

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-GRS-97- 3	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-21-97	
1. FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Records Management Programs			
3. MINOR SUBDIVISION Civilian Appraisal Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Henry Wolfinger	5. TELEPHONE (301) 713-7110 X231	DATE 8-22-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>1</u> page(s) are not now needed for the business of 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 3/21/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry Wolfinger</i>	TITLE <i>Ch. of NARC/NARA</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	GRS 1, item 24 c. Agency Copies of Semiannual Expense Reports for Non-Federally Funded Travel d. Statements, forms, and other records used to compile the Semiannual Expense Reports for Non-Federally Funded Travel See attached.		

GRS 1

24. Records relating to the Government Ethics...

c. Agency Copies of Semiannual Expense Reports for Non-Federally Funded Travel.

Reports submitted on a semiannual basis by all executive branch agencies to the Office of Government Ethics (OGE). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses with respect to attendance at a meeting or similar function relating to the official duties of an employee.

Destroy when 4 years old.

d. Statements, forms, and other records used to compile the Semiannual Expense Reports for Non-Federally Funded Travel.

Destroy 1 year after submission of report to OGE.