REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

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

2. MAJOR SUBDIVISION
   Office of General Counsel and Legal Policy

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Mary T. Donovan

5. TELEPHONE
   202-482-9232

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 needed now 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,

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

DATE
11/19/04

SIGNATURE OF AGENCY REPRESENTATIVE
Mary T. Donovan

TITLE
Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See attached sheets

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
    LEAVE BLANK (NARA use only)
**Director's Read File** (previously scheduled under N1-522-96-3, item 1)

Office of record is OGC: Incoming correspondence and agency responses signed by the director, which cover a wide range of subject matter. Includes letters of informal advice on interpreting conflict of interest laws, standards of conduct regulations, as well as comments on Federal agencies proposed ethics policies or regulations.

PERMANENT. Cut off at end of year. Under supervision of records officer, retire to WNRC 10 years after cutoff. Transfer to NARA 30 years after cutoff.

media neutral notification processed on 9/18/16.

-Rania Mahnarda/9/18/16.