

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0413-2022-0002

Status: APPROVED
Date Approved: 12/06/2023

General Information

Agency or Establishment	National Credit Union Administration
Record/Scheduling Group	0413 - Records of the National Credit Union Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Modern Examination and Risk Identification Tool (MERIT)
Additional Schedule Information	<p>Pursuant to the Federal Credit Union Act, the National Credit Union Administration (NCUA) conducts examinations of credit unions with deposits insured by the National Credit Union Share Insurance Fund, to determine the credit unions' safety and soundness. The NCUA also reviews safety and soundness examinations of federally insured state-chartered credit unions, conducted by state supervisory authorities (SSAs). In addition, the NCUA conducts examinations of federally insured credit unions to determine the credit unions' compliance with federal fair lending laws.</p> <p>MERIT is an NCUA electronic information system that provides a modernized examination platform for the NCUA and SSAs to create and record examination results for the different types of contacts conducted in credit unions. MERIT replaces AIRES (Automated Integrated Regulatory Examination System), a program that is over 20 years old. The NCUA is not migrating AIRES records to MERIT, although certain data from AIRES exams was copied into MERIT to support the examination process.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0413-2022-0002

Item #	Title	Disposition
0001	MERIT System Data : Routine Examination Records	Temporary
0002	MERIT System Data : Historically significant examination records.	Permanent

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Records Schedule Items

Group Title	MERIT System Data
Group Description	In MERIT, the exam team can record scope tasks, the results of reviews conducted under scope tasks (including exam work papers), CAMELS (Capital Adequacy, Asset Quality, Management, Earnings, Liquidity and, effective April 1, 2022, Sensitivity to Market Risk) ratings, risk ratings, and findings. As part of the exam or contact, the exam team can use MERIT to send survey questionnaires and document requests to a credit union, and survey questionnaires to the exam team. MERIT consolidates the data input during the exam process into an exam report. NCUA managers use a survey in MERIT to conduct a Documented Secondary CAMELS Review (DSCR) and Pre-release Secondary Review (PSR) of the exam report, prior to the NCUA finalizing the exam report, issuing it to the credit union, and closing the exam. Closed exams are stored in MERIT. For contacts that do not result in a report issued to the credit union, the exam team uses MERIT to generate an Internal Summary Review Report. The Internal Summary Review Reports are also stored in MERIT. The Examiner-in Charge or Co-Examiners-in-Charge of the exam complete an exam form in MERIT to record certain general information about the exam.
DAA-0413-2022-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Routine Examination Records
Item Description	Includes completed scope tasks and results of review (including work papers); CAMELS ratings, risk ratings, and findings (and related resolution documentation); survey questionnaires and responses; document requests; documents the exam team attaches as part of the exam record (e.g., Documents of Resolution, Letters of Understanding and Agreement, documents provided by the credit union, and examiner-generated supporting documents); the DSCR and PSR of the exam and other quality assurance/control reports (and attachments); the examination report issued to the credit union at the close of the exam; the Internal Summary Review Report; and general information about the exam from the exam form.
Is this item media neutral?	No
Media limitation	See Dossier

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the calendar year in which the exam or other contact is closed.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0413-2022-0002-0002	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Historically significant examination records.
Item Description	<p>Examination records exhibiting the following criteria: • Established a primary source of information on an issue of far-reaching national or international importance; information on topics that are less far-reaching but significant to America's heritage or culture, relative to supervision and regulation of the credit union system and protection of credit union members and consumers; • Had a significant impact on the NCUA by pioneering NCUA entry into an issue of national or international importance, laying the groundwork for applying new and/or advanced mission methodologies, or resulting in major changes to NCUA policy; • Resulted in extensive national or international media attention; or • Resulted in the approval of new legislation by Congress, or substantive changes to existing legislation. Examples include (but may not be limited to): examination records that provide significant information concerning financial crises, credit union involvement in new financial products, industry/market disruptions impacting loans made by credit unions, NCUA financial inclusion initiatives, and the NCUA virtual examination program; and records of examinations conducted by the Office of National Examinations and Supervision (i.e., examinations of corporate credit unions and</p>

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	natural person credit unions with assets in excess of a set threshold).
Is this item media neutral?	No
Media limitation	See Dossier
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the calendar year in which the exam or other contact is closed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Structured data formats:2 TB
Approximate first year of records covered by this authority	2019
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2019 To: --/--/2019
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(8) Regulation or Supervision of Financial Institutions, FOIA (b)(6) Personal Information

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Signatory Information

Action	User	Date
Accept	Data Migration	09/23/2022
Approve	Colleen Shogan	12/06/2023