### 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 Subdivsion** 

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Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn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

### **GAO Approval**



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

### Records Schedule Items

1 **General Subject Files** 

> **Disposition Authority Number** DAA-0522-2018-0003-0001

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.

**Final Disposition** Permanent

Active Item Status

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-

mail and word processing?

**GRS or Superseded Authority** 

Citation

N1-522-97-001 / 1

N1-522-96-002 / 4 N1-522-96-001 / 14

**Disposition Instruction** 

**Cutoff Instruction** Cut-off at end of calendar year.

No

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

Additional Information

What will be the date span of the initial transfer of records to the

National Archives?

Unknown Unknown

How frequently will your agency transfer these records to the

National Archives?

Unknown Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	MB	MB

# ANATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Paper	
Microform	
Hardcopy or Analog Special Media	

Records Schedule: DAA-0522-2018-0003

# **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	Ву	Title	Organization
10/03/2018	Certify	Renolder Cotton	Records and Informa tion Management Sp ecialist	
12/13/2018	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/06/2019	Submit For Certific ation	Renolder Cotton	Records and Informa tion Management Sp ecialist	
02/06/2019	Certify	Renolder Cotton	Records and Informa tion Management Sp ecialist	
03/20/2019	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team
03/21/2019	Submit For Certific ation	Renolder Cotton	Records and Informa tion Management Sp ecialist	
03/21/2019	Certify	Renolder Cotton	Records and Informa tion Management Sp ecialist	
03/21/2019	Submit for Concur rence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/29/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
04/01/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration



# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

			- National Records and Archives Administration
04/02/2019	Approve ·		Office of the Archivist - Office of the Archivist

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