

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-522-96-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/27/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2, Informal Advisory Opinions Not Selected For Publication

Item 4, Desk Officer Working Files:

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-522-05-001 supersedes item 1.

DAA-0522-2019-0007-0009 supersedes item 3.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-522-96-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-17-96</i>	
1. FROM (Agency or establishment)  <b>Office of Government Ethics</b>		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  <b>Laura P. Cahall</b>	5. TELEPHONE  <b>(202) 208-8000 x1213</b>	DATE  <b>10-1-96</b>	ARCHIVIST OF THE UNITED STATES  <i>John W. Cal</i>
<b>6. AGENCY CERTIFICATION</b> 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>2</u> 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7/17/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura P Cahall</i>	TITLE <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)
	OGE Correspondence Files  (See attached)		

*M&V copy to: Agency, NCF NN*

## U.S. OFFICE OF GOVERNMENT ETHICS

The 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 under the Ethics in Government Act of 1978, 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.

### OGE CORRESPONDENCE FILES

Item 1. Director's Read File (OGC): This chronological file is comprised of incoming correspondences and responses, signed by the director, which cover a wide range of subject matter. Most of the letters provide informal advice on interpreting conflict of interest laws, the standards of conduct regulations, as well as providing comment on Federal agencies proposed ethics policies or regulations. Office of record: OGC

Permanent. Cut off annually at the end of the fiscal year. Retire to WNRC 10 years after cut off. Transfer to NARA 20 years after cut off.

Current accumulation: 10 cu.ft.

Annual accumulation: 2 cu.ft.

Item 2. Informal Advisory Opinions Not Selected For Publication: Records in this series are arranged by subject and include incoming and outgoing correspondence in which OGE staff offer informal advice on matters concerning interpretations of the standards of conduct statutes, conflict of interests laws, regulations about accepting gifts and other matters relating to the Ethics in Government Act. These opinions are not selected for publication due to their routine nature. Office of record: OGC

Temporary. Cut off annually at the end of the fiscal year. Retire to WNRC 10 years after cut off. Destroy 20 years after cut off.

Current accumulation: 10 cu. ft.

Annual accumulation: 2 cu. ft.

Item 3. Agency Files: Records relating to informal advisory opinions, not selected for publication. Opinions are written by OGE staff in response to requests from specific agencies. Included are correspondences which contain interpretations of ethics related statutes, laws

and regulations; reference materials; and related documentation.

Temporary. Cut off annually at the end of the fiscal year. Retire to WNRC 10 years after cut off. Destroy 20 years after cutoff. Office of record: OGC

Current accumulation: 20 cu. ft.

Annual accumulation: 1 cu. ft.

Item 4. Desk Officer Working Files: Records relating to contact between agency DAEOs and OGE desk officers in which informal advice or general information is exchanged. Files include reference copies of correspondences and memoranda, copies of ethics regulations, and related documentation which does not warrant inclusion in OGE official files. Office of record: EAD

Temporary. Destroy when no longer needed for current business purposes or when 5 years old, whichever is sooner.