

Request for Records Disposition Authority

Records Schedule Number **DAA-0522-2020-0003**

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 **General Administrative and Operations Support**

Internal agency concurrences will be provided **No**

Background Information **This schedule covers general administrative and operations support records.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0522-2020-0003

Sequence Number	
1	Delegations of Authority Disposition Authority Number: DAA-0522-2020-0003-0001
2	Schedule of Important Ethics Dates Program Records Disposition Authority Number: DAA-0522-2020-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Delegations of Authority</p> <p>Disposition Authority Number DAA-0522-2020-0003-0001</p> <p>Records documenting the delegation of authority assigned to employees to perform specific program functions or act on behalf of an OGE employee during their absence. (Note: This item excludes delegation of authority to act on behalf of OGE Senior Leaders.)</p> <p>Final Disposition Temporary</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>Disposition Instruction</p> <p>Cutoff Instruction When superseded or no longer in effect</p> <p>Retention Period Destroy 3 year(s) after cut-off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Schedule of Important Ethics Dates Program Records</p> <p>Disposition Authority Number DAA-0522-2020-0003-0002</p> <p>Records documenting actions taken by OGE in the development of the OGE Schedule of Important Ethics Dates calendar. Records include annual deadline of ethics program filing dates, activities by year, filer status, and related correspondence and inquires. Records also include decision documents, program advisories, communication plans, and the published calendar. (Note: Final published calendar is filed in the Office of the Director's General Subject Files in accordance with records schedule DAA-0522-2018-0003.)</p> <p>Final Disposition Temporary</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</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction

Cut-off at end of calendar year

Retention Period

Destroy 6 years after cutoff or when no longer needed for current business, whichever is later

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
08/03/2020	Certify	Donna Williams	Agency Records Officer	N/A - N/A
09/02/2020	Return for Revision	Amy Shilane	Archives Specialist	National Archives and Records Administration - AC: Office of the Chief Records Officer
09/02/2020	Submit For Certification	Donna Williams	Agency Records Officer	N/A - N/A
09/02/2020	Certify	Donna Williams	Agency Records Officer	N/A - N/A
04/30/2021	Return for Revision	Amy Shilane	Archives Specialist	National Archives and Records Administration - AC: Office of the Chief Records Officer
07/28/2021	Submit For Certification	Donna Williams	Agency Records Officer	N/A - N/A
07/28/2021	Certify	Donna Williams	Agency Records Officer	N/A - N/A
01/04/2022	Submit for Concurrence	Amy Shilane	Archives Specialist	National Archives and Records Administration - AC: Office of the Chief Records Officer
01/19/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/19/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/19/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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