# Records Schedule Development Worksheet

*Use this worksheet to capture the information you will need to finalize and submit your schedule.*

| **Field** | **Schedule Information** |
| --- | --- |
| **Agency or Establishment** | Federal Election Commission |
| **Records Schedule applies to** | Office of Cryptocurrency Policy |
| **Schedule Subject**  *(A short title for the schedule.)* | Cryptocurrency Audit Files |
| **Internal agency concurrences**  *(Note how you are documenting the internal schedule review and approval process*) | Final agency internal concurrences were documented via email and e-signed by the Director, Office of Cryptocurrency Policy, and by the Agency Records Officer. |
| **Background Information**  *(Note any background information relevant to the schedule, such as information about the mission of the offices using the schedule or any underlying statutes and regulations related to the schedule.)* | The Office of Cryptocurrency Policy conducts quarterly audits of compliance with cryptocurrency rules as required under 11 CFR Subchapter G, parts 9200-9299. |
| **Overview Title and Description**  *(An Overview is an optional, descriptive heading with information used to group related items under that heading. Do not use if documenting a single item.)* | N/A |
| **Item Title**  *(A name clearly representing the records being described by the schedule. The title should be meaningful to agency personnel.)* | Cryptocurrency Audit Files |
| **Item Description**  *(Include clear, concise information about the record content and the function for which the records are used.)* | Files documenting quarterly audits of compliance with cryptocurrency rules. Records include meeting and audit notes, summary of findings, recommendations, and follow-up notes. |
| **Final Disposition**  *(Indicate whether you are proposing the records as Temporary or Permanent.)* | Temporary. |
| **Is this item media neutral?**  *(If records being scheduled are media-specific, indicate “No.”)* | Yes. |
| **Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?**  *(If the files exist in electronic formats other than email and word processing, indicate “Yes.”)* | No |
| **Do any of the records covered by this item exist as structured electronic data?**  *(If the records exist as a database or fielded data, indicate “Yes.”)* | No |
| **Manual Citation Information**  *(Enter the agency records disposition manual title and citation information. (Optional))* | FEC Records Disposition Manual, Item AUDITS-100 |
| **GRS or Superseded Authority Citation**  *(Use only if requesting an exception to the retention specified in the GRS or superseding an existing, approved agency schedule.)* | N/A |
| **Disposition Instructions: Cutoff**  *(Include the cutoff, such as calendar year, fiscal year, etc.)* | Cut off after closeout of any follow-up activities. |
| **Disposition Instructions: Transfer to Inactive Storage**  *(Include information about when and where you are sending the records for inactive storage.)* | N/A |
| **Retention Period**  *(The length of time before temporary records are to be destroyed or permanent records are to be transferred to the National Archives.)* | Destroy 3 years after cutoff. |
| **Temporary Records: GAO Approval**  *(Indicate whether GAO approval is needed for this item)* | Not needed. |
| **Permanent Records: Date span of initial transfer of records to the National Archives.** | N/A |
| **Permanent Records: How frequently will your agency transfer these records to the National Archives?** | N/A |
| **Permanent Records: Estimated current volume and annual accumulation.** | N/A |
| **Other information or notes for this schedule.** | N/A |

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*Use this worksheet to capture the information you will need to finalize and submit your schedule.*

| **Field** | **Schedule Information** |
| --- | --- |
| **Agency or Establishment** | Federal Election Commission |
| **Records Schedule applies to** | Office of Cryptocurrency Policy |
| **Schedule Subject**  *(A short title for the schedule.)* | Cryptocurrencies Reference Database (CRD) |
| **Internal agency concurrences** *(Note how you are documenting the internal schedule review and approval process*) | Final agency internal concurrences were documented via email and e-signed by the Director, Office of Cryptocurrency Policy, and by the Agency Records Officer. |
| **Background Information**  *(Note any background information relevant to the schedule, such as information about the mission of the offices using the schedule or any underlying statutes and regulations related to the schedule.)* | The Office of Cryptocurrency Policy uses the CRD to store and access reference information on current and former cryptocurrency platforms. Staff enter new information into the database as information becomes available. |
| **Overview Title and Description**  *(An Overview is an optional, descriptive heading with information used to group related items under that heading. Do not use if documenting a single item.)* | N/A |
| **Item Title**  *(A name clearly representing the records being described by the schedule. The title should be meaningful to agency personnel.)* | Cryptocurrencies Reference Database Master Data File |
| **Item Description**  *(Include clear, concise information about the record content and the function for which the records are used.)* | Information documenting current and former cryptocurrency platforms. Included are currency names, dates of operation, sponsoring organizations, historic and current price charts, and other information, such as litigation or market news, relating to the currency. |
| **Final Disposition**  *(Indicate whether you are proposing the records as Temporary or Permanent.)* | Temporary. |
| **Is this item media neutral?**  *(If records being scheduled are media-specific, indicate “No.”)* | Yes. |
| **Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?**  *(If the files exist in electronic formats other than email and word processing, indicate “Yes.”)* | Yes – Master file includes files in PDF, MS Excel, JPG, MS Word, MS PowerPoint formats. |
| **Do any of the records covered by this item exist as structured electronic data?**  *(If the records exist as a database or fielded data, indicate “Yes.”)* | Yes |
| **Manual Citation Information**  *(Enter the agency records disposition manual title and citation information. (Optional))* | FEC Records Disposition Manual, Item SYS-700 |
| **GRS or Superseded Authority Citation**  *(Use only if requesting an exception to the retention specified in the GRS or superseding an existing, approved agency schedule.)* | N/A |
| **Disposition Instructions: Cutoff**  *(Include the cutoff, such as calendar year, fiscal year, etc.)* | Cut off when no longer needed for business use. |
| **Disposition Instructions: Transfer to Inactive Storage**  *(Include information about when and where you are sending the records for inactive storage.)* | N/A |
| **Retention Period**  *(The length of time before temporary records are to be destroyed or permanent records are to be transferred to the National Archives.)* | Delete 3 years after cutoff. |
| **Temporary Records: GAO Approval**  *(Indicate whether GAO approval is needed for this item)* | Not needed. |
| **Permanent Records: Date span of initial transfer of records to the National Archives.** | N/A |
| **Permanent Records: How frequently will your agency transfer these records to the National Archives?** | N/A |
| **Permanent Records: Estimated current volume and annual accumulation.** | N/A |
| **Other information or notes for this schedule.** | System inputs and outputs will be scheduled under GRS 5.2/020. System documentation will be scheduled under GRS 3.1/051. |