

INACTIVE - ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule DAA 0266 2014 0009

Request for Records Disposition Authority

Records Schedule Number	DAA-0266-2014-0009
Schedule Status	Modified Approved Version
Agency or Establishment	Securities and Exchange Commission
Record Group / Scheduling Group	Records of the Securities and Exchange Commission
Records Schedule applies to	Agency-wide
Schedule Subject	Tips, Complaints, and Referrals (TCR) Intake and Resolution System
Internal agency concurrences will be provided	No

Background Information

The TCR Intake and Resolution System (TCR System) is an SEC-wide system that centralizes all tips, complaints and referrals (TCRs) received by the SEC alleging possible violations of the federal securities laws. The mission of the SEC is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. In the pursuit of its mission, the SEC receives hundreds of thousands of incoming communications through a variety of means into each of the SEC's divisions, offices, and regional offices. These communications include information from the general public, attorneys and members of the regulated community, which includes, but is not limited to, broker-dealers, investment advisors, self-regulatory organizations (SROs), and public companies. Typical examples include information regarding misconduct or risks involving public companies, securities professionals, registered entities and associated persons, as well as frauds affecting individual investors such as Ponzi schemes or boiler-room operations. Commission personnel are required, pursuant to the Commission-wide Policies and Procedures for handling TCRs, to enter any communication received from the public, another government agency, or a self-regulatory organization (SRO) that qualifies as a TCR. While the identification of a TCR is not always obvious and may require professional judgment, if in doubt, SEC staff must treat the matter as a TCR and enter it into the TCR System. In addition, the SEC receives referrals from SROs based on the information collected by the SROs and reported to the SEC for further consideration.

The TCR System collects and stores TCRs in a central database and work flow system, and makes them accessible to authorized SEC staff. The centralization and ability to establish connections among TCRs enhances the SEC's ability to identify potential violations of the federal securities laws and to ensure appropriate

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and timely responses to allegations of wrongdoing The TCR System is governed by the TCR Oversight Board, whose objectives and responsibilities are outlined in its Charter The TCR System is an important surveillance and management tool, but the ability of the TCR System to further the SEC's mission ultimately depends on the diligence and good judgment of those who enter, evaluate and resolve TCRs The Commission-wide Policies and Procedures for handling TCRs helps ensure the effective functioning of the TCR System by outlining the proper methods, analyses, and considerations that all SEC personnel should undertake when entering and handling TCRs

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

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Outline of Records Schedule Items for DAA-0266-2014-0009

Sequence Number	
1	Master File Disposition Authority Number DAA-0266-2014-0009-0001
2	TCRs Maintained Outside the TCR System Disposition Authority Number DAA-0266-2014-0009-0002

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Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0266-2014-0009-0001</p> <p>External form submitters include the general public, other U S and foreign regulators, SROs, attorneys and financial professionals, among others Users enter the TCR information from www sec gov through TCR intake forms, along with any related documents The external application will invoke a webservice to submit the intake information to the internal workflow system TCR information can also be submitted internally by SEC staff, when the tips and complaints arrived at the SEC via hard copy, fax or email Specifically, internal users enter free form text through TCR internal application In connection with intake into the internal portal, all hard copy documents will be scanned in via the SEC's document management center and intake will be performed manually by specially trained paralegals, following the Commission-wide and Division and Office specific TCR Policies and Procedures TCRs received by SEC staff ("TCR Entries") through the external portal and those arriving for internal portal entry, and records related thereto may include, but are not limited to, documents generated prior to the opening of a Matter Under Investigation (MUI) or commencement of an exam All TCR Entries will be assessed and reassigned to the respective groups for consideration for MUI or exam opening This is done by invoking a business process management (BPM) process NOTE Information or documentation contained in TCR Entries that becomes part of an examination, investigation, or other Division/Office-specific business purpose must be retained in accordance with the NARA-approved records retention schedule covering the examination, investigation, or other business process of the assigned Division/Office At the time of the first scheduled deletion, the 20-year retention period will be re-examined before deletion takes place to determine whether or not the 20-year time frame is sufficient, or if a longer retention period is needed for trends analysis, or other historical purposes</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Master File of an EIS</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>

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2	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number DAA-0266-2018-0009-0001
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year
	Retention Period	Destroy 20 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	TCRs Maintained Outside the TCR System	
	Disposition Authority Number	DAA-0266-2014-0009-0002
	TCR-related documentation which did not require further action and is not captured in the TCR system, to include legacy materials which predate the TCR System NOTE TCR-related documentation which did require further action and is not captured in the TCR system, to include legacy materials which predate the TCR System must be retained by the assigned Division/Office in accordance with the NARA-approved records retention schedule covering the examination, investigation, or other business process TCR Entries assigned to and maintained by Divisions and Offices that become a part of, and is appropriate for preservation within a a new or ongoing examination, investigation, or other Division/Office-specific business process or purpose must be retained by the assigned Division/Office in accordance with the NARA-approved records retention schedule covering the examination, investigation, or other business process	
	Final Disposition	Temporary
	Item Status	Inactive
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-266-09-004 / 1 DAA-0266-2013-0004-0007
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number DAA-0266-2018-0009-0001
	Disposition Instruction	

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Cutoff Instruction

Cutoff at the end of the calendar year after an inquiry deemed NO FURTHER ACTION (NFA), upon conclusion of investigation or examination, or after referral, whichever applicable

Retention Period

Destroy 10 year(s) after cutoff

Additional Information

GAO Approval

Not Required

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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
06/20/2014	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
02/11/2015	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
03/10/2015	Submit For Certification	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
03/10/2015	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
07/08/2015	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/27/2015	Submit For Certification	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
08/27/2015	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
09/25/2015	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/01/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

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10/02/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
10/05/2015	Approve	David Fernero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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