

Request for Records Disposition Authority

Records Schedule Number DAA-0522-2018-0003

Schedule Status Modified Approved Version

Agency or Establishment Office of Government Ethics

Record Group / Scheduling Group Records of the Office of Government Ethics

Records Schedule applies to Major Subdivision

Major Subdivision Office of the Director

Schedule Subject Office of the Director Records

Internal agency concurrences will be provided No

Background Information The Office of the Director provides overall direction to the executive branch ethics program and is responsible for ensuring that OGE fulfills its congressional and Presidential mandates. This schedule provides disposal authorization for certain records created and maintained in the Office of the Director.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 1 | 0 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0522-2018-0003

| Sequence Number | |
|-----------------|--|
| 1 | General Subject Files Disposition Authority Number: DAA-0522-2018-0003-0001 |

Records Schedule Items

| Sequence Number | | | | | | | | |
|--------------------|---|---------------------|--|--------------------------|---------------------|--------------------|----|----|
| 1 | <p>General Subject Files</p> <p>Disposition Authority Number DAA-0522-2018-0003-0001</p> <p>This central file is used by OGE's senior leaders. Files include mission-related policies and directives, meeting files, speeches, presentations, substantive correspondence, strategic plans, briefing books, press conferences and transcripts, press releases, news interviews, delegations of authority, orders of succession, reports, budget submission records (prior to 2017), organization charts, justifications for reorganization, mission statements for OGE, committee files, and other records related to the high-level management of the agency and its programs by the agency's senior leaders.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-522-97-001 / 1 N1-522-96-002 / 4 N1-522-96-001 / 14</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at end of calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cut-off of most recent record</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unknown</p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>MB</td> <td>MB</td> </tr> </tbody> </table> | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | MB | MB |
| | Estimated Current Volume | Annual Accumulation | | | | | | |
| Electronic/Digital | MB | MB | | | | | | |

| | | |
|----------------------------------|--|--|
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|--------------------------|------------------|---|--|
| 10/03/2018 | Certify | Renolder Cotton | Records and Information Management Specialist | Office of Government Ethics - Office of Government Ethics |
| 12/13/2018 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 02/06/2019 | Submit For Certification | Renolder Cotton | Records and Information Management Specialist | Office of Government Ethics - Office of Government Ethics |
| 02/06/2019 | Certify | Renolder Cotton | Records and Information Management Specialist | Office of Government Ethics - Office of Government Ethics |
| 03/20/2019 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 03/21/2019 | Submit For Certification | Renolder Cotton | Records and Information Management Specialist | Office of Government Ethics - Office of Government Ethics |
| 03/21/2019 | Certify | Renolder Cotton | Records and Information Management Specialist | Office of Government Ethics - Office of Government Ethics |
| 03/21/2019 | Submit for Concurrence | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 03/29/2019 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 04/01/2019 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration |

| | | | | |
|------------|---------|----------------|--------------------------------|--|
| | | | | - National Records and Archives Administration |
| 04/02/2019 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |