

## Request for Records Disposition Authority

Records Schedule Number      DAA-GRS-2016-0006  
Schedule Status                Approved

Agency or Establishment      General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group      General Records Schedules

Records Schedule applies to      Government-wide

Schedule Subject                Revision to Employee Ethics Records

Internal agency concurrences will be provided      No

Background Information        This schedule item supersedes General Records Schedule (GRS) 2.8, item 010, General ethics program records (DAA-GRS-2014-0005-0001).

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-GRS-2016-0006

Sequence Number
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1
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General ethics program records.
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Disposition Authority Number: DAA-GRS-2016-0006-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>General ethics program records.</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2016-0006-0001</b></p> <p><b>Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes:</b></p> <ul style="list-style-type: none"> <li>• <b>Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records.</b></li> <li>• <b>Determinations, including advice and counseling to individual employees, and supporting records.</b></li> <li>• <b>Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.</b></li> </ul> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Manual Citation .</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>GRS 2.8, item 010</b></td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>DAA-GRS-2014-0005-0001</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for</b></p>	Manual Citation .	Manual Title	<b>GRS 2.8, item 010</b>	
Manual Citation .	Manual Title				
<b>GRS 2.8, item 010</b>					

an active investigation; whichever is later, but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/09/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2016	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

## Revision to GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records

Draft of April 1, 2016

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>General ethics program records.</b>            Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes:</p> <ul style="list-style-type: none"> <li>• Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records.</li> <li>• Determinations, including advice and counseling to individual employees, and supporting records.</li> <li>• Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.</li> </ul>	<p><b>Temporary.</b> Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for an active investigation; whichever is later, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0000001</p>

**GRS 2.8 Revision to Employee Ethics Records**

<b>New GRS</b>				<b>Old GRS</b>			
<b>GRS No.</b>	<b>Item No.</b>	<b>Retention</b>	<b>ERA Number/ Disposition Authority</b>	<b>GRS No.</b>	<b>Item No.</b>	<b>Retention</b>	<b>Disposition Authority</b>
2.8	010	6 years	DAA-GRS-2016-0006-0001	2.8	010	6 years	DAA-GRS-2014-0005-0001