

### Request for Records Disposition Authority

Records Schedule Number: DAA-0587-2013-0008  
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 the Consumer Advisory Board  
Schedule Subject: Consumer Advisory Board 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 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	16

GAO Approval

## Outline of Records Schedule Items for DAA-0587-2013-0008

Sequence Number	
1	CFPB Consumer Advisory Board and Councils Records
1.1	Records of the Consumer Advisory Board and Councils documenting the following activities: Disposition Authority Number: DAA-0587-2013-0008-0001
1.2	Records Documenting the Work of the Board Disposition Authority Number: DAA-0587-2013-0008-0002
1.3	Board Membership Nomination Records Disposition Authority Number: DAA-0587-2013-0008-0003
1.4	Records for selected nominees Disposition Authority Number: DAA-0587-2013-0008-0004
1.5	Records for non-selected nominees Disposition Authority Number: DAA-0587-2013-0008-0005
2	Event Records of the Office of Consumer Advisory Boards and Councils
2.1	Historic Events Disposition Authority Number: DAA-0587-2013-0008-0006
2.2	Non-historic Events Disposition Authority Number: DAA-0587-2013-0008-0007
3	Correspondence Received by Consumer Advisory Board (CAB) and other Councils Members Disposition Authority Number: DAA-0587-2013-0008-0008
4	Correspondence Tracking Records Disposition Authority Number: DAA-0587-2013-0008-0009
5	Event Management Disposition Authority Number: DAA-0587-2013-0008-0010
6	Community Bank Advisory Council (CBAC) Records
6.1	CABC Historic Records Disposition Authority Number: DAA-0587-2013-0008-0011
6.2	CABC Administrative and Routine Records Disposition Authority Number: DAA-0587-2013-0008-0012
7	Credit Union Advisory Council (CUAC) Records
7.1	CUAC Historic Records Disposition Authority Number: DAA-0587-2013-0008-0013
7.2	CUAC Administrative and Routine Records Disposition Authority Number: DAA-0587-2013-0008-0014
8	Academic Research Council Records

Returned Without Action

8.1

Academic Research Council –Historic Records  
Disposition Authority Number: DAA-0587-2013-0008-0015

8.2

Academic Research Council –Administrative and Routine Records  
Disposition Authority Number: DAA-0587-2013-0008-0016

**Returned Without Action**

Records Schedule Items

Sequence Number		
1	CFPB Consumer Advisory Board and Councils Records Records of the Consumer Advisory Board and Councils consist of records documenting the establishment, etc.	
1.1	Records of the Consumer Advisory Board and Councils documenting the following activities:	
	Disposition Authority Number	DAA-0587-2013-0008-0001
	Records including the establishment, membership, and organization of the Board, such records as: original charter, renewed and amended charters, member appointments, terms of appointments, membership lists, member biographies, member roles and responsibilities, subgroup and subcommittee group memberships, and subcommittee roles and responsibilities.	
	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 files at the end of each calendar year in which records have been finalized/updated.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown July 2011 to Present
	How frequently will your agency transfer these records to the National Archives?	Every 15 Years
	Electronic/Digital	1 MB
	Paper	
	Estimated Current Volume	Annual Accumulation

Retained Without Action

Microform		
Hardcopy or Analog Special Media		

1.2

Records Documenting the Work of the Board

Disposition Authority Number **DAA-0587-2013-0008-0002**

Records include but are not limited to the work of the Chair, Vice Chair, subgroups and subcommittees meeting records (agenda, minutes, and presentations), correspondence, analysis, advice, recommendations, and reports.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media other than **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of each calendar year in which records have been finalized/updated.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
July 2011 to Present**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

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

Returned Without Action

Hardcopy or Analog Special Media		
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1.3

**Board Membership Nomination Records**

Disposition Authority Number      DAA-0587-2013-0008-0003

Records include but are not limited to letters describing the nominee's interests and qualifications, resume, curriculum vitae, potential candidate information related to financial holdings and professional affiliations, and CFPB review and background check records created in the course of reviewing and selecting Board members.

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 files at the end of the calendar year in which nomination action has been completed by the CFPB.

Retention Period                        Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

1.4

**Records for selected nominees**

Disposition Authority Number      DAA-0587-2013-0008-0004

Records include but are not limited to information collected for selected nominees

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**

Returned Without Action

	Cutoff Instruction	Destroy/delete 5 years after the term of the Board member has expired.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.5	Records for non-selected nominees	
	Disposition Authority Number	DAA-0587-2013-0008-0005
	Records include but are not limited to information collected for non-selected nominees	
	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	Destroy/delete 2 years after cutoff.
	Retention Period	Destroy 2 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2	Event Records of the Office of Consumer Advisory Boards and Councils	
	Briefing memoranda, speeches, presentations, background/supporting materials, invitations, biographies of participants, meeting agendas, thank you letters and related records that document the hosting/participation of the Office of Consumer Advisory Boards in public and financial industry events.	
2.1	Historic Events	
	Disposition Authority Number	DAA-0587-2013-0008-0006
	Records include specific material created for major events, meetings, conferences, award presentations and related activities.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

Returned Without Action

electronic format(s) other than e-mail and word processing?

Disposition Instruction

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

Transfer to Inactive Storage Transfer to the National Archives 15 years after cutoff.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
July 2011 to Present

How frequently will your agency transfer these records to the National Archives? Every 15 Years

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

2.2

Non-historic Events

Disposition Authority Number DAA-0587-2013-0008-0007

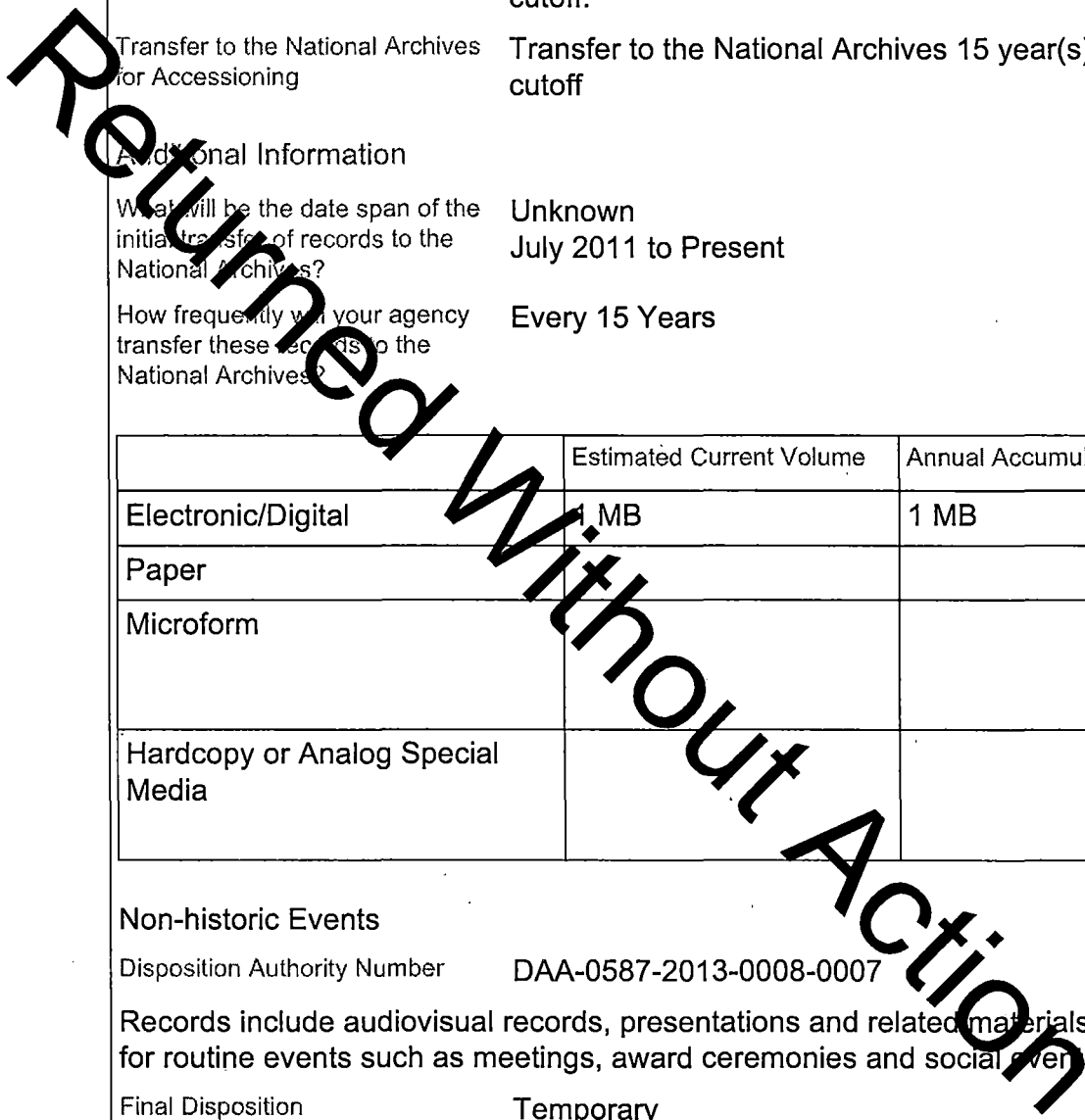
Records include audiovisual records, presentations and related materials created for routine events such as meetings, award ceremonies and social events.

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 the calendar year in which event has been completed.

Retention Period                        Destroy 10 year(s) after cutoff

Additional Information

GAO Approval                            Not Required

3                      **Correspondence Received by Consumer Advisory Board (CAB) and other Councils Members**

Disposition Authority Number        DAA-0587-2013-0008-0008

Records received via mail, email or in any other format that specifically relates to the duties, objectives, recommendations, and responsibilities of the CAB or any other Council is the strict property of the Federal Government. Records include but are not limited to letters, inquiries, recommendations, memorandums, and meeting agendas items, etc.

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 the calendar year in which the record was received.

Retention Period                        Destroy 10 year(s) after cutoff

Additional Information

GAO Approval                            Not Required

4                      **Correspondence Tracking Records**

Disposition Authority Number        DAA-0587-2013-0008-0009

Spreadsheets and related records used to track correspondence receipt and response.

Final Disposition                        Temporary

Item Status                                Withdrawn

Is this item media neutral?            Yes

**Returned Without Action**

	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.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
5	Event Management	
	Disposition Authority Number	DAA-0587-2013-0008-0010
	Event planning and facilitation records, registrations, event tracking, and related records created in the course of hosting events such as community meetings, town-hall gatherings, focus groups, and special events.	
	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 the calendar year in which event has been completed.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
6	Community Bank Advisory Council (CBAC) Records	
	Records include but are not limited to CBAC briefings, meeting agendas, meeting minutes, presentations, decision memorandums, field events, charter records, engagement function records, recommendations, analysis records, presentations and other records that document Community Banks activities.	
6.1	CABC Historic Records	
	Disposition Authority Number	DAA-0587-2013-0008-0011

Returned Without Action

Records that include but are not limited to historic and significant information regarding the Council briefings, meetings, decisions, and activities.

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 15 years after cutoff.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
July 2011 to Present

How frequently will your agency transfer these records to the National Archives? Every 15 Years

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

Returned Without Action

6.2

CABC Administrative and Routine Records

Disposition Authority Number DAA-0587-2013-0008-0012

Records that include but not limited to administrative and routine information regarding meetings, presentations, and engagement activities.

	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 the calendar year in which event has been completed.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
7	Credit Union Advisory Council (CUAC) Records	
	Records include but are not limited to CUAC Mortgage rulemaking and orientation briefings, meeting agendas, meeting minutes, presentations, decision memorandums, field events, charter records, engagement function records, recommendations, analysis records, presentations and other records that document Credit Unions activities.	
7.1	CUAC Historic Records	
	Disposition Authority Number	DAA-0587-2013-0008-0013
	Records that include but are not limited to historic and significant information regarding the Council briefings, meetings, decisions, and activities.	
	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 the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
	Additional Information	

Returned Without Action

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**July 2011 to Present**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

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

7.2

**CUAC Administrative and Routine Records**

Disposition Authority Number **DAA-0587-2013-0008-0014**

Records that include but are not limited to administrative and routine information regarding meetings, presentations, and engagement activities.

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 the calendar year in which event has been completed.**

Retention Period **Destroy 5 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

8

**Academic Research Council Records**

Records include but are not limited to advice, feedback and recommendations, data collection, and analytic strategies, provided to the Office of Research.

Returned Without Action

8.1

Academic Research Council –Historic Records

Disposition Authority Number DAA-0587-2013-0008-0015

Records include but are not limited to historic and significant information regarding the Council briefings, meetings, decisions, and activities.

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 the calendar year.

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

8.2

Academic Research Council –Administrative and Routine Records

Disposition Authority Number DAA-0587-2013-0008-0016

Records include but are not limited to administrative and routine information regarding meetings, presentations, and engagement activities.

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 the calendar year in which event has been completed.

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

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
04/15/2013	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