Schedule Number: **N1-522-05-002**

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0522-2019-0007-0012

Date Reported: 02/12/2020
<table>
<thead>
<tr>
<th>REQUEST FOR RECORDS DISPOSITION AUTHORITY</th>
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</table>
| **To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 |
| **FROM (Agency or establishment):** U.S. Office of Government Ethics |
| **MAJOR SUB DIVISION:** | | **MINOR SUBDIVISION:** |
| **NAME OF PERSON WITH WHOM TO CONFER:** Mary T. Donovan, CRM |
| **TELEPHONE:** 202-482-9232 |
| **DATE RECEIVED:** 1-14-2005 |
| **JOB NUMBER:** NJ-522-97-2 |

**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:** 1/10/05  
**SIGNATURE OF AGENCY REPRESENTATIVE:**  
**TITLE:** Records Officer

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See attached sheets

Program Review Division's audit work papers

**CITATION:** NL-522-97-2, item 1B
Previous disposition authority N1-522-97-2, item 1B.

OGE's Program Review Division

1B Audit Work Papers: Includes correspondence between OGE and agencies, copies of regulations pertaining to specific agencies, copies of agency documentation showing how the agency manages its ethics program, copies of financial disclosure agreements, agency exceptions to ethics-related regulations, and other records.

Temporary: Cut off when audit report is issued. Retire to WNRC 1 year after cut off. Destroy 6 years after cutoff.