

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0266-2016-0006

Status: APPROVED  
Date Approved: 05/27/2016

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## General Information

Agency or Establishment	Securities and Exchange Commission
Record/Scheduling Group	0266 - Records of the Securities and Exchange Commission
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Credit Ratings
Schedule Subject	Records of the Office of Credit Ratings
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.

The Office of Credit Ratings (“OCR”) was created in support of the Securities and Exchange Commission’s mission to protect investors, facilitate capital formation, and maintain fair, orderly, and efficient markets. With the enactment of the Credit Rating Agency Reform Act of 2006 (“CRA Reform Act”), Congress provided the Commission with express authority to implement a registration and oversight program for credit rating agencies that elect to be treated as nationally recognized statistical rating organizations (“NRSRO”). Among other things, this law required the Commission to establish disclosure, recordkeeping, and financial reporting requirements for NRSROs and requirements with respect to preventing the misuse of material non-public information by NRSROs, addressing conflicts of interest in the production of credit ratings, and prohibiting NRSROs from engaging in unfair, coercive, or abusive practices.

In July 2010, Congress passed the Dodd-Frank Wall Street Reform and Consumer Protection Act (“Dodd-Frank Act”), which, among other things, amended Section 15E of the Securities Exchange Act of 1934 (“Exchange Act”) to enhance the regulation, accountability and transparency of NRSROs. OCR is charged with administering the rules of the Commission with respect to the practices of NRSROs in determining credit ratings, for the protection of users of credit ratings and in the public interest; promoting accuracy in credit ratings issued by NRSROs; ensuring that credit ratings are not unduly influenced by conflicts of interest; and helping to ensure that firms provide greater disclosure to investors.

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OCR monitors the activities and conducts examinations of NRSROs to assess and promote compliance with statutory and Commission requirements. The monitoring activities are geared towards informing Commission policy and rulemaking and include identifying and analyzing risks, monitoring industry trends, and administering and monitoring the NRSRO registration process as well as the periodic updates by existing registrants of their Forms NRSRO. The examination activities of OCR are focused on conducting legislatively mandated annual, risk-based examinations of all registered NRSROs to assess compliance with federal securities laws and Commission rules and drafting a legislatively mandated public report summarizing the findings of these annual examinations.

OCR also conducts special risk-targeted examinations based on credit market issues and concerns and in response to tips, complaints, referrals, and NRSRO self-reported incidents. OCR collaborates and coordinates with other Commission offices and divisions to enhance OCR's ability to serve the public interest and protect users of credit ratings. Other activities of OCR include referring potential violations of securities laws to the Division of Enforcement; conducting ad-hoc research as warranted by industry or credit market conditions; drafting and making recommendations to the Commission regarding rulemaking and exemptive orders; and consulting and coordinating with international regulators and international organizations with respect to examinations, regulatory and policy initiatives and internationally active U.S.-based registrants as well as non-U.S.- based registrants.

OCR is responsible for drafting an annual public report to Congress addressing adopted and proposed rules; the status of registrants and applicants; and the state of competition, transparency, and the management of conflicts of interest. Additional monitoring activities include the review and report on annual Rule 17g-5 certifications, annual Rule 17g-3 reports, NRSROs' employment transition reports and certifications required pursuant to orders granting exemptive relief. OCR may be called upon to leverage its expertise to draft statutorily mandated studies.

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Is There a Classified Version of This  
Schedule?

No

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Is consultation and coordination with Tribal Governments required?      Predate requirement

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## Item Count

Total number of disposition items: 10

Number of Temporary disposition items: 7

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-0266-2016-0006

Item #	Title	Disposition
0001	Form NRSROs, Reports Furnished or Filed by NRSROs with the Commission and Related Records : Form NRSRO and reports furnished or filed by NRSROs with the Commission	Permanent
0002	Form NRSROs, Reports Furnished or Filed by NRSROs with the Commission and Related Records : Other records related to Form NRSROs or reports furnished or filed by NRSROs with the Commission:	Temporary
0003	Records Related to Examinations, Monitoring or Other Correspondence with NRSROs and Market Constituents	Temporary
0004	Records Related to Rulemaking, Exemptive Relief or No-Action Letters Involving NRSROs : Final Commission rules, releases or orders and staff no-action letters relating to NRSROs.	Permanent
0005	Records Related to Rulemaking, Exemptive Relief or No-Action Letters Involving NRSROs : Other records related to rulemaking, exemptive relief, or no-action letters involving NRSROs	Temporary
0006	Internal Guidance and Other Work-Related Materials Produced by OCR Staff	Temporary
0007	Records Related to Communications by OCR with External Parties	Temporary
0008	Records Related to Publicly Issued Materials : Records related to external guidance issued by OCR:	Permanent
0009	Records Related to Publicly Issued Materials : Records related to other materials that are publicly released by OCR	Temporary
0010	Records Related to Non-Public Studies or Research Projects by OCR	Temporary

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Records Schedule Items

<b>Group Title</b>	Form NRSROs, Reports Furnished or Filed by NRSROs with the Commission and Related Records
DAA-0266-2016-0006-0001	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Form NRSRO and reports furnished or filed by NRSROs with the Commission
Item Description	Form NRSRO and reports furnished or filed by NRSROs with the Commission: initial applications for registration as an NRSRO, applications to add a class of credit ratings, application supplements, annual certifications, updates of registration and withdrawals from registration, including exhibits, accompanying documents and amendments thereto (Form NRSRO) (17 CFR 249b.300); and financial statements, certifications, reports or other records furnished or filed by NRSROs with the Commission pursuant to Section 15E of the Exchange Act or the rules thereunder.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	
<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>	
<b>DO NOT USE. Superseded By: DAA-0266-2021-0007-0001 on 05/24/2023.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the document is received.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Approximate first year of records covered by this authority	2007

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/---/2007 To: ---/---/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0266-2016-0006-0002

STATUS: Active

**ITEM GENERAL INFORMATION**

Item Title	Other records related to Form NRSROs or reports furnished or filed by NRSROs with the Commission:
Item Description	Other records related to Form NRSROs or reports furnished or filed by NRSROs with the Commission: drafts of Form NRSROs or reports furnished or filed by NRSROs with the Commission pursuant to Section 15E of the Exchange Act or the rules thereunder; related records provided by NRSROs or applicants for registration to the Commission; work product, including, but not limited to, memoranda, reports and work papers; and other records that staff deem necessary to retain, including internal and external correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

**SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS**

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

**DISPOSITION INSTRUCTION**

Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the document is created or received.
Retention Period	Destroy 10 year(s) after cutoff

**ADDITIONAL INFORMATION**

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0266-2016-0006-0003

STATUS: Active

**ITEM GENERAL INFORMATION**

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Status: APPROVED  
Date Approved: 05/27/2016

Item Title	Records Related to Examinations, Monitoring or Other Correspondence with NRSROs and Market Constituents
Item Description	Records related to examinations, monitoring or other inquiries regarding NRSROs: staff work product, including, but not limited to, memoranda, reports, meeting agendas, meeting notes and work papers; records provided by NRSROs to the Commission; other records that staff deem necessary to retain, including internal and external correspondence; and examination, monitoring or other inquiry planning materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<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	Other: Cut off at the end of the calendar year in which the examination or other inquiry is closed or monitoring is conducted, as applicable.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Records Related to Rulemaking, Exemptive Relief or No-Action Letters Involving NRSROs
DAA-0266-2016-0006-0004	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Final Commission rules, releases or orders and staff no-action letters relating to NRSROs.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	



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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-0266-2022-0002-0001 on 05/24/2023.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the document is approved by the Commission or the staff, as applicable.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Approximate first year of records covered by this authority	2007
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2007 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0266-2016-0006-0005</b>	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Other records related to rulemaking, exemptive relief, or no-action letters involving NRSROs
Item Description	Other records related to rulemaking, exemptive relief, or no-action letters involving NRSROs: records provided by NRSROs to the Commission; supporting materials; staff work product, including, but not limited to, memoranda, term sheets, reports, comment summaries, briefing materials or work papers and drafts of rules, releases, orders or no-action letters; and other records that staff deem necessary to retain, including meeting notes and internal and external correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Superseded By: DAA-0266-2022-0002-0001 on 05/24/2023.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the underlying matter is approved by the Commission or the staff, or closed, as applicable.
Retention Period	Destroy 20 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0266-2016-0006-0006		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Internal Guidance and Other Work-Related Materials Produced by OCR Staff	
Item Description	Internal Guidance and Other Work-Related Materials Produced by OCR staff; work product, including, but not limited to, manuals, policies, and procedures, memoranda, legal guidance, briefing materials, project materials, committee or working group materials and work papers; and other records that staff deem necessary to retain, including internal and external correspondence.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<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	Other: Cut off at the end of the calendar year in which either the materials are superseded or no longer in use, or the underlying matter is completed, as applicable.	
Retention Period	Destroy 10 year(s) after cutoff	

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0266-2016-0006-0007</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records Related to Communications by OCR with External Parties
Item Description	Records related to consultation, coordination or communication by OCR with credit rating agencies, governments, regulatory agencies, law enforcement authorities, international bodies and organizations, securities industry associations, investors, market participants, or other external parties: staff work product, including, but not limited to, memoranda, project materials, committee or working group materials, meeting agendas, talking points, presentation materials, meeting minutes, reports, planning materials and work papers; records received from external parties; supporting materials; and other records that staff deem necessary to retain, including internal and external correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<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	Other: Cut off at the end of the calendar year in which the document is created or received.
Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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<b>Group Title</b>	<b>Records Related to Publicly Issued Materials</b>
DAA-0266-2016-0006-0008	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records related to external guidance issued by OCR:
Item Description	Records related to external guidance issued by OCR: bulletins, memoranda, correspondence, or other external guidance issued by OCR; staff work product, including, but not limited to, meeting agendas, talking points, presentation materials, meeting minutes, reports, planning materials and work papers; and other records that staff deem necessary to retain, including internal and external correspondence.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	
<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	Other: Cut off at the end of the calendar year in which the guidance is either superseded or no longer in effect.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Approximate first year of records covered by this authority	2007
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2007 To: --/--/2007
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	
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<b>ITEM GENERAL INFORMATION</b>	

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Item Title	Records related to other materials that are publicly released by OCR
Item Description	Records related to other materials that are publicly released by OCR: reports, testimony, speeches, risk alerts, presentation materials or other public materials; staff work product, including, but not limited to, memoranda, meeting agendas, talking points, meeting minutes, planning materials and work papers; and other records that staff deem necessary to retain, including internal and external correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<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	Other: Cut off at the end of the calendar year in which the materials are released to the public.
Retention Period	Destroy 20 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0266-2016-0006-0010</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Records Related to Non-Public Studies or Research Projects by OCR
Item Description	Records related to non-public studies, industry research or ad-hoc projects by OCR: staff work product, including, but not limited to, studies, memoranda, reports, briefing materials, project materials, committee or working group materials, meeting agendas, meeting minutes, planning materials and work papers; supporting materials; and other records that staff deem necessary to retain, including internal and external correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the document is created or received or the underlying matter is completed (whichever is later).
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	12/07/2015
Approve	David Ferriero	05/27/2016