

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
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	5. TELEPHONE
Mary T. Donovan, CRM	202-208-8000 x 1185

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER 71-522-02-3	
DATE RECEIVED 8-14-02	
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 for	ARCHIVIST OF THE UNITED STATES
8/27/02	<i>Howard Powell</i> Acting NARA

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.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/7/02	<i>Mary T. Donovan</i>	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Semiannual Expense Reports for Non-Federally Funded Travel (see attached)	N1-522-99-1 item 1	
<i>cc Agency DR mwmw</i>			

**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.