

Request for Records Disposition Authority

Records Schedule Number DAA-0266-2018-0008

Schedule Status Approved

Agency or Establishment Securities and Exchange Commission

Record Group / Scheduling Group Records of the Securities and Exchange Commission

Records Schedule applies to Major Subdivision

Major Subdivision Division of Economic and Risk Analysis (DERA)

Schedule Subject Division of Economic and Risk Analysis Records

Internal agency concurrences will be provided No

Background Information The Division of Economic and Risk Analysis (DER) assists the Commission in executing its mission to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation by integrating robust economic analysis and rigorous data analytics into the work of the SEC. The Division has a broad role in Commission activities, interacting with nearly every Division and Office, providing sophisticated and data-driven economic and risk analyses to help inform the agency's policymaking, rulemaking, enforcement, and examinations.

There are two main functions for the Division. First, DERA staff provide vital support in the form of economic analyses in support of Commission rulemaking and policy development. Second, the Division also provides economic analysis and research, risk assessment, and data analytics to critically support the agency's resources on matters presenting the greatest perceived risks in litigation, examinations, and registrant reviews, as well as providing economic support for enforcement matters.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	1	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0266-2018-0008

Sequence Number	
1	DERA Rulemaking and Policy Support Files Disposition Authority Number: DAA-0266-2018-0008-0001
2	DERA Rulemaking Guidance Disposition Authority Number: DAA-0266-2018-0008-0002
3	Data Sets Disposition Authority Number: DAA-0266-2018-0008-0003
4	DERA Data Oversight Files Disposition Authority Number: DAA-0266-2018-0008-0004
5	DERA Taxonomies and Reporting Schemas Disposition Authority Number: DAA-0266-2018-0008-0005
6	DERA Statistical Series Production Files Disposition Authority Number: DAA-0266-2018-0008-0006
7	DERA Risk Assessment Files Disposition Authority Number: DAA-0266-2018-0008-0007
8	DERA Market Issues and Trend Analysis Disposition Authority Number: DAA-0266-2018-0008-0008
9	DERA Litigation Support Files Disposition Authority Number: DAA-0266-2018-0008-0009
10	DERA Research and Outreach Files Disposition Authority Number: DAA-0266-2018-0008-0010
11	Rule 31 Files Disposition Authority Number: DAA-0266-2018-0008-0011

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 964 411">DERA Rulemaking and Policy Support Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0266-2018-0008-0001</p> <p data-bbox="345 485 1521 978">These files are created by financial economists in support of Commission rulemakings and policy development. These records include, but are not limited to, economic analyses, including the determination of the need for regulatory action, the baseline of current regulation and current market practices, the potential economic effect of the SEC rule or policy, the identification of potential market failures, and the economic effects on efficiency, competition and capital formation; an evaluation of the viability of the rulemaking; analyses of costs, benefits, and alternatives; analysis of academic literature related to the rulemaking or policy development effort; data analysis, including summaries, analytical outputs and the programming code; the justification for the rule or policy; evaluations of public comments; concurrence memoranda; draft documents; project plans and proposals; correspondence; meeting notes; and any other documentation produced by DERA in support of Commission rulemaking and policy development.</p> <p data-bbox="345 999 915 1031">Final Disposition Temporary</p> <p data-bbox="345 1052 850 1083">Item Status Active</p> <p data-bbox="345 1104 818 1136">Is this item media neutral? Yes</p> <p data-bbox="345 1157 818 1188">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1209 818 1241">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1262 1040 1293">GRS or Superseded Authority N1-266-12-001 / 02</p> <p data-bbox="345 1314 1040 1346">Citation N1-266-12-001 / 04</p> <p data-bbox="345 1367 659 1398">Disposition Instruction</p> <p data-bbox="345 1419 1325 1451">Cutoff Instruction Cut off at the end of the support activity.</p> <p data-bbox="345 1472 1187 1503">Retention Period Destroy 30 year(s) after cutoff</p> <p data-bbox="345 1524 656 1556">Additional Information</p> <p data-bbox="345 1577 951 1608">GAO Approval Not Required</p>
2	<p data-bbox="345 1829 756 1860">DERA Rulemaking Guidance</p> <p data-bbox="345 1881 1154 1913">Disposition Authority Number DAA-0266-2018-0008-0002</p>

Guidance on economic analysis in SEC rulemaking, containing best practice recommendations for writing economic analyses. These documents provide the approach used to integrate economic analysis throughout the entire rulemaking development and writing process.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-266-12-001 / 01

Disposition Instruction

Cutoff Instruction Cut off when superseded/obsolete.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Data Sets

Disposition Authority Number DAA-0266-2018-0008-0003

These files include captured data sets filed by SEC issuers and registrants, acquired data sets, the programming code used to manage the data sets, and all other data sets used in support of DERA mission activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-266-12-001 / 11

4	Disposition Instruction	
	Retention Period	Destroy/Delete when 3 years old, but longer retention is authorized if needed for business use.
	Additional Information	
	GAO Approval	Not Required
	DERA Data Oversight Files	
	Disposition Authority Number	DAA-0266-2018-0008-0004
	<p>These files are created in support of the management and oversight activities of the databases and data sets maintained and used by DERA. These records include, but are not limited to, quality control and data governance documentation, including guidance for data filers and assessments of data quality; documentation pertaining to the purposes, implementation, and progress of interactive data filing activities, including issues of tagging and naming convention; recommendations for development and/or modification of forms, taxonomies, and search functionalities; assessments of filings system functionality; documentation on data methodology, including construction of programming codes and packages; documentation on analytical processes and research tools; white papers; reports; and all other substantive data oversight activity documentation.</p>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
5	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-266-12-001 / 8a N1-266-12-001 / 8b2 N1-266-12-001 / 8c
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the oversight activity.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	DERA Taxonomies and Reporting Schemas	

Disposition Authority Number **DAA-0266-2018-0008-0005**

Taxonomy specifications and reporting schemas for the data sets used in support of Commission mission activities.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-266-12-001 / 08b1**

Disposition Instruction

Cutoff Instruction **Cut off when superseded, obsolete, or no longer needed for business.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cutoff**

Additional Information

First year of records accumulation **1999**

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 2008**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	1 GB
Paper		
Microform		

	Hardcopy or Analog Special Media		
6	<p>DERA Statistical Series Production Files</p> <p>Disposition Authority Number DAA-0266-2018-0008-0006</p> <p>These records are the statistical series generated by data sets and displayed graphically, providing investors with information on capital raising, market participants, market trading, asset management, market events, and other relevant information. These records include, but are not limited to, graphs; tables; statistics guides, including the definition and calculation method for each statistic; and descriptions of the statistical series made available to the public. They also include the programming code, correspondence and analyses utilized in their production and statistics governance documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy/Delete when 3 years old, but longer retention is authorized if needed for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		
7	<p>DERA Risk Assessment Files</p> <p>Disposition Authority Number DAA-0266-2018-0008-0007</p> <p>These files are created by financial economists to assess risk in areas which the SEC has regulatory authority. These records include, but are not limited to, financial and market risk assessments; statistical models and metrics used to assess risk and identify fraud and misconduct, including the methodology and composition used for each model; analytical reports, including real-time market analysis, regression analysis, text analytics, and machine learning; reports identifying outliers, anomalies, and aberrations related to the data provided by SEC issuers and registrants; identification of emerging risks; recommendations of</p>		

8	investigation, examination, or other action to be taken by the Commission; and all other material related to the risk assessment activities of DERA.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-266-12-001 / 07
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the assessment activity.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	DERA Market Issues and Trend Analysis	
	Disposition Authority Number	DAA-0266-2018-0008-0008
	These files are created by financial economists to evaluate market issues and trends pertaining to the SEC's regulatory authority. These records include, but are not limited to, assessments of new financial products and their potential impact on the market; evaluations of risky activities, products, and entities; reports on findings; recommendations to other Divisions or Offices, or to the Commission, based on findings; and other supporting documentation.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-266-12-001 / 03a N1-266-12-001 / 03b

9	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the analysis activity.
	Retention Period	Destroy 10 year(s) after cutoff or when end of business need occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
	DERA Litigation Support Files	
	Disposition Authority Number	DAA-0266-2018-0008-0009
	<p>These files are created by financial economists in support of investigation and litigation activities within the Commission or in collaboration with other government agencies. These records include, but are not limited to, memoranda to attorneys in response to case-related requests for advice; memoranda on matters of finance, economics, and statistics for a case; responses to requests for case-related information, including questions related to economic theory and statistical methodology; assessments of case viability; evaluations of the effect of violations of federal securities laws on the market and estimations of appropriate penalties; analysis of the analytical work of defense experts; summary or fact witness testimony; expert witness testimony; substantive correspondence regarding investigation and litigation activities; and all other records created in support of investigation and litigation support activities.</p>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-266-12-001 / 09
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the support activity.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required

10	<p>DERA Research and Outreach Files</p> <p>Disposition Authority Number DAA-0266-2018-0008-0010</p> <p>These files are related to the research studies and outreach activities conducted by DERA to inform the Commission, other government agencies, and the public about economic theory and other economic-related topics. These records include, but are not limited to, conference and training materials, including presentations, speeches, and informative outreach materials; analyses of academic literature; white papers; research papers and publications; studies; memoranda to file; substantive background and supporting documentation; and all other records created in support of DERA research and outreach activities.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-266-12-001 / 04</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the research or outreach activity.</p> <p>Retention Period Destroy 10 year(s) after cutoff or when end of business need occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
11	<p>Rule 31 Files</p> <p>Disposition Authority Number DAA-0266-2018-0008-0011</p> <p>These files are used to determine the Self-Regulatory Organizations (SRO) fees to be allocated to the SEC and recommend adjustments to the current rates. These records include, but are not limited to, the filings of the SROs, both the national securities exchanges and national securities associations, documenting all covered sales transactions; the data and statistical analysis of these SRO activities; final assessments; action memoranda and orders to the Commission; substantive correspondence and background materials; and other documentation used to determine and adjust the SRO fees.</p> <p>Final Disposition Temporary</p>

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-266-12-001 / 06
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the support activity.
Retention Period	Destroy 10 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/05/2018	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
06/28/2019	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/01/2019	Submit For Certification	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
10/01/2019	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
03/11/2020	Submit for Concurrence	Esther Hidalgo	Archivist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
05/11/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist