

| | | | |
|--|--|--|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | LEAVE BLANK (NARA use only) | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | JOB NUMBER <i>71-522-05-1</i> | |
| 1. FROM (Agency or establishment) U.S. Office of Government Ethics | | Date Received <i>11-23-04</i> | |
| 2. MAJOR SUB DIVISION Office of General Counsel and Legal Policy | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Donovan | 5. TELEPHONE 202-482-9232 | DATE <i>5/21/05</i> | ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 <u>1</u> page(s) are not needed now 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 11/19/04 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary T. Donovan</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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
| | See attached sheets | | |
| <i>cc Agency, GAO, NARA, NAWMD, NAWM, NAWCT</i> | | | |

Director's Read File (previously scheduled under N1-522-96-3, item 1)

Office of record is OGC: Incoming correspondence and agency responses signed by the director, which cover a wide range of subject matter. Includes letters of informal advice on interpreting conflict of interest laws, standards of conduct regulations, as well as comments on Federal agencies proposed ethics policies or regulations.

PERMANENT. Cut off at end of year. Under supervision of records officer, retire to WNRC 10 years after cutoff. Transfer to NARA 30 years after cutoff.