and Operations  
Deputy CIO for Application Services Delivery  
Deputy Chief Financial Officer  
DC for Human Capital  
DC for Leadership, Executive and Organizational Development

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

## GAO Approval

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## Outline of Records Schedule Items for DAA-0101-2017-0001

Sequence Number
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1	High Level Decision Makers Email Records Disposition Authority Number: DAA-0101-2017-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="347 378 1531 421"><b>High Level Decision Makers Email Records</b></p> <p data-bbox="347 431 1531 474">Disposition Authority Number      DAA-0101-2017-0001-0001</p> <p data-bbox="347 491 1531 683">High level decision makers listed in this schedule have oversight responsibility for the mission of the OCC and report directly to the Comptroller, or the Senior Deputy Comptrollers, or the Deputy Comptrollers, or otherwise have significant mission-related decision or policy roles. This item includes all of the e-mails and attachments of the listed e-mail account holders.</p> <p data-bbox="347 700 1531 742">Final Disposition                      Permanent</p> <p data-bbox="347 759 1531 802">Item Status                              Withdrawn</p> <p data-bbox="347 819 1531 861">Is this item media neutral?          No</p> <p data-bbox="347 878 1531 921">Explanation of limitation              limited to email and attachments</p> <p data-bbox="347 938 1531 1044">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          No</p> <p data-bbox="347 1083 1531 1125"><b>Disposition Instruction</b></p> <p data-bbox="347 1142 1531 1249">If this item has multiple sections, indicate here records to which this section apply      This applies to the described emails and attachments from all account holders listed in this schedule.</p> <p data-bbox="347 1266 1531 1308">Cutoff Instruction                      Cut off e-mail annually at end of calendar year.</p> <p data-bbox="347 1325 1531 1389">Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cutoff</p> <p data-bbox="347 1427 1531 1470"><b>Additional Information</b></p> <p data-bbox="347 1487 1531 1530">First year of records accumulation      2017</p> <p data-bbox="347 1547 1531 1653">What will be the date span of the initial transfer of records to the National Archives?      From 2017 To 2017</p> <p data-bbox="347 1670 1531 1776">How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p> <p data-bbox="347 1862 1531 1904">Disposition Instruction</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0101-2017-0001

If this item has multiple sections, indicate here records to which this section apply

This applies to the described email records for the Professional Responsibility Advisory Office and Office of the Solicitor General.

Cutoff Instruction

Cut off at end of calendar year when official ends his/her tenure.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1999 To 2005

How frequently will your agency transfer these records to the National Archives?

Unknown  
This depends on tenure dates.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
12/14/2016	Certify	Mary Donovan	Agency Records Officer	Office of Management - Financial Management
02/08/2017	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA