

Request for Records Disposition Authority

Records Schedule Number **DAA-0587-2014-0001**

Schedule Status **Approved**

Agency or Establishment **Consumer Financial Protection Bureau**

Record Group / Scheduling Group **Records of the Consumer Financial Protection Bureau**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Division of Operation Officer**

Minor Subdivision **Office of Chief Financial Officer**

Schedule Subject **Civil Penalty Fund Records**

Internal agency concurrences will be provided **Yes**

Background Information

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.

One of CFPB's primary functions is to coordinate and assist with all GAO, OIG, and other audits and review follow-up activity and produces regular reports on how the Bureau is doing to resolve audit issues. The office also manages the Civil Penalty Fund and Bureau Administered Redress program by providing support to the CPF Governance Board, and managing the victim payment process.

The Office of Chief Financial Officer creates and receives records 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 Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0587-2014-0001

Sequence Number	
1	Civil Penalties Program Working Files Disposition Authority Number: DAA-0587-2014-0001-0001
2	Civil Penalties Closed Case Files Disposition Authority Number: DAA-0587-2014-0001-0002
3	Civil Penalties Guidelines Disposition Authority Number: DAA-0587-2014-0001-0003
4	Civil Penalty Fund Administrator Disposition Authority Number: DAA-0587-2014-0001-0004
5	Financial Management Files Disposition Authority Number: DAA-0587-2014-0001-0005

Records Schedule Items

Sequence Number	
1	<p>Civil Penalties Program Working Files</p> <p>Disposition Authority Number DAA-0587-2014-0001-0001</p> <p>Records consist of working files such as notes, drafts, and similar materials NOT maintained as part of the official file project, chronological file or subject file which (1) were circulated or made available to employees, other than the creator, for official purposes such as approval, comment, action, recommendation, follow-up, or to communicate with agency business, and (2) DO NOT contain unique formulation and execution of policies, decision or programs.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when project is complete. Maintain in office until no longer needed.</p> <p>Retention Period Maintain in office until no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Civil Penalties Closed Case Files</p> <p>Disposition Authority Number DAA-0587-2014-0001-0002</p> <p>Records consist of completed case files, correspondence, inter-office memoranda, facsimiles, reports and similar documents used to establish civil claims on suspected violations or regulations relative to financial, commercial or other transactions with sanctioned individuals.</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 No</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

Cut-off closed cases files at the end of fiscal year in which the activity is completed. Destroy/delete 5 years after penalty payment or OGC authorization.

Retention Period

Destroy 5 year(s) after penalty payment or OGC authorization.

Additional Information

GAO Approval

Not Required

Civil Penalties Guidelines

Disposition Authority Number

DAA-0587-2014-0001-0003

Records consist of procedures for the implementation of civil penalties for suspected violation of statutes or regulations relative to financial, commercial or other transactions with sanctioned individuals.

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?

No

Disposition Instruction

Cutoff Instruction

Destroy / delete when superseded, obsolete, or no longer needed for business purposes, whichever is later.

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

Civil Penalty Fund Administrator

Disposition Authority Number

DAA-0587-2014-0001-0004

Records consist of documents relating to collection, management, and disposition of funds received for fines/penalties. May also include financial management forms documenting the use of such forms.

Final Disposition

Temporary

5

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?	No
Disposition Instruction	
Cutoff Instruction	Cut-off files at the end of the fiscal year in which the activity is completed. Destroy / delete 3 years after cut-off.
Retention Period	Destroy 3 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
Financial Management Files	
Disposition Authority Number	DAA-0587-2014-0001-0005
Records consist of accounting data and internal Departmental Office memoranda documenting deposits received for settlement of violations including copies of deposit slips, transmittals and Financial Management Division Accounting Daily Report.	
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?	No
Disposition Instruction	
Cutoff Instruction	Cut-off files at the end of the fiscal year in which the activity is completed. Destroy /delete when no longer needed for reference, not to exceed discontinuance of program.
Retention Period	Destroy/delete when no longer needed for reference, not to exceed discontinuance of program
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
10/30/2013	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
03/24/2015	Submit for Concurrency	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
03/25/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist