## Records Series Inventory: Federal Campaign Cryptocurrency Finance Reports

### Date Prepared

April 2, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Manny Argent

### Series Location

101 Strangar Avenue, Room 410

### Series Title

Federal Campaign Cryptocurrency Finance Reports

### Series Description

Reports, statements, other documents submitted by and/or requests for information sent to candidates for Federal office, political committees and related organizations. These files document political donations received in the form of cryptocurrency.

### Inclusive Dates

20xx - present

### Medium

Paper and electronic (word processing)

### Arrangement

Alphabetical by name of candidate or organization.

### Volume

15 cubic feet paper, 650 megabytes electronic

### Vital/Essential Records Status

Not essential records

### Cutoff

Cut off two years after the end of the election cycle.

### Duplication

Submitting candidate and/or political organization.

### Related Records

N/A

### Stakeholders

Office of Cryptocurrency Policy staff, management, FOIA staff, candidates.

### Retention / Time Frame Records are Needed

To be determined.

### Notes

N/A

## Records Series Inventory: Cryptocurrency Audit Files

### Date Prepared

April 1, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Lotta Pengar

### Series Location

101 Strangar Avenue, Room 525

### Series Title

Cryptocurrency Audit Files

### Series Description

Files relating to quarterly audits of compliance with cryptocurrency rules. Contains meeting and audit notes, summary of findings, recommendations, and follow-up notes.

### Inclusive Dates

20xx - present

### Medium

Paper and electronic (word processing and email messages)

### Arrangement

Alphabetical by name of audit

### Volume

3 cubic feet paper, 200 megabytes electronic

### Vital/Essential Records Status

Not essential records

### Cutoff

Cut off after closeout of any follow-up activities.

### Duplication

No known duplication.

### Related Records

N/A

### Stakeholders

Office of Cryptocurrency Policy staff, management, FOIA staff

### Retention / Time Frame Records are Needed

See notes.

### Notes

Audit activities are required under 11 CFR Subchapter G, Parts 9200-9299.

This new series will be added to the FEC Records Disposition Manual as schedule item AUDITS-100.

Initial research shows that candidates are required to keep campaign-related financial records documenting receipts and reimbursements for a period of three years from the filing date of the report to which they relate. Records currently described in 11 CFR 102 and 104 list a three-year retention requirement.

## Records Series Inventory: Cryptocurrency Advisory Committee Minutes

### Date Prepared

April 2, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Manny Argent

### Series Location

101 Strangar Avenue, Room 410

### Series Title

Cryptocurrency Advisory Committee Minutes

### Series Description

Formal minutes of the advisory committee that recommends cryptocurrency policy. Information includes date of meeting, members present, agenda, summary of discussion and action items.

### Inclusive Dates

20xx - present

### Medium

Paper and electronic (word processing)

### Arrangement

Chronological

### Volume

1 cubic feet paper, 50 megabytes electronic

### Vital/Essential Records Status

Not essential records

### Cutoff

Cut off at the end of the calendar year in which the meeting took place.

### Duplication

No known duplication.

### Related Records

N/A

### Stakeholders

Office of Cryptocurrency Policy staff, management, FOIA staff

### Retention / Time Frame Records are Needed

To be determined

### Notes

N/A

## Records Series Inventory: Cryptocurrency Contribution Policy Enforcement Case Files

### Date Prepared

April 1, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Lotta Pengar

### Series Location

101 Strangar Avenue, Room 525

### Series Title

Cryptocurrency Contribution Policy Enforcement Case Files

### Series Description

Case File of actions taken for non-compliance and/or non-reporting of compliance to rules. Includes investigation initiation documents, findings, enforcement activities (if required), resources employed, litigation, penalties and report of final conclusions.

In some cases, these enforcement actions may result in high contemporary public visibility and longer-term historic significance.

### Inclusive Dates

20xx - present

### Medium

Paper and electronic (word processing)

### Arrangement

Alphabetical by subject

### Volume

3 cubic feet paper, 500 megabytes electronic

### Vital/Essential Records Status

Not essential records

### Cutoff

Cut off at the end of the calendar year in which the case is closed.

### Duplication

No known duplication.

### Related Records

N/A

### Stakeholders

Office of Cryptocurrency Policy staff, management, FOIA staff

### Retention / Time Frame Records are Needed

To be determined

### Notes

N/A

## System Inventory: Cryptocurrency Rulemaking Review and Approval Tracking System (CRTS)

### Date Prepared

April 1, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Lotta Pengar

### System Location

101 Strangar Avenue, Room 525

### System Name

Cryptocurrency Rulemaking Review and Approval Tracking System (CRTS)

### System Description

The CRTS tracks the progress of draft rules through the approval process.

### Sources of Data

Each new rule is entered into the database by program staff. Updates are logged into the system by staff as new information is received.

### Information Content

System information includes rule name, date of advisory committee approval, date of completed final version, submission date, dates/summary comments of internal review, dates/summary comments of Federal Register review, date of final approval and name of approving official.

### Major Outputs

Approval Tracking Progress Report (individual rules plus summary status list for yet-to-be-approved rules), Approval Process Summary Report (shows a list of currently-open rules with their most recent status and date updated), Individual Rule History Report (shows key dates and approvals for individual policies).

### Hardware/Software Environment

Relational Database

### System Owner

Bert Coyne, Office of Cryptocurrency Policy

### IT Point of Contact

Zip Disque, IT Systems Configuration and Support

### Program(s) Supported by the System

Office of Cryptocurrency Policy

### Inclusive Dates

20xx - present

### Volume

850 megabytes

### Stakeholders

Office of Cryptocurrency Policy staff, management

### Retention / Time Frame Records are Needed

Possibly unscheduled

### Notes

N/A

## System Inventory: Cryptocurrencies Reference Database (CRD)

### Date Prepared

April 2, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Manny Argent

### System Location

101 Strangar Avenue, Room 410

### System Name

Cryptocurrencies Reference Database (CRD)

### System Description

The CRD provides reference information on former and current cryptocurrency platforms.

### Sources of Data

New information is entered into the database by program staff.

### Information Content

Information includes currency name, dates of operation, sponsoring organization, historic and current price charts, and any special notes (litigation or market news, etc.) relating to the currency.

### Major Outputs

N/A – ad hoc queries are viewed on screen. Associated files (images, PDF documents, presentations, spreadsheets) may be downloaded and viewed or used for reference outside the system.

### Hardware/Software Environment

Relational Database with associated images, PDF, word processing, presentation, and spreadsheet files.

### System Documentation

System operation and maintenance manuals

### System Owner

Lucia del Sol, Office of Cryptocurrency Policy

### IT Point of Contact

Zip Disque, IT Systems Configuration and Support

### Program(s) Supported by the System

Office of Cryptocurrency Policy

### Inclusive Dates

20xx - present

### Volume

10.5 gigabytes

### Stakeholders

Office of Cryptocurrency Policy staff, management

### Retention / Time Frame Records are Needed

System: Unscheduled – program staff suggest that we cut off the files when no longer needed for reference, then delete the files 3 years after cutoff.

Inputs and outputs: Agency Records Officer believes system inputs and outputs are appropriately covered under GRS 5.2, Item 020.

System documentation: Agency Records Officer believes system documentation is appropriately covered under GRS 3.1/051.

### Notes

N/A

## Records Series Inventory: Staff Time and Attendance

### Date Prepared

April 1, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Lotta Pengar

### Series Location

101 Strangar Avenue, Room 525

### Series Title

Staff Time and Attendance Files

### Series Description

Time and attendance information for Cryptocurrency Policy office staff. Includes sign-in, sign-out times, vacation and sick leave usages, comp. time earnings and related information.

### Inclusive Dates

20xx - present

### Medium

Paper and electronic (Payroll System). Data from paper files are entered into the Agency Payroll System.

### Arrangement

Chronological

### Volume

1 cubic foot paper, 400 megabytes in the payroll system

### Vital/Essential Records Status

Essential records

### Cutoff

Cut off after close out of any follow-up activities.

### Duplication

Paper file data duplicates information in the Agency Payroll System.

### Related Records

N/A

### Stakeholders

Office of Cryptocurrency Policy staff, management, agency payroll staff

### Retention / Time Frame Records are Needed

To be determined

### Notes

N/A

## Records Series Inventory: Cryptocurrency Contribution Policy Drafts

### Date Prepared

April 1, 20xx

### Owner of the Files

FEC / Policy Division / Office of Cryptocurrency Policy

### Inventory Personnel

Lotta Pengar

### Series Location

101 Strangar Avenue, Room 525

### Series Title

Cryptocurrency Contribution Policy Drafts

### Series Description

Working papers and drafts relating to the development of rulemaking on cryptocurrency issues. Includes draft policies, notes, correspondence with stakeholders and subject matter experts, public comment summaries and related information.

### Inclusive Dates

20xx - present

### Medium

Paper and electronic (word processing)

### Arrangement

Alphabetical by name

### Volume

2 cubic feet paper, 700 megabytes electronic

### Vital/Essential Records Status

Not essential records

### Cutoff

Cut off after final approval of rule.

### Duplication

No known duplication.

### Related Records

Cryptocurrency Contribution final policy documents

### Stakeholders

Office of Cryptocurrency Policy staff, political parties, donors, cryptocurrency industry

### Retention / Time Frame Records are Needed

Possibly unscheduled

### Notes

Final Rulemaking Case Files are permanent as scheduled by DAA-0339-2018-0002