

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0005

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 2.8: Employee Ethics Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records documenting the activities of executive branch agency ethics program offices.</p> <p>Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.</p> <p>Lists not included in this schedule: Master Lists of financial disclosure report filers, individuals requesting outside employment and activities approval, and other types of ethics-related master lists. Ethics-related master lists that are used solely for the purpose of tracking and controlling ethics records should be disposed of in accordance with GRS 4.1, Tracking and Control Records. Master Lists that are used for purposes other than tracking and controlling ethics records should be disposed of in accordance with the disposition for the underlying records as listed in this schedule or as otherwise scheduled.</p> <p>For ethics training records, see GRS 2.6, Employee Training Records.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 18

Number of Temporary disposition items: 18

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-GRS-2014-0005

Item #	Title	Disposition
0001	General Ethics Program Records	Temporary
0002	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files.	Temporary
0003	Reports of payments accepted from non-Federal sources. : Agency Reports	Temporary
0004	Reports of payments accepted from non-Federal sources. : Supporting Documentation	Temporary
0005	Office of Government Ethics Program Questionnaire Records	Temporary
0006	Ethics Program Review Records	Temporary
0007	Public Financial Disclosure Reports : Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate.	Temporary
0008	Public Financial Disclosure Reports : All other reports.	Temporary
0009	Public Financial Disclosure Reports : Periodic transaction reports.	Temporary
0010	Public Financial Disclosure Reports : Requests to Inspect or Receive Copies of Executive Branch Personnel Public Financial Disclosure Reports or Other Covered Records (OGE Form 201 or agency equivalent form).	Temporary
0011	Confidential Financial Disclosure Reports : Reports for individuals not subsequently confirmed by the U.S. Senate.	Temporary
0012	Confidential Financial Disclosure Reports : All other reports.	Temporary
0013	Confidential Financial Disclosure Reports : OGE Optional Form 450-A reports.	Temporary
0014	Alternative or additional financial disclosure reports and related records. : Reports for individuals not subsequently confirmed by the U.S. Senate.	Temporary
0015	Alternative or additional financial disclosure reports and related records. : All other reports.	Temporary

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0016	Financial Disclosure Supporting Documentation	Temporary
0017	Ethics Agreements Records : Agreements for employees who do not file financial disclosure reports.	Temporary
0018	Ethics Agreements Records : Agreements for employees who file financial disclosure reports.	Temporary

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Records Schedule Items

DAA-GRS-2014-0005-0001		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	General Ethics Program Records		
Item Description	Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes: <ul style="list-style-type: none">• Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records.• Determinations, including advice and counseling to individual employees, and supporting records.• Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 2.8, item 010		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-GRS-01-001 / 1A	No		
N1-GRS-01-1, item 1b	No		
N1-GRS-01-1, item 9	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. Superseded By: DAA-GRS-2016-0006-0001 on 05/30/2023.			

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Final Disposition	Temporary
Retention Period	Other: Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment, or when no longer needed for an active investigation; whichever is later, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2014-0005-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files.		
Item Description	Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, Notification of Conflict of Interest Referral.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 2.8, item 020		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-GRS-01-1, item 4	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Retention Period	Destroy 6 year(s) after final disposition of the referral to either the IG or DOJ, but longer retention is authorized if required for business use.		

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title		Reports of payments accepted from non-Federal sources.	
DAA-GRS-2014-0005-0003		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Agency Reports	
Item Description		Reports, including the “Semiannual Report of Payments Accepted from a Non-Federal Source,” submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code		GRS 2.8, item 030	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
		Superseded Items	
Superseded Item		Item Superseded in Part?	Explanation
N1-GRS-01-1, item 5a		No	
Is this item a deviation from the GRS?		No	
DISPOSITION INSTRUCTION			
Final Disposition		Temporary	
Retention Period		Other: Destroy 3 years following submission of the report to OGE, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			

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GAO Approval Required	No
DAA-GRS-2014-0005-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Supporting Documentation
Item Description	Documentation, such as statements and forms, used to complete the submitted reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.8, item 031
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-GRS-01-1, item 5b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 1 year following submission of the report to OGE, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2014-0005-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Office of Government Ethics Program Questionnaire Records
Item Description	Questionnaires completed by ethics officials, such as the “Annual Agency Ethics Program Questionnaire,” the “Annual Agency Ethics Officer (DAEO) Survey,” and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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MANUAL CITATION		
Agency Code	GRS 2.8, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 7a	No	
N1-GRS-01-1, item 7b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 3 year(s) after submission, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2014-0005-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Ethics Program Review Records	
Item Description	Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 050	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 6a	No	
N1-GRS-01-1, item 6b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 6 year(s) after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later. Longer retention is authorized if needed for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Public Financial Disclosure Reports
Group Description	Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.
DAA-GRS-2014-0005-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate.
Item Description	Legal citation: 5 U.S.C. app. section 105, 5 CFR 2634.603
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.8, item 060
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items

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Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 2a1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 1 year(s) after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2014-0005-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	All other reports.	
Item Description	Legal Citation: 5 U.S.C. app., 5 CFR part 2634	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 061	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 2a2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 6 year(s) after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2014-0005-0009 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Periodic transaction reports.
Item Description	OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.
	Legal Citation: 5 U.S.C. app.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.8, item 062
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 7 year(s) after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2014-0005-0010 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Requests to Inspect or Receive Copies of Executive Branch Personnel Public Financial Disclosure Reports or Other Covered Records (OGE Form 201 or agency equivalent form).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

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Agency Code	GRS 2.8, item 063
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Confidential Financial Disclosure Reports	
Group Description	Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.	
DAA-GRS-2014-0005-0011	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Reports for individuals not subsequently confirmed by the U.S. Senate.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 070	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 2b1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

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Retention Period	Destroy 1 year(s) after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.				
ADDITIONAL INFORMATION					
Are any of the records covered by this item national security classified?					
GAO Approval Required	No				
DAA-GRS-2014-0005-0012 STATUS: Active					
ITEM GENERAL INFORMATION					
Item Title	All other reports.				
Item Description	Legal Citation: 5 CFR part 2634.604				
Is this item media neutral?	Yes				
Is this item a Big Bucket?					
MANUAL CITATION					
Agency Code	GRS 2.8, item 071				
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS					
Does this item supersede existing disposition authorities?	Yes				
Superseded Items					
Superseded Item	<table style="width: 100%; border: none;"><tr><td style="width: 35%; border: none;">Item Superseded in Part?</td><td style="border: none;">Explanation</td></tr><tr><td style="border: none;">N1-GRS-01-1, item 2b2-in part</td><td style="border: none;">Yes N1-GRS-01-1, item 2b2-in part</td></tr></table>	Item Superseded in Part?	Explanation	N1-GRS-01-1, item 2b2-in part	Yes N1-GRS-01-1, item 2b2-in part
Item Superseded in Part?	Explanation				
N1-GRS-01-1, item 2b2-in part	Yes N1-GRS-01-1, item 2b2-in part				
Is this item a deviation from the GRS?	No				
DISPOSITION INSTRUCTION					
Final Disposition	Temporary				
Retention Period	Destroy 6 year(s) after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.				
ADDITIONAL INFORMATION					
Are any of the records covered by this item national security classified?					
GAO Approval Required	No				

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DAA-GRS-2014-0005-0013		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	OGE Optional Form 450-A reports.		
Item Description	Note: The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE Form 450 when there are no new interests to be reported by the filer. The “supporting OGE Form 450” cannot be destroyed until the last OGE Form 450-A report is ready for destruction.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	GRS 2.8, item 072		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-GRS-01-1, item 2b2-in part	Yes	N1-GRS-01-1, item 2b2-in part	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Retention Period	Destroy 6 year(s) after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

Group Title	Alternative or additional financial disclosure reports and related records.
DAA-GRS-2014-0005-0014	
STATUS: Active	
ITEM GENERAL INFORMATION	

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Item Title	Reports for individuals not subsequently confirmed by the U.S. Senate.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 080	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 2c1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 1 year(s) after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
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ITEM GENERAL INFORMATION		
Item Title	All other reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 081	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-1, item 2c2	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 6 year(s) after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2014-0005-0016		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Financial Disclosure Supporting Documentation	
Item Description	Supporting documentation used to review and verify the filer's report submission. Includes records such as: <ul style="list-style-type: none">• reviewer's notes• background research reports• memorialized verbal comments of filer in response to reviewer questions	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 090	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Ethics Agreements Records	
Group Description	<p>Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Includes:</p> <ul style="list-style-type: none">• review of recusals, resignations, reassignments, and divestitures• determinations• authorizations• waivers• waivers of disqualifications <p>NOTE:</p> <p>Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): Prescribing Standards of Ethical Conduct for Government Officers and Employees.</p>	
DAA-GRS-2014-0005-0017		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Agreements for employees who do not file financial disclosure reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 2.8, item 100	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-01-03, item 3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

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Retention Period	Destroy 6 year(s) after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2014-0005-0018 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Agreements for employees who file financial disclosure reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 2.8, item 101
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded Explanation in Part?
N1-GRS-01-03, item 3	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2014-0005

Status: APPROVED
Date Approved: 02/05/2015
Last Modified: 11/01/2024

Signatory Information

Action	User	Date
Approve	David Ferriero	02/05/2015