

### Request for Records Disposition Authority

Records Schedule Number: DAA-0587-2013-0009  
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 Consumer Education and Engagement  
Minor Subdivision: Office of Financial Empowerment  
Schedule Subject: Financial Empowerment Records  
Internal agency concurrences will be provided: Yes

Background Information

Records created and received by this office relate to the mission-critical functions and the internal administration of the Bureau required for compliance with 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	10

GAO Approval

Returned Without Action

## Outline of Records Schedule Items for DAA-0587-2013-0009

Sequence Number	
1	Publications, Outreach and Event Files
1.1	Historic Disposition Authority Number: DAA-0587-2013-0009-0001
1.2	Audio visual Disposition Authority Number: DAA-0587-2013-0009-0002
1.3	Non-historic Disposition Authority Number: DAA-0587-2013-0009-0003
1.4	External Disposition Authority Number: DAA-0587-2013-0009-0004
1.5	Event Planning Disposition Authority Number: DAA-0587-2013-0009-0005
2	Program/Project Files
2.1	Historic Disposition Authority Number: DAA-0587-2013-0009-0006
2.2	Non-historic Disposition Authority Number: DAA-0587-2013-0009-0007
3	Research and Trend Analysis Files
3.1	Final Reports and Studies Disposition Authority Number: DAA-0587-2013-0009-0008
3.2	Research and Analysis Records Disposition Authority Number: DAA-0587-2013-0009-0009
3.3	Study Group Files Disposition Authority Number: DAA-0587-2013-0009-0010

Returned Without Action



Hardcopy or Analog Special Media		
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1.2

Audio visual

Disposition Authority Number DAA-0587-2013-0009-0002

Records documenting Financial Empowerment promotional events.

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

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		

1.3

Non-historic

Returned Without Action

Disposition Authority Number DAA-0587-2013-0009-0003

Administrative documents, meeting agendas, drafts, background documents, internal memos, training, strategic planning documents, slides, handouts, web-based and other digital content targeting consumers, 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 end of calendar year in which event has been completed

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

External

Disposition Authority Number DAA-0587-2013-0009-0004

These records may include but are not limited to material developed for public financial empowerment education purposes, e.g., presentations, external relations contact lists.

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 end of calendar year in which event has been completed.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.4

Returned Without Action

1.5	<b>Event Planning</b> Disposition Authority Number      DAA-0587-2013-0009-0005  These records may include but are not limited to registrations and related records developed in the course of hosting 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 end of calendar year in which event has been completed.  Retention Period                      Destroy 5 years after cutoff  Additional Information GAO Approval                          Not Required
2	<b>Program/Project Files</b> Program and project records created to serve low-income and other economically vulnerable consumers. Records include but are not limited to proposals, drafts, etc.
2.1	<b>Historic</b> Disposition Authority Number      DAA-0587-2013-0009-0006  Records include but are not limited to public facing materials created for programs and projects.  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.

Returned Without Action

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

Disposition Authority Number      DAA-0587-2013-0009-0007

Records include but are not limited to background documents, drafts, proposals, correspondence, 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 end of calendar year in which project is completed.

Retention Period      Destroy 5 year(s) after cutoff

Additional Information

GAO Approval      Not Required

Returned Without Action

3

**Research and Trend Analysis Files**

Research and analysis records include but are not limited to records files that document the interaction between financial services providers and consumers.

3.1

**Final Reports and Studies**

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

**Records produced by or for Empowerment**

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

Returned Without Action

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



3.2

### Research and Analysis Records

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

Records documenting issues affecting Low Income/Economically Vulnerable (LI/ EV) populations.

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 end of calendar year in which product is produced.

Retention Period Destroy 5 year(s) after cutoff

#### Additional Information

GAO Approval Not Required

3.3

### Study Group Files

Disposition Authority Number DAA-0587-2013-0009-0010

Work papers, records, etc. associated with surveys or studies, e.g. survey instruments and information.

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 end of calendar year in which product is produced.

Retention Period Destroy 5 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 Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

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