

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-522-99-1	DATE RECEIVED 2-8-99
1. FROM (Agency or establishment) U.S. Office of Government Ethics		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Agency Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michael J. Lewandowski	5. TELEPHONE (202)208-8000	DATE 5-4-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 1/25/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael J. Lewandowski</i>	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached		

**Item 1. Semiannual Expense Reports for Non-Federally Funded Travel.** Reports and accompanying records submitted to the U.S. Office of Government Ethics on a semiannual basis by all executive branch agencies. Reports are submitted in accordance with guidance given at 31 U.S.C. § 1353, as implemented by 41 C.F.R. part 304-1, or through the use of the SF 326 and SF 326A forms. The records summarize payments made to an agency from non-Federal sources of travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.

Temporary. Destroy when 4 years old.