

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
 Office of Education

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Laura P. Cahall

5. TELEPHONE
 (202) 523-5757

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-522-93-1

DATE RECEIVED
 12/24/92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 7/13/95

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 1 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
 6/27/95

SIGNATURE OF AGENCY REPRESENTATIVE
Laura P. Cahall

TITLE
 Information Management Specialist

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheet		

Copies sent to agency/NS, NHT 7/19/95

Item 1.

Videotapes for Training Federal Employees on Government Ethics. This series of audio-visual records includes educational, instructional, and promotional videotapes which explain the Ethics in Government Act of 1978 and related ethical standards for federal employees. In addition, videotapes in this series can provide guidance on the completion of Personal Financial Disclosure Reports and related forms.

PERMANENT: Transfer videotapes and background materials to the National Archives upon completion, in accordance with 36 CFR 1228.184 (d) and (e). Existing titles and background materials will be transferred to the National Archives upon approval of this schedule.

Arrangement: Existing records are arranged chronologically

Current item count: 3 videotapes and less than 1 c.f. of related textual records

Annual accumulation: 1 to 5 videotapes a year and related textual records.