

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-587-12-11</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/5/12</i>	
1 FROM (Agency or establishment) Consumer Financial Protection Bureau (CFPB)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Chief Operating Officer			
3 MINOR SUBDIVISION Chief Administrative Officer			
4 NAME OF PERSON WITH WHOM TO CONFER Yvonne K. Wilson, Senior Records Specialist	5 TELEPHONE NUMBER 202-435-7578	DATE <i>3/22/2013</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>1</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>9/5/12</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Office of the Chief Administrative Officer (see attached) CFPB Approvals Office of the Chief Administrative Officer Concur 9/4/2012 (Date) Office of General Counsel Concur 9/4/2012 (Date)		

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

Division of Operations – Office of the Chief Administrative Officer

The official records of the Office of Chief Administrative Officer (CAO) include a wide range of program records documenting such activities as Facilities Management, Records Management, Freedom of Information Act (FOIA), Security, and Library Management

Record types include, but are not limited to work papers, final reports and studies, official correspondence and subject files, policies and procedures, staffing and communication files, office administration records (such as budget, supervisor's copy of personnel information, staff training and travel information, routine procurement files, etc), and information obtained from federal and non-federal sources in support of the function of the office

The records disposition instructions are media neutral, unless otherwise stated

Item 1 Bureau Administrative Management Files

Records that document the substantial review and approval by the Chief Administrative Officer (CAO) of the Chief Operating Officer's (COO) budgets, program plans, staffing plans, policies and procedures, records associated with the Operations Advisory Committee (OAC) meetings, and related Bureau administration records

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