

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-587-12-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/22/12</i>	
1. FROM (Agency or establishment) Consumer Financial Protection Bureau (CFPB)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau-wide			
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER Yvonne K. Wilson, Senior Records Specialist	5. TELEPHONE NUMBER 202-435-7578	DATE <i>15 June 13</i>	ARCHIVIST OF THE UNITED STATES <i>Debra A. Johnson</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>4</u> page(s) are not needed now for the business of 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>5/11/2012</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steven L. Coney</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Please see attached: Bureau-wide media neutral records schedule for temporary Records Common to Most Offices of the Consumer Financial Protection Bureau (CFPB)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Attachment to SF 115: Consumer Financial Protection Bureau (CFPB), RG 587

Temporary Records Common to Most Offices

This media neutral records schedule covers temporary non-mission related records created by most offices of the CFPB as part of the routine administrative operations of the CFPB.

Item 1. Program Management Records

Program or office management records, including staffing decisions, periodic workload reports, progress plans, and other records documenting the management and administration of agency offices. Records may also include copies of responses to GAO and Congressional reports, and copies of inspection reports.

Disposition: **TEMPORARY**. Cut off files at the end of each calendar year in which activity has been completed. Destroy/delete 5 years after cutoff.

Item 2. Program Office Correspondence

Record copy of routine non-policy correspondence received and created by CFPB staff at the Assistant Director level and below. Documents pertain to routine non-policy matters and to the general internal administration of the organization as opposed to the primary mission of the organization.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Destroy/delete 3 years after cutoff.

Item 3. Staff Calendars and Appointment Books

Calendars and appointment books that document meetings, appointments, trips, visits, and other activities of CFPB staff at the Assistant Director level and below.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Delete/destroy 2 years after cutoff.

Item 4. Staff Speeches and Presentations

Record copy of speeches and presentations presented by CFPB staff at the Assistant Director level and below at CFPB-sponsored meetings or at government, civic, and professional conferences.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Destroy 3 years after cutoff.

Item 5. Chronological and Reading Files

Copies of incoming and outgoing communications, copies of reports, and related information, arranged by date or alphabetically by subject, and maintained solely for convenience or reference purposes.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Destroy/delete 1 year after cutoff.

Item 6. Routine Congressional Correspondence

Correspondence from and with members of Congress on topics relating to the program management of CFPB functional areas, as well as routine questions and comments, and copies of constituent mail.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Destroy/delete 2 years after cutoff.

Note: The official records of CFPB communications with Congress are maintained in the Office of Legislative Affairs.

Item 7. Correspondence Tracking Systems

Tracking mechanisms, including spreadsheets and related records, used to track routine Congressional correspondence, chronological and reading files, and non-executive level correspondence.

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Destroy/delete 1 year after cutoff or when no longer needed for administrative purposes, whichever is later.

Item 8. Administrative Policies and Procedures

CFPB policies and procedures documenting routine administrative activities, including but not limited to: personnel and facility security, budget management, administration and operation of personnel functions, travel and training management and other related matters.

Disposition: **TEMPORARY**. Cut off files at the end of the calendar year in which policies/procedures have been superseded or cancelled. Destroy/delete superseded/cancelled version 5 years after cutoff.

Item 9. Press Release Files

Records created by CFPB offices in support of the development of press releases, including research and reference notes, and draft press releases.

Disposition: **TEMPORARY**. Delete/destroy after publication of official press release by the CFPB Office of Media Relations.

Note: The CFPB Division of External Affairs, Office of Media Relations maintains the official press release files.

Item 10. Work Papers

Drafts of reports; copies of research and analysis (supporting background material); drafts and copies of correspondence, policies, procedures, speeches, and testimonies; and related records from all CFPB offices, where the records are circulated for internal review and edits.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which the final records have been created. Destroy/delete when information either has been incorporated into the final document or has been deemed to not be needed for ongoing use, whichever is later.

Item 11. Drafts and Notes

Drafts of records and notes created by staff in the course of the development of work papers. The difference between the drafts/notes and work papers is that the drafts/notes are not circulated for internal review and edits.

Disposition: **TEMPORARY**. Destroy/delete when no longer needed to support the information contained in the circulated work papers.

Item 12. Recruitment Files

Records of unsolicited and solicited employment and education information from individuals in the course of CFPB's staff recruitment activities. Records include, but are not limited to, lists of contacts/references from sources outside of CFPB, resumes, interview questions, interview notes (written on copies of resumes, on note paper, or on questionnaires during contact with individuals), and other qualification-related materials.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which the position has been filled or cancelled. Destroy 1 year after cut off.

Item 13. Records of Non-selected Employment Applicants

Records of non-selected employment applicants created and received in the course of CFPB employment announcements and interviews. Records include, but are not limited, to resumes, interview questions, interview notes (written on copies of resumes, on note paper, or on questionnaires during an interview), copies of job announcements, and qualification-related materials.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which the position has been filled or cancelled. Destroy/delete 1 year after cut off.

Item 14. Employee Travel Receipts

Original documentation that supports travel authorization and expense reimbursements made through an electronic travel service/system (e.g., GovTrip). Records include but are not limited to employee receipts of lodging, common carrier use, vehicle rental, expenses exceeding \$75, and other documentation of expenses, where copies have been entered into GovTrip or related eTravel system.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which travel has been completed. Destroy/delete 2 years after cut off. *GRS 1.33*

Item 15. Employee Professional Membership Dues Records

Records documenting the expense reimbursement of employee professional membership dues. Records include but are not limited to copies of employee receipts, membership application forms, invoices, payment confirmation receipts, and lists of authorized memberships.

Disposition: **TEMPORARY**. Cut off at the end of the calendar year in which payment has been made. Destroy/delete 2 years after cut off.