Schedule Number: N1-522-02-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule is superseded by DAA-0522-2019-0007-0004

Date Reported: 02/12/2020
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) | LEAVE BLANK (NARA use only) |
| WASHINGTON, DC 20408 | JOB NUMBER |
| | M1-522-02-3 |

1. FROM (Agency or establishment)

U.S. Office of Government Ethics

2. MAJOR SUBDIVISION

Program Services Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mary T. Donovan, CRM

5. TELEPHONE

202-208-8000

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 ____ 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.

7. DATE

8/7/02

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Semiannual Expense Reports for Non-Federally Funded Travel (see attached)

9. GRS OR SUPERSEDED JOB CITATION

N1-522-99-1 item 1

10. ACTION ITEM TAKEN (NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)

PREVIOUS EDITION NOT USABLE

Prescribed by NARA

36 CFR 1228
Item 1. Semiannual Expense Reports for Non-Federally Funded Travel

Reports and accompanying records submitted to the U.S. Office of Government Ethics on a semiannual basis by all executive branch agencies. Reports are submitted in accordance with guidance given at 31 U.S.C. § 1353, as implemented by 41 C.F.R. part 304 and the use of Standard Form (SF) 326 and SF 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.

Cut off annually. Retire to record center 2 years after cutoff. Destroy 6 years after cutoff.