

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 U.S. Office of Government Ethics

2. MAJOR SUBDIVISION  
 Office of the Director

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 Michael J. Lewandowski

5. TELEPHONE  
 (202)208-8000

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-522-01-2

DATE RECEIVED  
 4-23-2001

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 4-21-01

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 4/3/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael J. Lewandowski</i>	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

*cc Agency (2), NARA, NARA 8/19/01*

## **U.S. Office of Government Ethics**

The U.S. Office of Government Ethics (OGE), previously a part of the Office of Personnel Management, was established as a separate agency on October 1, 1989 (5 U.S.C. app. § 401). OGE provides overall direction for executive branch policies in preventing conflicts of interest on the part of officers and employees of all executive agencies. OGE is the principal agency administering the Ethics in Government Act for the executive branch.

### **Item 1. Reasonable Accommodation Records:**

A. Recordkeeping Copy (Paper) Forms and related records used to process requests for reasonable accommodation such as the provision of adaptive equipment, staff assistance, and the removal of architectural barriers. These records have been created and are maintained as required by E.O. 13164 (July 26, 2000). Records include Reasonable Accommodation Information Reporting Forms, Denials of Reasonable Accommodation Requests, and Confirmations of Requests for Reasonable Accommodations.

**Temporary.** Destroy after separation of employee or when 5 years old, whichever is later.

B. Electronic versions of records created by e-mail and word processing applications.

**Temporary.** Delete after recordkeeping copy is produced.