

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0424-2022-0001

Status: APPROVED  
Date Approved: 11/12/2024

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## General Information

Agency or Establishment	Consumer Product Safety Commission
Record/Scheduling Group	0424 - Records of the Consumer Product Safety Commission
Records Schedule Applies To	Agency-wide
Schedule Subject	Small Business Ombudsman
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 3  
Number of Permanent disposition items: 1  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0424-2022-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Compliance Guides	Temporary
0002	Event Records	Permanent
0003	Newsletters	Temporary
0004	Reports to the U.S. Small Business Administration (SBA)	Temporary

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Records Schedule Items

<b>DAA-0424-2022-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Compliance Guides	
Item Description	Guides created by this office for internal and external stakeholders. Included are the business education pages on CPSC.gov, Small Business Ombudsman (SBO) Handouts, desktop reference guides, resellers guide, and the “Regulatory Robot” (an interactive online “bot” that provides users information about products). Also included is the Commission Activity Tracking file, an internal work product used to track ongoing rule changes on products to create or update the guidance products created by the SBO.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 10 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0424-2022-0001-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Event Records	

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Item Description	Records from executive and non-executive employee outreach events and presentations given to business/industry summarizing regulatory and statutory requirements with which business must comply. Records included, but are not limited to: PowerPoint presentations, attendee feedback; tracking documents, recordings of virtual events, and educational videos made within the office of the SBO.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:5 GB ; Structured data formats:5 GB ; Presentation formats:5 GB ; Web records:5 GB
Approximate first year of records covered by this authority	2010
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2010 To: 12/31/2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0424-2022-0001-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Newsletters
Item Description	Newsletters made available to the government. The Small Business Ombudsman Newsletter provides the business community with regulatory and statutory updates, summaries of recent commission action, and highlights upcoming training opportunities for industry stakeholders. Sent every month or so.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0424-2022-0001-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Reports to the U.S. Small Business Administration (SBA)
Item Description	Records related to collaboration with the U.S. Small Business Administration. Includes Office of the National Ombudsman Reports SBO sends to SBA, Small Business Regulatory Enforcement Fairness Act (SBREFA) Compliance Guides, and contact lists for Ombudsman outside of CPSC.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No

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GAO Approval Required	No
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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/12/2024