

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 41-522-97-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1-31-97	
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Laura P. Cahall	5. TELEPHONE (202)208-8000	DATE 6-26-97	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 1/30/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura P. Cahall</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 GRS OR SUPERSEDED JOB CITATION	10.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 Sheet		

OFFICE OF GOVERNMENT ETHICS

The Office of Government Ethics (OGE), previously a part of the Office of Personnel Management, was established as a separate executive agency on October 1, 1989 under the Ethics in Government Act of 1978, as amended (5 U.S.C. app. 401). OGE provides overall direction of executive branch policies in preventing conflicts of interest on the part of officers and employees of all executive agencies. The office is the principle agency for administering the Ethics in Government Act for the executive branch.

PROGRAM REVIEW DIVISION

Program Review Division (PRD) conducts on-site headquarters and regional ethics program reviews to determine whether an agency has an effective ethics program tailored to its mission.

- 1A **Audit reports:** The audit report file includes a report evaluating an agency ethics program compliance with ethics regulations in the areas of financial disclosure, orientational and annual education and training, counseling and advice, its relationship with the inspector's general office, and reporting and managing the GSA travel program. The report contains a conclusion and recommendations. The file also includes a response from the agency addressing the recommendations, a six month follow up report, and any other correspondences or reports created in order to close out the recommendations.

Permanent: Cut off when all recommendations are closed. Retire to WNRC 10 years after cut off. Transfer to NARA 20 years after cut off.

- 1B **Work papers:** Includes correspondences between OGE and the agency, copies of regulations that pertain to the specific agency, copies of agency documentation which show how the agency manages its ethics program, copies of financial disclosure agreements, and agency exceptions to ethics related regulations, *and other records.* *Change per conversation with M. Dore 12/1/03.*
- Temporary:** Cut off when ~~all recommendations are closed~~. *audit report is issued. per 7/19/02 teleconf w/ M. Donovan* Retire to WNRC one year after cut off. Destroy 5 years after cut off.