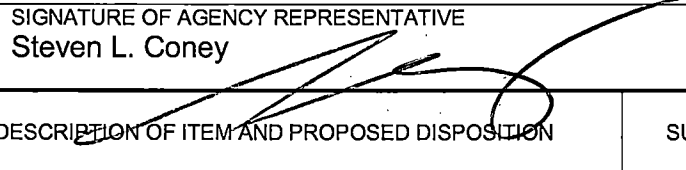



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-587-12-15</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION, 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>9/26/12</b>	
1. FROM (Agency or establishment) Consumer Financial Protection Bureau		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Consumer Education & Engagement			
3. MINOR SUBDIVISION Office of Students			
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne K. Wilson, Senior Records Management Specialist	5. TELEPHONE NUMBER 202-435-7578	DATE <del>6/30/11</del>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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>4</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 <b>9/20/12</b>	SIGNATURE OF AGENCY REPRESENTATIVE  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 GRS OR SUPERSEDED JOB CITATION	10.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 Program Records of the CFPB Division of Consumer Education & Engagement (CEE), Office of Students  CFPB Approvals:  <b>CEE Office of Students</b>   <b>9/20/12</b> <hr/> (Date)		

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

Division of Consumer Education & Engagement – Office of Students

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 Division of Consumer Education & Engagement (CEE) consists of six offices: Consumer Engagement, Financial Education, Financial Empowerment, Older Americans, Servicemember Affairs, and Students. The function of the Office for Students is to help increase awareness of the consequences of student debt, empower consumers to make wise decisions early on in their financial lives and to protect young consumers from high risk financial products. In addition to student loans, young people face unique issues in a number of consumer financial products and services, including cards, debt collection, and deposit accounts.

The official records of the Office of Students 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.

Item 1. Publications Files

Publications including but not limited to pamphlets, leaflets, booklets, digital records, and brochures created to educate and advise the community of students.

a. Publication files

Specific publications created for major events, conferences, meetings, award presentations, and public service and awareness announcements.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year. Destroy/delete 15 years after cutoff.

b. Publication project files

These records may include but are not limited to proposals, drafts, comments, correspondence, and related records leading to the final publication.

**WITHDRAWN**

Disposition: **TEMPORARY**. Cut off at end of calendar year in which product is produced.  
Destroy/delete 2 years after cutoff.

**WITHDRAWN**

Item 2. Event/Outreach Files

Office of Students event files developed to document the promotion of the Office for Students program. Included are Power Point presentations, agendas, questions and answer formats, and other related materials provided and presented to attendees at outreach sessions (e.g., community meetings, town halls, focus groups, and special events).

a. Significant historic event and outreach files

Records include specific material created for the use of high-level officials at major events, meetings, conferences, award presentations and related activities.

Disposition: **PERMANENT**. Cut off at the end of the calendar year. Transfer to the National Archives 15 years after cutoff.

**WITHDRAWN**

b. Non-significant historic event and outreach files

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

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

**WITHDRAWN**

c. Event planning and facilitation files

Registrations and related records created in the course of establishing and hosting public education and awareness events.

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

**WITHDRAWN**

Item 3. Research and Trend Analysis Files

Research and analysis records, copies of consumer complaints received from the Office of Consumer Response, copies of financial product offers, and other records that document the interaction between financial services providers and students.

a. Research Records

Records pertaining to detailed studies of risk items that are of particular concern or importance to CFPB and students. The analysis may include extensive market analysis of economic, demographic, regulatory, and supervisory and market trends. Records include annual reports, studies, and consumer information from public and non-public sources (e.g., State Attorney Generals, Financial Institutions). Student records include enrollment files, attendance files, report cards, and standardized test scores.

CFPB Records Schedule for the CEE Office of Students submitted to NARA – revised on 3-4-2013 after the appraisal meeting  
Disposition: **TEMPORARY**. Cut off at end of calendar year in which product is produced.  
Destroy/delete 2 years after cutoff.

b. Abuse and scam research and analysis records

Research and analysis records documenting abuse and scams against students.

Disposition: **TEMPORARY**. Cut off at end of calendar year in which product is produced.  
Destroy/delete 5 years after cutoff.

**WITHDRAWN**

Item 4. Committee, Conference, and Meeting Files

Internal and external agency committees established by agency authority and tasked with establishing and reviewing policy, studying subject matters of agency importance, recommending new actions or developing multi-year plans, and related strategic matters. Records include any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees.

Disposition: **TEMPORARY**. Cut off files at the end of each calendar year in which committee is superseded or cancelled, at the completion of a significant activity (e.g., completion of research report), or at the change of the committee chair. Destroy/delete 5 years after cutoff.

**WITHDRAWN**

Item 5. Education and Awareness Files

Financial education training and awareness materials created for the financial education of students and parents regarding advice, tools, messages, and programs pertaining to students.

a. Internal files

Records include, slides, handouts, brochures, course completion certificates, and related records created to train, certify, and accredit CFPB staff in consumer education and engagement functions.

Disposition: **TEMPORARY**. Cut off at end of calendar year in which product is produced.  
Destroy/delete 2 years after cutoff.

**WITHDRAWN**

b. External files

Records include materials developed by CFPB for student financial education purposes including presentations, handouts, and brochures for schools, universities, conferences and related external activities for teachers, parents, and students.

Disposition: **TEMPORARY**. Cut off at end of calendar year in which product is produced.  
Destroy/delete 5 years after cutoff.

**WITHDRAWN**

c. Web-based files

CFPB Records Schedule for the CEE Office of Students submitted to NARA – revised on 3-4-2013 after the appraisal meeting  
Web-based or other digital content targeted towards students, such as student debt repayment assistance, located on such sites as Consumerfinance.gov.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which the content was removed from the public's view. Destroy/delete 2 years after cutoff.

**WITHDRAWN**

Item 6. Reports, Studies, and Recommendations to Congress

Reports, studies, and recommendations to Congress on financial education matters

Disposition: **PERMANENT**. Cut off at the end of each calendar year in which the information is submitted to Congress. Transfer to the National Archives 15 years after cutoff.

**WITHDRAWN**

Item 7. Communications with Congress

Records include but are not limited to the record copy of responses to congressional inquiries, comments and correspondences submitted to Congress.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year in which the information is submitted to Congress. Destroy/delete 5 years after cutoff.

**WITHDRAWN**

Note: The official records are located in the Office of Legislative Affairs.

Item 8. Employee Certification Program Files

Certifications and credentials of CFPB financial advisors and educators. Records consist of certificates of completion, continuing learning education credits, and related documentation.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which the certificate/credential expires or is superseded. Destroy/delete 5 years after cutoff.

**WITHDRAWN**

Item 9. Private Education Loan Ombudsman Annual Reports

Annual reports to Congress.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year on completion of final report. Destroy/delete 3 years after cutoff.

**WITHDRAWN**