

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Office of Government Ethics	
2. MAJOR SUBDIVISION Education and Program Services Division	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Michael J. Lewandowski	(202)208-8000

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>MT-98-522-NI-522-98-1</i>	
DATE RECEIVED <i>10-30-97</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
<i>2-9-98</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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>10/24/97</i>	<i>Michael J. Lewandowski</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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		

## 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 agency on October 1, 1989 (5 U.S.C. app. 401). OGE provides overall direction for executive branch policies in preventing conflicts of interest on the part of officers and employees of all executive agencies. OGE is the principal agency administering the Ethics in Government Act for the executive branch.

### Education and Program Services Division

The Education and Program Services Division consists of specialists who work with department and agency ethics personnel to enhance the day-to-day functions of an ethics program. Additionally, staff in this Division also develop quality ethics educational materials and training courses for use by all executive branch agencies.

The following request for disposition authority covers three record series created and maintained by the Division and not included in N1-522-96-2.

- Item 1. Annual Agency Ethics Program Questionnaire Files.  
Files contain questionnaires completed by agency ethics officials in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended. Also included are related correspondences and supporting materials.

Arrangement: Files are arranged chronologically by CY and thereunder alphabetically by agency.

Annual accumulation: 1 cubic foot

Temporary. Cut off files at the end of each CY.  
Destroy files when 3 years old.

- Item 2. Training Plans, 1992-1995. Files contain training plans submitted by agencies to OGE for evaluation. Also included are related supporting materials such as copies of procedures for evaluating plans.

Arrangement: Files are arranged chronologically by CY and thereunder alphabetically by agency.

Total accumulation: 3 cubic feet

Temporary. Cut off files at the end of each CY.  
Destroy files when 3 years old.

- Item 3. Internal Training and Education Program Files.  
All records relating to OGE's Internal Training and

Education Program, including employee surveys on training needs.

Arrangement: Chronological.

Annual accumulation: Negligible.

Temporary. Destroy when 3 years old or when superseded or obsolete, whichever is sooner.