

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>N1-522-05-2</u>	
1. FROM (Agency or establishment) U.S. Office of Government Ethics		Date Received <u>1-14-2005</u>	
2. MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Donovan, CRM			
6. AGENCY CERTIFICATION		DATE <u>2/7/2005</u> BY <u>Howard Phouk</u> ARCHIVIST OF THE UNITED STATES	
<p>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 <u>1</u> 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE 1/10/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>M.T. Donovan</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets Program Review Division's audit work papers	N1-522-97-2, item 1B	
<i>cc Agency, DUMW</i>			

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.