

### Request for Records Disposition Authority

Records Schedule Number DAA-0587-2013-0004  
Schedule Status Returned Without Action  
Agency or Establishment Consumer Financial Protection Bureau  
Record Group / Scheduling Group Records of the Consumer Financial Protection Bureau  
Records Schedule Applies to Major Subdivision  
Major Subdivision Division of External Affairs  
Minor Subdivision Office of Communications  
Schedule Subject Communications Records  
Internal agency concurrences will be provided Yes

Background Information

Records created and received by this office documents communications with the public and Congress on the governing principles of the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010:

- 1) Consumers are protected from unfair, deceptive, or abusive acts and practices and from discrimination;
- 2) Federal consumer financial law is enforced consistently without regard to the status of a person as a depository institution; and
- 3) Markets for consumer financial products and services operate transparently and efficiently to facilitate access and innovation.

The official records of the Division of External Affairs, Office Communications may be created, received, and stored in several formats, including: paper records, scanned images, PDF files, data files, data sets, digital photographs and audio recordings, web-based records (such as SharePoint portals, web pages, wikis, blogs, tweets, etc.), and electronic mail and word processing formats.

The records disposition instructions are media neutral, unless otherwise stated.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	7

GAO Approval

**Returned Without Action**

### Outline of Records Schedule Items for DAA-0587-2013-0004

Sequence Number	
1	News Media Correspondence Disposition Authority Number: DAA-0587-2013-0004-0001
2	Master Copies of Press Releases Disposition Authority Number: DAA-0587-2013-0004-0002
3	Index of Master Copies of Press Releases Disposition Authority Number: DAA-0587-2013-0004-0003
4	CFR Press Clips Disposition Authority Number: DAA-0587-2013-0004-0004
5	Audio/Visual Recordings
5.1	High-quality final version Disposition Authority Number: DAA-0587-2013-0004-0005
5.2	Raw footage and scripts Disposition Authority Number: DAA-0587-2013-0004-0006
6	Press Conference records Disposition Authority Number: DAA-0587-2013-0004-0007

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p><b>News Media Correspondence</b></p> <p>Disposition Authority Number      DAA-0587-2013-0004-0001</p> <p>Records consist of correspondence from and with the news media regarding CFPB matters. Information includes requests for interviews, requests for comments and information, and related documents.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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?      No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cut off files at the end of each calendar year in which responses have been sent or decision has been made to not take action.</p> <p>Retention Period                        Destroy 2 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p>
2	<p><b>Master Copies of Press Releases</b></p> <p>Disposition Authority Number      DAA-0587-2013-0004-0002</p> <p>Master copies of public information material, including but not limited to press releases, advisories, fact sheets, and remarks released by the Office of Communications.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</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?      No</p> <p>Disposition Instruction</p>

Returned Without Action

Cutoff Instruction                      Cut off at the end of the calendar year in which event has been completed.

Transfer to Inactive Storage            Transfer to the National Archives 5 years after cutoff.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 5 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
The records span should stop at the end of 2013.

How frequently will your agency transfer these records to the National Archives?      Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Index of Master Copies of Press Releases**

Disposition Authority Number      DAA-0587-2013-0004-000

Spreadsheets and related records used to track public information material. These records may be used as an inventory to the records contained in item 2 of this records schedule.

Final Disposition                      Permanent

Item Status                              Withdrawn

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?      No

**Disposition Instruction**

Cutoff Instruction                      Cut off at the end of the calendar year in which event has been completed.

Retained Without Action

3

Transfer to Inactive Storage      Transfer to the National Archives 5 years after cutoff.  
Transfer to the National Archives for Accessioning      Transfer to the National Archives 5 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
The records span should stop at the end of 2013.

How frequently will your agency transfer these records to the National Archives?      Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**CFPB Press Clips**

Disposition Authority Number      DAA-0587-2013-0004-0004

Original periodic electronic notices (via email and wiki) to Bureau staff containing web links to news media articles about and recordings of CFPB activities. The official recordkeeping copies of recordings made by the Bureau are covered by item 5 of this records schedule.

Final Disposition      Temporary

Item Status      Withdrawn

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?      No

**Disposition Instruction**

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

Retention Period      Destroy 2 year(s) after cutoff

Returned Without Action

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5 Additional Information

GAO Approval Not Required

5 Audio/Visual Recordings

Audio/visual recordings, filmed by or for the CFPB from July 21, 2011 to the present, of senior officials. The recordings document the mission of the CFPB, including speeches to groups and organizations, town hall presentations, and other mission-related outreach recordings.

5.1 High-quality/final version

Disposition Authority Number DAA-0587-2013-0004-0005

High-quality/final version

Final Disposition Permanent

Item Status Withdrawn

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? No

Disposition Instruction

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

Transfer to Inactive Storage Transfer to the National Archives 5 years after cutoff or Pre-accession Records that are ready to be transferred.

Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Cut off at the end of the calendar year

How frequently will your agency transfer these records to the National Archives? Every 5 Years

Returned Without Action

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	1 MB
Paper		

Microform		
Hardcopy or Analog Special Media		

5.2

**Raw footage and scripts**

Disposition Authority Number DAA-0587-2013-0004-0006

**Raw footage and scripts**

Final Disposition Temporary

Item Status Withdrawn

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? No

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year in which recording has been completed.

Retention Period Destroy 2 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

6

**Press Conference records**

Disposition Authority Number DAA-0587-2013-0004-0007

Records documenting periodic press briefings by CFPB officials, including media kits, speech and presentation materials, pre-submitted questions by the press and CFPB responses, and transcripts, notes, and CFPB recordings of press conferences.

Final Disposition Permanent

Item Status Withdrawn

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? No

Returned Without Action



Disposition Instruction

Cutoff Instruction

Cut off files at the end of each calendar year in which activity has been completed.

Transfer to Inactive Storage

Transfer to the National Archives 5 years after cutoff.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 year(s) after cutoff

Additional Information

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

Unknown

The records span should stop at the end of the calendar year.

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

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Returned Without Action

### 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
01/10/2013	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
10/02/2014	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
11/17/2014	Return Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action