

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-522-96-2</i>
1. FROM (Agency or establishment) <i>U.S. Office of Government Ethics</i>		DATE RECEIVED	<i>5-28-96</i>
2. MAJOR SUBDIVISION <i>Office of Education</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
<i>Laura P. Cahall</i>	<i>(202) 208-8000</i>	<i>8-21-96</i>	<i>John W. Carl</i>

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
<i>5/24/96</i>	<i>Laura P Cahall</i>	<i>Records Management Officer</i>

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 GRS OR SUPERSEDED JOB CITATION	10.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

U.S. OFFICE OF GOVERNMENT ETHICS

The U.S. Office of Government Ethics (OGE), previously a part of the Office of Personnel Management, was established as a separate executive agency on October 1, 1989, as amended (5 U.S.C. app. 401). OGE provides overall direction of executive branch policies in preventing conflicts of interest on the part of officers and employees of all executive agencies. The office is the principle agency for administering the Ethics in Government Act for the executive branch.

OFFICE OF EDUCATION (OED)

The Office of Education is responsible for ensuring that quality ethics education programs are provided to executive branch employees and that materials are made available to facilitate these programs. The ethics education programs must provide information on and promote understanding of ethical standards in executive agencies.

The following is a proposed comprehensive schedule covering records created and maintained by OED.

- Item 1. Ethics Conference Files:** Records relating to the conceptual planning and administration of the annual ethics conference.
- A. Programmatic records: These include conference committee files, agenda, and summaries.
Temporary. Cutoff file at the conclusion of each conference. Destroy 7 years after cutoff.
 - B. Administrative Records: These include travel vouchers, conference registration files, attendance sheets, conference evaluation forms, and hotel assessment files.
Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. (GRS 16, item 8 (b)(2)).
- Item 2. OGE Regional and DC Training Course Files:** Records relating to courses for ethics officials within the executive branch. These instructional materials explain the standards of ethical conduct, conflict of interest statutes, and financial disclosure. Files include training committee working papers, and needs analysis.

- A. Programmatic Records: These include training committee files, needs analysis, and agendas, ~~STUDENT WORKBOOKS, LESSON PLANS, AND LEGAL REVIEW COMMENTS.~~ * Permanent. Cutoff files annually at end of the fiscal year. Transfer to NARA in five year blocks when most recent record in the block is five years old.

Annual Accumulation: 1 cu. ft.

- B. Administrative Records: These include registration forms and confirmations, attendance sheets, transitory correspondence, and evaluations.

Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is sooner (GRS 16, item 8 (b)(2)).

- Item 3. * ~~Internal Training Files:~~ **NEW EMPLOYEE ORIENTATION FILES** Records relating to educational and instructional material for new OGE employees. These materials explain the Ethics in Government Act of 1978 and related ethical standards for Federal employees.

Temporary. Destroy when 5 years old. (GRS 1, item 29 (a)(1)).

- Item 4. **OGE Organization Files:** Records relating to the organization of OGE including justifications for reorganization. Files include organization charts and mission statements for OGE.

Permanent. Cutoff biennially upon report to Congress. Transfer to NARA in six year blocks when most recent block is six years old.

Annual Accumulation: 1 cu. ft.

- Item 5. **Education and Program Services Division Organization Files:** Records relating to the organization of the Office of Education and its subsequent reorganization. Files include organization charts and mission statements for the division.

Temporary. Cutoff biennially upon report to Congress and destroy when no longer needed.

- Item 6. **Presentations Files:** Records relating to speeches,

lectures, and papers presented by OGE employees to other government agencies, private organizations, and foreign officials. OGE uses these presentations to explain its mission and promote understanding of ethical standards.

A. Record copy of speeches, lectures, or papers.

Reserved.

B. Training and Presentation Summaries (OGE forms 207) and working files.

Temporary. Destroy when five years old or when no longer needed for current business, whichever is sooner.

Item 7. Publications: Published materials that OGE uses to explain standards of ethical conduct, the Ethics in Government Act, and other related regulations to executive branch employees and the general public. Included are formal and informal advisory opinions, the OGE biennial report to Congress, the OGE "Newsgram", reference publications, booklets, brochures, and any published articles written by OGE employees when performing official duties.

A. Record set:

Permanent. Cutoff annually at the end of the fiscal year in which material is published. Retire to WNRC 5 years after cutoff. Transfer to NARA 15 years after cutoff.

B. Working Files:

Temporary. Destroy when five years old or when no longer needed, whichever is sooner.