

Request for Records Disposition Authority

Records Schedule Number DAA-0522-2019-0006
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 Agency Information Management System (AIMS)
Internal agency concurrences will be provided No

Background Information The Office of Government Ethics responds to requests from internal and external stakeholders for advice on a variety of ethics issues. The Agency Information Management System (AIMS) is used to manage interactions between OGE and its stakeholders.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0522-2019-0006

Sequence Number	
1	Interaction Records Disposition Authority Number: DAA-0522-2019-0006-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="367 421 630 449">Interaction Records</p> <p data-bbox="367 474 1125 502">Disposition Authority Number DAA-0522-2019-0006-0001</p> <p data-bbox="367 527 1455 810">Data documenting interactions between OGE and its stakeholders. Data includes the following information on each interaction: Initiation date, title, question, update information, categories, origin of interaction, source for received information (e.g., email, phone, etc.), requestor's/submitter's contact information, resolution information, staff assignments, document attachments, profile data, correspondence, and records documenting outreach activities with external stakeholders such as briefings, Designated Agency Ethics Official meetings, meet and greets, meeting attendance, and trainings.</p> <p data-bbox="367 836 906 863">Final Disposition Temporary</p> <p data-bbox="367 889 841 917">Item Status Active</p> <p data-bbox="367 942 813 970">Is this item media neutral? Yes</p> <p data-bbox="367 995 800 1108">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 data-bbox="367 1134 662 1161">Disposition Instruction</p> <p data-bbox="367 1198 1247 1225">Cutoff Instruction Cut-off upon resolution of interaction.</p> <p data-bbox="367 1251 1149 1278">Retention Period Destroy 6 year(s) after cut-off</p> <p data-bbox="367 1304 662 1332">Additional Information</p> <p data-bbox="367 1368 938 1395">GAO Approval Not Required</p>

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
08/14/2019	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
08/20/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist