**Federal Elections Commission/Policy Division/Office of Cryptocurrency Policy (for E03)**

Function: This office was created in 2017 to develop and implement policies concerning political contributions made through cryptocurrencies (such as Bitcoin, etc.)

Eight Record Series:

1. Cryptocurrency Contribution Policy Drafts (unscheduled temporary)
2. Quarterly Cryptocurrency Audits (unscheduled temporary)
3. Cryptocurrency Advisory Committee Minutes (unscheduled permanent – not DAA-0339-2018-0002 as it might first appear)
4. Cryptocurrency Contribution Policy Enforcement Case Files (mostly unscheduled temporary with a sampling of cases that are significant and permanent).
5. Cryptocurrency Rule-Making Review/Approval tracking system (unscheduled system - temporary)
6. Cryptocurrencies reference database (unscheduled system - temporary)
7. Staff Time and Attendance (GRS 2.4, Item 030)
8. Federal Campaign Cryptocurrency Finance Reports (scheduled permanent = final, temporary = drafts (DAA-339-2017-0001-0001)

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| **Records Series Inventory Form #1** | | |
| **1. Date Prepared**  April 1, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Lotta Pengar | **4. Series location**  101 Strangar Avenue, Room 525 | |
| **5. Series title**  Cryptocurrency Contribution Policy Drafts | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  Working papers and drafts relating to the development of rulemaking on cryptocurrency issues. Includes draft policies, notes, correspondence with stakeholders and subject matter experts, public comment summaries and related information. | | |
| **8. Medium** *(check all that apply)*  X Paper  🞎 Microform  X Electronic *(specify): Word processing*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  X Alphabetical by name  🞎 Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  2 cubic feet paper/700 megabytes electronic | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff** *(When are the files closed?)*  Cutoff after final approval of rule. | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes**  Final Rulemaking Case Files are permanent as scheduled by DAA-0339-2018-0002 | | |

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| **Records Series Inventory Form #2** | | |
| **1. Date Prepared**  April 1, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Lotta Pengar | **4. Series location**  101 Strangar Avenue, Room 525 | |
| **5. Series title**  Quarterly Cryptocurrency Audits | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  Files relating to quarterly audits of compliance with cryptocurrency rules. Contains meeting and audit notes, summary of findings, recommendations, and follow-up notes. | | |
| **8. Medium** *(check all that apply)*  X Paper  🞎 Microform  🞎 Electronic *(specify):*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  X Alphabetical by name  🞎 Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  3 cubic feet | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff** *(When are the files closed?)*  Cutoff after close out of any follow-up activities | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |

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| **Records Series Inventory Form #3** | | |
| **1. Date Prepared**  April 2, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Manny Argent | **4. Series location**  101 Strangar Avenue, Room 410 | |
| **5. Series title**  Cryptocurrency Advisory Committee Minutes | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  Formal minutes of the advisory committee that recommends cryptocurrency policy. Information includes date of meeting, members present, agenda, summary of discussion and action items. | | |
| **8. Medium** *(check all that apply)*  X Paper  🞎 Microform  🞎 Electronic *(specify):*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  🞎 Alphabetical by name  🞎 Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  X Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  1 cubic foot | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff (***When are the files closed?)*  Cut off at end of the calendar year in which the meeting took place. | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |

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| **Records Series Inventory Form #4** | | |
| **1. Date Prepared**  April 1, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Lotta Pengar | **4. Series location**  101 Strangar Avenue, Room 525 | |
| **5. Series title**  Cryptocurrency Contribution Policy Enforcement Case Files | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  Case File of actions taken for non-compliance and/or non-reporting of compliance to rules. Includes investigation initiation documents, findings, enforcement activities (if required), resources employed, litigation, penalties and report of final conclusions.  In some cases, these enforcement actions may result in high contemporary public visibility and longer term historic significance. | | |
| **8. Medium** *(check all that apply)*  X Paper  🞎 Microform  🞎 Electronic *(specify):*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  🞎 Alphabetical by name  X Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  3 cubic feet | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff** *(When are the files closed?)*  Cutoff at the end of calendar year in which the case is closed. | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |

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| **Records Series Inventory Form #5** | | |
| **1. Date Prepared**  April 1, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Lotta Pengar | **4. Series location**  101 Strangar Avenue, Room 525 | |
| **5. Series title**  Cryptocurrency Rulemaking Review/Approval Tracking System (CRTS) | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  The CRTS tracks the approval progress of draft rules. System information includes rule name, date of advisory committee approval, date of completed final version, submission date, dates/summary comments of internal review, dates/summary comments of Federal Register review, date of final approval and name of approving official. | | |
| **8. Medium** *(check all that apply)*  🞎 Paper  🞎 Microform  X Electronic *(specify): Information System*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  🞎 Alphabetical by name  X Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  850 megabytes | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff** *(When are the files closed?)*  No cutoff currently identified | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |

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| **Records Series Inventory Form #6** | | |
| **1. Date Prepared**  April 2, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Manny Argent | **4. Series location**  101 Strangar Avenue, Room 410 | |
| **5. Series title**  Cryptocurrencies Reference Database (CRD) | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  The CRD provides reference information on former and current cryptocurrency platforms. Information includes currency name, dates of operation, sponsoring organization, historic and current price charts, and any special notes (litigation or market news, etc.) relating to the currency. | | |
| **8. Medium** *(check all that apply)*  🞎 Paper  🞎 Microform  X Electronic *(specify): Information System*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  X Alphabetical by name  🞎 Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  10.5 gigabytes (including some images) | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff** *(When are the files closed?)*  No cutoff currently identified | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |
| **Records Series Inventory Form #7** | | |
| **1. Date Prepared**  April 1, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Lotta Pengar | **4. Series location**  101 Strangar Avenue, Room 525 | |
| **5. Series title**  Staff Time and Attendance | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  Time and attendance information for Cryptocurrency Policy office staff. Includes sign-in, sign-out times, vacation and sick leave usages, comp. time earnings and related information. | | |
| **8. Medium** *(check all that apply)*  X Paper  🞎 Microform  X Electronic *(specify): Payroll System*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  🞎 Alphabetical by name  🞎 Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  X Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  1 cubic feet paper/450 megabytes in the payroll system | | **11. Vital/Essential Records Status**  X Yes 🞎 No |
| **12. Cutoff** *(When are the files closed?)*  Cutoff at the end of every fiscal year | | **14. Duplication** *(Are the records available in another place or in another format?)* |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎 Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |

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| **Records Series Inventory Form #8** | | |
| **1. Date Prepared**  April 2, 20xx | **2. Owner of the files** *(Name or organization)*  FEC/Policy Division/Office of Cryptocurrency Policy | |
| **3. Inventory Personnel** *(Name)*  Manny Argent | **4. Series location**  101 Strangar Avenue, Room 410 | |
| **5. Series title**  Federal Campaign Cryptocurrency Finance Reports | **6. Inclusive dates**  2017 - present | |
| **7. Series description**  Reports, statements, other documents submitted by and/or requests for information sent to candidates for Federal office, political committees and related organizations. These files document political donations received in the form of cryptocurrency. | | |
| **8. Medium** *(check all that apply)*  X Paper  🞎 Microform  🞎 Electronic *(specify):*  🞎 Audiovisual  🞎 Other *(specify)*: | | **9. Arrangement**  🞎 Alphabetical by name  X Alphabetical by subject  🞎 Geographical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Chronological  🞎 Numerical/alphanumerical by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10. Volume** *(in cubic feet or megabytes)*  15 cubic feet | | **11. Vital/Essential Records Status**  🞎 Yes X No |
| **12. Cutoff** *(When are the files closed?)*  Two years after the end of the election cycle | | **14. Duplication** *(Are the records available in another place or in another format?)*  Submitting candidate and/or political organization |
| **15. Related Records** *(Are the records related to any other records series or information systems?)* | | **16. Stakeholders** *(Which people, programs and departments have an interest in the records?)* |
| **17. Retention** 🞎Scheduled 🞎 Unscheduled  *List current schedule OR propose retention time* | | |
| **18. Notes** | | |