

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-587-12-10</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/27/12</i>	
1 FROM (Agency or establishment) Consumer Financial Protection Bureau (CFPB)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Minority and Women Inclusion			
4 NAME OF PERSON WITH WHOM TO CONFER Yvonne K. Wilson, Senior Records Management Specialist	5 TELEPHONE NUMBER 202-435-7578	DATE <i>26 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>5</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>8/22/12</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 – Office of Minority and Women Inclusion (see attached) CFPB Approvals Office of Minority and Women Inclusion <i>[Signature]</i> <i>8/22/12</i> _____ (Date) Office of General Counsel <i>[Signature]</i> <i>8/22/12</i> _____ (Date)		

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

Division of Operations – Office of Minority and Women Inclusion

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.

Specifically, the Office of Minority and Women Inclusion (OMWI) is responsible for all matters of the Bureau relating to diversity in management, employment, and business activities.

Item 1 Opinion Memorandum and Recommendations

Decision memoranda recommendations by the Director of OMWI, relating to the CFPB course for diversity in management, employment, and business activities

Disposition: **TEMPORARY**. Cut off at the end of each calendar year upon completion of memo Delete/Destroy 15 years after cutoff

Item 2. Diversity Files

Correspondence, memorandums, e-mail and other documentation relating to the administration of resources that support diversity within the Bureau

Disposition: **TEMPORARY**. Cut off at the end of each calendar year. Delete/Destroy 5 years after cutoff

Item 3 Policies and Standards

Record copy of Policies and Standards of the OMWI office as they pertain to.

a Equal Employment Standards

Standards developed for equal employment opportunity and the racial, ethnic, and gender diversity of the workforce and senior management of the Bureau

Disposition **TEMPORARY**. Cut off when obsolete or superseded Delete/Destroy 15 years after cutoff.

Office of Minority and Women Inclusion Records Schedule, updated after NARA appraisal meeting 02/20/2013.

b Increased Participation Standards

Standards developed for increased participation of minority-owned and women-owned businesses in the programs and contracts of the Bureau, including standards for coordinating technical assistance to businesses.

Disposition: **TEMPORARY**. Cut off when obsolete or superseded. Delete/Destroy 15 years after cutoff

c. Policies and Processes Assessment Standards

Standards developed for assessing the diversity policies and practices of entities regulated by the Bureau.

Disposition. **TEMPORARY**. Cut off when obsolete or superseded. Delete/Destroy 15 years after cutoff

Item 4 Impact Studies

Files pertaining to studies of the impact of the Bureau's Policies and Regulations on minority-owned and women-owned businesses

Disposition **TEMPORARY**. Cut off at the end of each calendar year Delete/Destroy 15 years after cutoff

Item 5 Inclusion in All Levels of Business Activities Files

Records pertaining to the fair inclusion and utilization of minorities, women, and minority-owned and women-owned businesses in all business and activities of the Bureau at all levels, including in procurement, insurance, and all types of contracts

(Contracts, for services of any kind, including the services of financial institutions, investment-banking firms, mortgage-banking firms, asset management firms, brokers, dealers, financial services entities, underwriters, accountants, investment consultants, and providers of legal services. The contracts referred to include all contracts for all business and activities of the Bureau, at all levels, including contracts for the issuance or guarantee of any debt, equity, or security, the sale of assets, the management of the assets of the Bureau, the making of equity investments by the Bureau and the implementation by the Bureau of programs to address economic recovery.)

a. Standards and Procedures Files

Records pertaining to Standards and Procedures for inclusion and utilization of minorities, women, and minority-owned and women-owned businesses in all business and activities of the Bureau at all levels

Office of Minority and Women Inclusion Records Schedule, updated after NARA appraisal meeting 02/20/2013.

Disposition: **TEMPORARY**. Cut off files at the end of the calendar year in which information is obsolete or superseded. Delete/ destroy 5 years after cutoff

b. Contract Files

Records pertaining to contract inclusion statements utilized in signed contracts relating to the fair inclusion of women and minorities in the workforce of the contractor and, as applicable, subcontractors.

Disposition: **TEMPORARY**. Cut off files at the end of the calendar year in which information is obsolete or superseded. Delete/destroy 6 years 3 months after cutoff

c. Termination Files

Files pertaining to determinations when a Bureau contractor and, as applicable, a subcontractor, has failed to make a good faith effort to include minorities and women in their workforce. These determinations may recommend Contract Termination, Referral to the Office of Federal Contract Compliance Programs of the Department of Labor; or Other appropriate action

Disposition **TEMPORARY**. Cut off files at the end of the calendar year when termination occurs Delete/destroy 6 years 3 months after cutoff

Item 6 External Inclusion Policies, Procedures, and Recommendations

Policies, procedures, and recommendations from/to regulated institutions, including reports, memorandums and other documentation relating to the governance of inclusion of minorities and women in their workforce

Disposition: **TEMPORARY**. Cut off files at the end of the calendar year when termination occurs. Delete/destroy 10 years after cutoff.

Item 7. Periodic Reports

Reports submitted to Congress as required by law or as directed by competent authority regarding actions taken by the Bureau's OMWI office.

Disposition: **PERMANENT**. Cut off at the end of each calendar year upon submission of report. Transfer to the National Archives 15 years after cutoff.

Item 8 Diversity in Bureau Workforce Files

Case files including correspondence, memorandums, e-mail and other documentation relating to the administration of resources that support development of a diverse work force at minority colleges and universities through recruitment, sponsorships/partnerships and job placement

Office of Minority and Women Inclusion Records Schedule, updated after NARA appraisal meeting 02/20/2013

a Recruiting

Files pertaining to recruiting at historically black colleges and universities, Hispanic-serving institutions, women's colleges, and colleges that typically serve majority minority populations

Disposition: **TEMPORARY.** Cut off files at the end of each calendar year
Delete/Destroy 5 years after cutoff

b Job Fair

Files pertaining to sponsoring and/or recruiting at job fairs in urban communities

Disposition: **TEMPORARY.** Cut off files at the end of each calendar year
Delete/destroy 5 years after cutoff

c Employment Advertising Files

Files pertaining to the placement of employment advertisements in newspapers and magazines, oriented toward minorities and women.

Disposition: **TEMPORARY.** Cut off files at the end of each calendar year.
Delete/destroy 5 years after cutoff.

d Opportunity Partnering

Files pertaining to partnering with organizations that are focused on developing opportunities for minorities and women to place talented young minorities and women in industry internships, summer employment, and full-time positions

Disposition: **TEMPORARY.** Cut off files at the end of each calendar year
Delete/destroy 5 years after cutoff

~~e Mass Media Communication~~

~~Files pertaining to other mass media communications that the Office determines necessary~~

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

Disposition is covered by item 9 on the CFPB Records Schedule for Temporary Records Common to Most Offices of the CFPB
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Office of Minority and Women Inclusion Records Schedule, updated after NARA appraisal meeting 02/20/2013.

~~Item 9 Small and Disadvantaged Business Utilization Files~~

~~Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub.L. 95 507~~

~~Disposition: **TEMPORARY.** Destroy when 3 years old.~~

Disposition is covered by GRS 3, item 17
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