

Request for Records Disposition Authority

Records Schedule Number DAA-0587-2015-0001

Schedule Status Approved

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 Division of External Affairs

Schedule Subject Division of External Affairs Records

Internal agency concurrences will be provided No

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.

This record schedule covers official records of the Division of External Affairs, Office Communications, Office of Legislative Affairs, and Office of Financial Institutions and Business Liaison.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	6	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0587-2015-0001

Sequence Number	
1	Master Copies of Press Releases Disposition Authority Number: DAA-0587-2015-0001-0001
2	Index of Master Copies of Press Releases Disposition Authority Number: DAA-0587-2015-0001-0002
3	Audio/Visual Recordings
3.1	High-quality/final version Disposition Authority Number: DAA-0587-2015-0001-0003
3.2	Scripts Disposition Authority Number: DAA-0587-2015-0001-0004
4	Press Conference records Disposition Authority Number: DAA-0587-2015-0001-0005
5	Office of Legislative Affairs
5.1	Legislative Subject Matter Reference Files Disposition Authority Number: DAA-0587-2015-0001-0006
5.2	Congressional Correspondence Disposition Authority Number: DAA-0587-2015-0001-0007
5.3	Constituent Mail Disposition Authority Number: DAA-0587-2015-0001-0008
5.4	Correspondence Tracking System Disposition Authority Number: DAA-0587-2015-0001-0009
5.5	Routine Congressional Correspondence Disposition Authority Number: DAA-0587-2015-0001-0010

Records Schedule Items

Sequence Number														
1	Master Copies of Press Releases													
	Disposition Authority Number	DAA-0587-2015-0001-0001												
	Master copies of public information material, including but not limited to press releases, advisories, fact sheets, and remarks released by the Office of Communications.													
	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?	No												
	Disposition Instruction													
	Cutoff Instruction	Cut off at the end of the calendar year in which event has been completed.												
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after the last year in the block												
	Additional Information													
	First year of records accumulation	2011												
	What will be the date span of the initial transfer of records to the National Archives?	From 2011 To 2016												
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>10 MB</td> <td>2 MB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	10 MB	2 MB	Paper			Microform		
	Estimated Current Volume	Annual Accumulation												
Electronic/Digital	10 MB	2 MB												
Paper														
Microform														

Hardcopy or Analog Special Media		
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2

Index of Master Copies of Press Releases

Disposition Authority Number **DAA-0587-2015-0001-0002**

Spreadsheets and related records used to track public information material. These records may be used as an inventory to the records contained in item 1 of this records schedule.

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? **No**

Disposition Instruction

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after the last year in the block**

Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 MB	1 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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3

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.

3.1

High-quality/final version

Disposition Authority Number **DAA-0587-2015-0001-0003**

High-quality/final version

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? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after the last block**

Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 GB	1 GB
Paper		

Microform		
Hardcopy or Analog Special Media		

3.2

Scripts

Disposition Authority Number **DAA-0587-2015-0001-0004**

Official scripts of recordings

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? **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 in 5 year blocks 15 year(s) after the last year in the block.**

Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	1 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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4

Press Conference records

Disposition Authority Number **DAA-0587-2015-0001-0005**

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 **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? **No**

Disposition Instruction

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after last year block**

Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	2 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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5

Office of Legislative Affairs

5.1

Legislative Subject Matter Reference Files

Disposition Authority Number **DAA-0587-2015-0001-0006**

Copies of Congressional correspondence that may be useful for future communications with Congressional and CFPB staff. Records may be maintained in subject matter order.

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? **No**

Disposition Instruction

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

Retention Period **Destroy/delete 1 year after cutoff or when no longer needed for CFPB's business or convenience of reference, whichever is later.**

Additional Information

GAO Approval **Not Required**

5.2

Congressional Correspondence

Disposition Authority Number **DAA-0587-2015-0001-0007**

Correspondence with Congress on the following significant topic areas: mission-related program planning; high-level management of the Bureau; Congressional inquiries and comments related to Congressional hearings on Bureau mission; and annual reports.

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? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after last year of the block**

Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 MB	2 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

5.3

Constituent Mail

Disposition Authority Number **DAA-0587-2015-0001-0008**

Copies of mail received from and responses to consumers, where the correspondence is received either from Congress, directly from consumers, or from CFPB offices and sent to Legislative Affairs for response. Note: Consumer complaint records are maintained by the Office of Consumer Response.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

5.4

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?	No
Disposition Instruction	
Cutoff Instruction	Cut off files at the end of each calendar year in which action has been completed.
Retention Period	Destroy 3 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
Correspondence Tracking System	
Disposition Authority Number	DAA-0587-2015-0001-0009
Spreadsheets and related records created and maintained to track congressional and constituent correspondence.	
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?	No
Disposition Instruction	
Cutoff Instruction	Cut off files at the end of each calendar year in which action has been completed.
Retention Period	Destroy 3 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
Routine Congressional Correspondence	
Disposition Authority Number	DAA-0587-2015-0001-0010

5.5

Letters and response (inquiries and comments) of a more routine nature from Congressional offices relating to the following topics: consumer complaints; information governance; suggestions and recommendations not related to high-level Bureau policy; and administrative information on Bureau programs.

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? **No**

Disposition Instruction

Cutoff Instruction **Cut off files at the end of each calendar year in which action has been completed.**

Retention Period **Destroy 3 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
10/29/2014	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
11/06/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/30/2015	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
11/30/2015	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
12/19/2016	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/14/2017	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
02/16/2017	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
02/23/2017	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/06/2017	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
03/06/2017	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
07/12/2017	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

07/13/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/17/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist