

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-522-02-1</i>	DATE RECEIVED <i>5-22-2002</i>
1. FROM (Agency or establishment) U.S. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Program Review Division			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Donovan, CRM	5. TELEPHONE (202) 208-8000 X1185	DATE <i>10-4-02</i>	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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/15/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Program Review Division's (PRD) Single-issue Review Records (see attached)		
<i>CC NR NWARD NWAIE</i>			

Program Review Division Single-Issue Review Records

The following schedule covers records documenting OGE's government-wide single-issue review process. OGE analysts conduct reviews of single issues that are common to all executive branch agency ethics programs rather than of individual agency programs. Reviews periodically include surveying agency ethics officials or employees. Reviews address issues such as an assessment of the conflict of interest waiver process, the effectiveness of the executive branch ethics program and ethical culture, and field office ethics programs.

1. Single-issue review records:

- A. Final report records: Files include final reports that summarize the result of OGE single-issue reviews and subsequent recommendations.

PERMANENT. Cut off upon completion of review. Retire to WNRC 10 years after cutoff. Transfer to NARA 20 years after cutoff.

- B. Questionnaires and surveys: OGE questionnaires and surveys sent to selected Executive branch agencies for the purpose of collecting information relating to single-issue reviews.

TEMPORARY. Destroy 1 year after completion of review or upon entry and verification of data in electronic data base, whichever is later.

- C. Electronic data. Data collected from single issue review questionnaires.

*PERMANENT. Transfer electronic data & related systems
documentation to NARA 2 years after completion of review.*
~~TEMPORARY. Delete 7 years after completion of review.~~

- D. Work papers. Summaries of interviews, data analysis documents, hard copy print outs of electronic data, and all other records associated with single-issue review not covered under items A through C of this schedule. *per postal email.*

TEMPORARY. Cut off upon completion of review. Retire to WNRC 4 years after cutoff. Destroy 7 years after cutoff.

- E. Electronic versions created by e-mail and word processing applications of single issue review records covered by items A, B, and D.

TEMPORARY. Delete when file copy is generated or when no longer needed for reference or updating, whichever is later.

Program Review Division Single-Issue Review Records

The following schedule covers records documenting OGE's government-wide single-issue review process. OGE analysts conduct reviews of single issues that are common to all executive branch agency ethics programs rather than of individual agency programs. Reviews periodically include surveying agency ethics officials or employees. Reviews address issues such as an assessment of the conflict of interest waiver process, the effectiveness of the executive branch ethics program and ethical culture, and field office ethics programs.

1. Single-issue review records:

- A. **Final report records:** Files include final reports that summarize the result of OGE single-issue reviews and subsequent recommendations. Files contain examples of questionnaires and/or related records used to collect information in the course of the review, and substantive correspondence and background material relating to its approval and dissemination.

PERMANENT. Cut off upon completion of review. Retire to WNRC 10 years after cutoff. Transfer to NARA 20 years after cutoff.

- B. **Questionnaires and surveys:** OGE questionnaires and surveys sent to selected Executive branch agencies for the purpose of collecting information relating to single-issue reviews.

TEMPORARY. Destroy 1 year after completion of review or upon entry and verification of data in electronic data base, whichever is later.

- C. **Electronic data.** Data collected from single issue review questionnaires.

TEMPORARY. Delete 7 years after completion of review.

- D. **Work papers.** Summaries of interviews, data analysis documents, hard copy print outs of electronic data, and all other records associated with single-issue review not covered under items A through C of this schedule.

TEMPORARY. Cut off upon completion of review. Retire to WNRC 4 years after cutoff. Destroy 7 years after cutoff.

- E. **Electronic versions created by e-mail and word processing applications of single issue review records covered by items A, B, and D.**

TEMPORARY. Delete when file copy is generated or when no longer needed for reference or updating, whichever is later.