

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-587-12-12</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/29/12</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Division of Operations			
3 MINOR SUBDIVISION Project Management Office			
4 NAME OF PERSON WITH WHOM TO CONFER Yvonne K. Wilson, Senior Records Management Specialist	5 TELEPHONE NUMBER 202-435-7578	DATE <i>2 Aug 13</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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>2</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 <i>8/29/12</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 records of the Division of Operations, Project Management Office (see attached) CFPB Approvals Division of Operations <i>Coney</i> _____ (Date) Office of General Counsel <i>Coney</i> _____ (Date)		

Division of Operations – Program Management Office

The function of the Project Management Office (PMO) located in the Office of the Chief Operating Officer (COO), is to work on individual and short-term projects that support the business and operational needs of Bureau offices/functions as well as monitor and support ongoing activities and programs of strategic importance

The official records of the Project Management Office are 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 Project Initiation Files

Records identify the key players, including the Accountable Executive (who will be accountable for the project's ultimate success), the Client Lead (who will work with PMO on a day-to-day basis), and others. Records include the project intake forms, which describe their proposed project, identifying key stakeholders in the project, estimating the length of the project, and providing key milestones and measures of success Records also include the project charter

Disposition **TEMPORARY** Cut off files when superseded or obsolete Destroy/delete 3 years after cutoff

Item 2 Project Files

Projects include but are not limited to business card distribution process, building renovations, swing space, office distribution, strategic office space issues and the creation of the civil penalty fund Records include but are not limited to draft building plans, policies and processes for management of civil penalty fund money, memoranda about office space issues, meeting records and project tracking spreadsheets

Disposition **TEMPORARY**. Cut off at end of calendar year in which project is completed Destroy/delete 3 years after cutoff

Item 3 Project Management Report Files

Reports contain information about the project progress and research, development, test, and evaluation tasks This includes the identification, time phasing, requirements, and other information about planning and approval of the project and associated activities and findings

Disposition **TEMPORARY**. Cut off at end of calendar year in which project is completed Destroy/delete 3 years after cutoff

Item 4 The Operations Advisory Committee (OAC) Files

The Operations Advisory Committee (OAC) is the main advisory body for operational governance. In the Project Management Officer's role as the Secretariat to the OAC, records consist of but are not limited to agenda, minutes and report of meetings, papers and reports presented at meetings, reports, memoranda, proposals and papers produced by the committee and correspondence. Records also include minutes from the weekly Operations Advisory Call.

Disposition **TEMPORARY.** Cut off files at the end of each calendar year in which a significant activity (e.g., funding of building renovation) has been completed. Destroy/delete 5 years after cutoff.