

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-587-12-9</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/27/12</i>	
1. FROM (Agency or establishment) Consumer Financial Protection Bureau		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Division of External Affairs			
3. MINOR SUBDIVISION Offices of Community Affairs and Intergovernmental Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne K. Wilson, Senior Records Management Specialist	5. TELEPHONE NUMBER 202-435-7578	DATE <i>24 April 14</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/24/2012</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Steven L. Coney		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Media Neutral Records Schedule for the records of the Division of External Affairs - Offices of Community Affairs, and Intergovernmental Affairs (see attached)  CFPB Approvals  <b>Division of External Affairs</b>  <i>Coney</i> <i>8/22/12</i> _____ (Date)  <b>Office of General Counsel</b>  <i>Coney</i> <i>8/22/12</i> _____ (Date)		

Attachment to SF 115 : Consumer Financial Protection Bureau (CFPB), RG 587

Division of External Affairs – Offices of Community Affairs and Intergovernmental Affairs

Records created and received by these offices document 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, Offices of Community Affairs and Intergovernmental Affairs 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.

**Office of Community Affairs**

Item 1. Event Records of CFPB High-level Officials

Event Records developed to document the participation of the Office of Community Affairs in public and financial industry events. Records include but are not limited to briefing memoranda, speeches, presentations, audiovisual records, etc.

- a. Briefing memoranda (including biographies of participants and meeting agendas), speeches, presentations, and background/supporting materials.

**Disposition: PERMANENT.** Cut off at the end of the calendar year in which event has been completed. Transfer to the National Archives 15 years after cutoff.

- b. Audio visual records documenting participation by CFPB high-level officials in public and financial industry events.

**Disposition: PERMANENT.** Cut off at the end of the calendar year in which event has been completed. Transfer to the National Archives 3 years after cutoff.

## Item 2. Event Management Files

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.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which event has been completed. Destroy/delete 5 years after cutoff.

## Item 3. CFPB Correspondence Files

- a. Bureau Establishment Correspondence: High-level official correspondence received from and sent to public interest groups (consumer and industry groups) as part of the establishment of the CFPB as an independent agency, covering the organization and functions of the Bureau.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which correspondence action has been completed. Destroy/delete 15 years after cutoff.

- b. Ongoing Communications: Correspondence with public and industry groups, the substance of which is covered in other permanent records of the Bureau (e.g., Office of the Director records).

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which correspondence action has been completed. Destroy/delete 5 years after cutoff.

## Item 4. CFPB Correspondence Tracking Records

- a. Tracking of Bureau Establishment Correspondence: Spreadsheets and related records used to track the receipt and response to correspondence described in item 3a.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which correspondence action has been completed. Destroy/delete 15 years after cutoff.

- b. Tracking of Ongoing Communications: Spreadsheets and related records used to track the receipt and response to correspondence described in item 3b.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which correspondence action has been completed. Destroy/ delete 5 years after cutoff.

## Office of Intergovernmental Affairs

### Item 5. Event Files of the Office of Intergovernmental Affairs

Briefing memoranda, background/supporting materials, invitations, biographies of participants, meeting and related records that document the hosting/participation of the Office of Intergovernmental Affairs in financial industry events (e.g., community meetings, town-hall gatherings, focus groups, and special events). Records may also include materials that document event planning and facilitation, such as registrations, event tracking, and related records created in the course of hosting/participating in events.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which event has been completed. Destroy 5 years after cutoff.

Item 6. Correspondence with State, Local, Tribal, and Federal Government Entities

Office of Intergovernmental Affairs official correspondence documenting information, advice, meeting minutes, and other records relating to the management or implementation of the office responsibilities. Records consist of correspondence created and received from government entities.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which correspondence has been completed. Destroy/delete 3 years after cutoff.

Item 7. Correspondence Tracking Records

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

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which action has been completed. Destroy/delete 3 years after cutoff.

Item 8. Research and Analysis Files

Background and working materials, such as requests for reports or data concerning research and analysis, projects and studies, and summaries, drafts and other preliminary papers leading to final results or findings needed to document the project/study.

**Disposition: TEMPORARY.** Cut off at the end of the calendar year in which research and analysis has been completed or superseded. Destroy/delete 5 years after cutoff.