

Request for Records Disposition Authority

Records Schedule Number DAA-0522-2018-0003
Schedule Status Modified Approved Version

Agency or Establishment Office of Government Ethics
Record Group / Scheduling Group Records of the Office of Government Ethics
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Director
Schedule Subject Office of the Director Records
Internal agency concurrences will be provided No

Background Information The Office of the Director provides overall direction to the executive branch ethics program and is responsible for ensuring that OGE fulfills its congressional and Presidential mandates. This schedule provides disposal authorization for certain records created and maintained in the Office of the Director.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0522-2018-0003

Sequence Number	
1	General Subject Files Disposition Authority Number: DAA-0522-2018-0003-0001

Records Schedule Items

Sequence Number								
1	<p>General Subject Files</p> <p>Disposition Authority Number DAA-0522-2018-0003-0001</p> <p>This central file is used by OGE's senior leaders. Files include mission-related policies and directives, meeting files, speeches, presentations, substantive correspondence, strategic plans, briefing books, press conferences and transcripts, press releases, news interviews, delegations of authority, orders of succession, reports, budget submission records (prior to 2017), organization charts, justifications for reorganization, mission statements for OGE, committee files, and other records related to the high-level management of the agency and its programs by the agency's senior leaders.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-522-97-001 / 1 N1-522-96-002 / 4 N1-522-96-001 / 14</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at end of calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cut-off of most recent record</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">MB</td> <td style="text-align: center;">MB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	MB	MB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	MB	MB						

Paper		
Microform		
Hardcopy or Analog Special Media		

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
10/03/2018	Certify	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
12/13/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/06/2019	Submit For Certification	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
02/06/2019	Certify	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
03/20/2019	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/21/2019	Submit For Certification	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
03/21/2019	Certify	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
03/21/2019	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/29/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
04/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist