

Request for Records Disposition Authority

Records Schedule Number DAA-0266-2018-0003
 Schedule Status Approved

Agency or Establishment Securities and Exchange Commission
 Record Group / Scheduling Group Records of the Securities and Exchange Commission
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of the Chief Accountant
 Schedule Subject Records of the Office of the Chief Accountant
 Internal agency concurrences will be provided No

Background Information

The Office of the Chief Accountant is responsible for establishing and enforcing accounting and auditing policy to enhance the transparency and relevancy of financial reporting, and for improving the professional performance of public company auditors in order to ensure that financial statements used for investment decisions are presented fairly and have credibility. This responsibility included specific oversight functions related to the work of the Public Company Accounting Oversight Board (PCAOB).

The Public Company Accounting Oversight Board (PCAOB) is a nonprofit corporation established by Title I of the Sarbanes-Oxley Act of 2002. The Board is responsible for overseeing the audits of public companies in order to protect investors and the public interest by promoting informative, accurate, and independent audit reports. The PCAOB also oversees the audits of brokers and dealers, including compliance reports filed pursuant to federal securities laws, to promote investor protection.

The five member PCAOB Board, are appointed by the Securities and Exchange Commission (SEC), after consultation with the Chairman of the Board of Governors of the Federal Reserve System and the Secretary of the Treasury. The SEC has oversight authority over the PCAOB, including the approval of the Board’s rules, standards, and budget. The Office of the Chief Accountant is responsible for the administration of the Commission’s oversight of the PCAOB.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items

12	2	10	0
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GAO Approval

Outline of Records Schedule Items for DAA-0266-2018-0003

Sequence Number	
1	Public Company Accounting Oversight Board (PCAOB) Records
1.1	Process Documents Disposition Authority Number: DAA-0266-2018-0003-0001
1.2	Annual Report and Strategic Plan Disposition Authority Number: DAA-0266-2018-0003-0002
1.3	Interim Commission Review Records Disposition Authority Number: DAA-0266-2018-0003-0003
1.4	PCAOB Board Member Nomination Information Disposition Authority Number: DAA-0266-2018-0003-0004
1.5	Inspection Records Disposition Authority Number: DAA-0266-2018-0003-0005
1.6	Tips, Complaints and Referrals Received by the Board Disposition Authority Number: DAA-0266-2018-0003-0006
1.7	Remediation Determination Records Disposition Authority Number: DAA-0266-2018-0003-0007
1.8	Notices of the Issuance of Orders of Formal Investigation Disposition Authority Number: DAA-0266-2018-0003-0008
1.9	Notification of Sanctions Disposition Authority Number: DAA-0266-2018-0003-0009
1.10	Hearing Officer Decisions Disposition Authority Number: DAA-0266-2018-0003-0010
1.11	Internal Oversight and Performance Assurance Reports Disposition Authority Number: DAA-0266-2018-0003-0011
1.12	Reinstatement Applications Disposition Authority Number: DAA-0266-2018-0003-0012

Records Schedule Items

Sequence Number	
1	<p>Public Company Accounting Oversight Board (PCAOB) Records The Public Company Accounting Oversight Board records described in this schedule are records created by the Board and submitted to the Office of the Chief Accountant in accordance with applicable laws, regulations, rules, and requiring SEC oversight of specific activities and actions of the Board.</p>
1.1	<p>Process Documents</p> <p>Disposition Authority Number DAA-0266-2018-0003-0001</p> <p>Records relating to SEC oversight of the Board pursuant to Section 107 of the Sarbanes-Oxley Act of 2002, as amended. Included are records regarding Commission authority to approve and amend board rules, Commission review and/or mitigation of disciplinary actions taken by the Board, and censure or other sanctions of the Board or Board members by the Commission.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2003</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2003</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8 GB	750 MB
Paper	30 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

Annual Report and Strategic Plan

Disposition Authority Number DAA-0266-2018-0003-0002

PCAOB Annual Report to the Commission pursuant to Section 101 of the Sarbanes-Oxley Act of 2002, as amended, and PCAOB Strategic Plans.

Final Disposition Permanent

Item Status Active

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

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after publication

Additional Information

First year of records accumulation 2008

What will be the date span of the initial transfer of records to the National Archives? From 2008 To 2008

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation

Electronic/Digital	50 MB	5 MB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.3

Interim Commission Review Records

Disposition Authority Number **DAA-0266-2018-0003-0003**

Records relating to Office of the Chief Accountant’s interim review of inspection findings of the Board appealed to the Commission, and handled by the Office of the Chief Accountant under delegated authority of the Commission. These records comprise appeals to the Commission from registered public accounting firms for review of assessments contained in draft and final inspection reports issued by the Board, pursuant to Section 104 (h) of the Sarbanes-Oxley Act of 2002, as amended.

Final Disposition **Temporary**

Item Status **Active**

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**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.4

PCAOB Board Member Nomination Information

Disposition Authority Number **DAA-0266-2018-0003-0004**

Records related to Commission appointment of PCAOB members pursuant to Section 101 of the Sarbanes-Oxley Act, as amended. Included the records of

nominations, background information on nominees, briefing materials prepared for Commissioners, input from Commissioners, and memoranda recommending Board candidates for consideration by the Commission.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Inspection Records

Disposition Authority Number DAA-0266-2018-0003-0005

Records related to inspection of public accounting firms, conducted by the PCAOB pursuant to Section 104 of the Sarbanes-Oxley Act, as amended and provided to the Office of the Chief Accountant. Included are inspection records, and draft and final reports of inspections of registered accounting firms and associated persons for compliance with the Sarbanes-Oxley Act, Commission and Board rules, and professional standards in relation to audits and audit reporting.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

1.5

1.6

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Tips, Complaints and Referrals Received by the Board

Disposition Authority Number DAA-0266-2018-0003-0006

PCAOB referrals on Form 4004 making confidential reports to the SEC about potential accounting issues or rule violations by issuers or broker-dealers.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.7

Remediation Determination Records

Disposition Authority Number DAA-0266-2018-0003-0007

PCAOB Notices of Remediation Determinations on Form 4009 to the Commission documenting the status of quality control findings from inspection reports. These records document the actions taken by firms under inspection to address criticisms or potential defects in quality control systems documented in final inspection reports of the Board; notifications made by the Board to the Commission, appropriate state regulatory authority, and the firm regarding final determination that criticisms or potential defects have been satisfactorily addressed; and public reports of criticisms or potential defects not address as stipulated by Board rules.

Final Disposition Temporary

Item Status Active

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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.8	Notices of the Issuance of Orders of Formal Investigation	
	Disposition Authority Number	DAA-0266-2018-0003-0008
	PCAOB Notices of the Issuance of Orders of Formal Investigation periodically received by the Office of the Chief Accountant detailing formal orders of investigations of registered public accounting firms and associated persons by the Board pursuant to Section 105 of the Sarbanes Oxley Act, as amended.	
	Final Disposition	Temporary
	Item Status	Active
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.9	Notification of Sanctions	
	Disposition Authority Number	DAA-0266-2018-0003-0009

Records of notices from PCAOB concerning sanctions imposed on registered audit firms by the Board and reported to the Commission pursuant to Section 105 of the Sarbanes-Oxley Act, as amended.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.10

Hearing Officer Decisions

Disposition Authority Number DAA-0266-2018-0003-0010

Records of initial decisions made by PCAOB Hearing Officers regarding disciplinary actions taken against registered public accounting firms and associated persons as based inspections and investigations conducted by the PCAOB, pursuant to Section 105 of the Sarbanes-Oxley Act, as amended.

Final Disposition Temporary

Item Status Active

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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 10 year(s) after cutoff

1.11	Additional Information	
	GAO Approval	Not Required
	Internal Oversight and Performance Assurance Reports	
	Disposition Authority Number	DAA-0266-2018-0003-0011
	Reports submitted to the Board by the PCAOB Office of Internal Oversight and Performance Assurance related to Office's independent evaluation of the Boards programs and operations. Records include performance and quality assurance reviews, annual audit plans, risk assessments, and inquiries. As part of its oversight function, the Office of the Chief Accountant receives and maintains copies of reports, draft reports, or other related materials provided to the Board.	
	Final Disposition	Temporary
	Item Status	Active
	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
	Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year	
Retention Period	Destroy 10 year(s) after cutoff	
1.12	Additional Information	
	GAO Approval	Not Required
	Reinstatement Applications	
	Disposition Authority Number	DAA-0266-2018-0003-0012
	Application materials received by the Office of the Chief Accountant from professionals suspended from appearing and practicing before the Commission as accounts that are requesting reinstatement based on good cause shown pursuant to Commission Rule 102(e)(5). Applications include additional materials submitted by the applicant, and memoranda and briefing materials created by the Office of the Chief Accountant for consideration of the application by the Commission.	
	Final Disposition	Temporary
	Item Status	Active
	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

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

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
01/24/2018	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
05/14/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/18/2018	Submit For Certification	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
09/18/2018	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
05/15/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/18/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist