

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-522-97-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/19/2022

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All items except the one listed below are active

## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by DAA-0522-2018-0003-0001

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-522-97-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-31-97</i>	
1. FROM (Agency or establishment)  Office of Government Ethics		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Office of the Director			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Laura P. Cahall	5. TELEPHONE  (202) 2088000	DATE <i>1-20-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 ___ 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/30/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura P. Cahall</i>		TITLE Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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 Sheet		

JUL 28 1997 *not**Copy to: Agency, NW23*

## 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.

### OFFICE OF THE DIRECTOR

The chief responsibilities of the Office of the Director are to promulgate rules and regulations pertaining to standards of ethical conduct of executive agencies, public and confidential financial disclosure of executive officials, and conflicts of interest. The Office also provides outreach and training to international, private, state, and local organizations.

**Item 1. General Subject File:** Includes minutes from executive staff meetings; speeches of the Director and the Special Assistant to the director; files from meetings, trips and conferences; files from international, state, and local outreach and training; and general correspondence.

A. Records documenting planning and the development of policy within OGE: Includes minutes, speeches, and substantive correspondence.

**Permanent.** Cut off at the end of the fiscal year. ~~Retire to WARC 3 years after cutoff.~~ Transfer to NARA 20 years after cut off. Media neutral notification processed on 9/8/16.

- Rania Mahmoud, 9/15/16

B. Administrative records: Includes conference registration forms, attendance sheets, copies of documents officially maintained elsewhere.

**Temporary.** Cut off at the end of the fiscal year. Destroy three years after cut off or when no longer needed for administrative purposes, whichever is sooner.

**Item 2. President's Council on Integrity and Effectiveness (PCIE) Inquiry Synopsis:** Reports created by OGE which offer conclusions on any ethics issues surrounding FBI investigations of Inspectors General (IGs).

A. OGE Final Report:

**Permanent.** Cut off files at the end of the fiscal year. Transfer to NARA 20 years after cut off.

B. Background materials:

Temporary. Destroy after final report is issued.

Item 3. Official Daily Calendars of the Director, Deputy <sup>AND THE</sup> Director, ~~and~~ Special Assistant to the Director, <sup>SCHEDULE OF</sup> ~~Calendars~~ or <sup>EVENTS FOR</sup> logs which document official appointments, speaking engagements, <sup>O&E STAFF</sup> meetings, task force or conference participation of the Director, Deputy Director, Special Assistant to the Director.

Permanent. Cut off at the ~~end of the fiscal year~~ and remove from ~~active file~~. ~~retire to WNRC two years after cut off.~~ Transfer to NARA 20 years after cut off.

TEMPORARY: CUT OFF AT END OF THE FISCAL YEAR.  
DESTROY 2 YEARS AFTER CUTOFF.

*Modification per  
per one conversation with  
A.D. Laura Cahill  
on 8/30/97.*