

Request for Records Disposition Authority

Records Schedule Number **DAA-0522-2019-0005**

Schedule Status **Approved**

Agency or Establishment **Office of Government Ethics**

Record Group / Scheduling Group **Records of the Office of Government Ethics**

Records Schedule applies to **Agency-wide**

Schedule Subject **Publications**

Internal agency concurrences will
be provided **No**

Background Information **This schedule covers published materials by the Office of
Government Ethics.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0522-2019-0005

Sequence Number	
1	Publications
1.1	Record set of publications Disposition Authority Number: DAA-0522-2019-0005-0001
1.2	Background materials for publications Disposition Authority Number: DAA-0522-2019-0005-0002

Records Schedule Items

Sequence Number											
1	<p>Publications Record set of published materials that OGE uses to explain standards of ethical conduct, the Ethics in Government Act of 1978, and related regulations to Executive Branch employees and the general public.</p>										
1.1	<p>Record set of publications Disposition Authority Number DAA-0522-2019-0005-0001</p> <p>Records include reference publications, booklets, brochures, and any published articles written by OGE employees when performing official duties.</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GRS or Superseded Authority Citation N1-522-96-002 / 7/a</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 15 year(s) after cut-off</p> <p>Additional Information</p> <p>First year of records accumulation 1984</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1984 To 2004</p> <p>How frequently will your agency transfer these records to the National Archives? Every 15 Years</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>11.43 MB</td> <td>1 MB</td> </tr> <tr> <td>Paper</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	11.43 MB	1 MB	Paper		
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital	11.43 MB	1 MB									
Paper											

Microform		
Hardcopy or Analog Special Media		

1.2

Background materials for publications

Disposition Authority Number **DAA-0522-2019-0005-0002**

Final Disposition **Temporary**

Item Status **Active**

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? **No**

GRS or Superseded Authority
 Citation **N1-522-96-002 / 7/b**

Disposition Instruction

Cutoff Instruction **Cut-off annually**

Retention Period **Destroy 3 year(s) after cut-off**

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
03/12/2019	Certify	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
06/05/2019	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
06/13/2019	Submit For Certification	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
06/13/2019	Certify	Renolder Cotton	Records and Information Management Specialist	Office of Government Ethics - Office of Government Ethics
09/24/2019	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
09/25/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/26/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist