

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 006

**REVISION DATE:** 7/15/2010

**TITLE:** Financial Disclosure Reports

**PRINCIPAL OFFICE:** Office of General Counsel (OGC)

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.

### **DISPOSITION INSTRUCTIONS:**

a. Executive Branch Personnel Public Financial Disclosure Reports (SF-278) and Related Records

1. SF-278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected [GRS 25 Item 2.a.1]

#### **TEMPORARY**

Destroy/delete 1 year after nominee or candidate ceases to be under consideration for the position.

Exception: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation

2. All other SFs-278 [GRS 25 Item 2.a.2]

#### **TEMPORARY**

Destroy/delete when 6 years old.

Exception: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

b. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and Related Records

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1. OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate [GRS 25 Item 2.b.1]

### **TEMPORARY**

Destroy/delete 1 year after nominee or candidate ceases to be under consideration for the position.

Exception: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

2. All other OGE Form 450s and OGE Optional Form 450-As [GRS 25 Item 2.b.2]

### **TEMPORARY**

Destroy/delete when 6 years old.

Exception: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- c. Alternative or Additional Financial Disclosure Reports and Related Records

1. Reports for individuals not subsequently confirmed by the U.S. Senate [GRS 25 Item 2.c.1]

### **TEMPORARY**

Destroy/delete 1 year after nominee or candidate ceases to be under consideration for the position.

Exception: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

2. All other alternative or additional financial disclosure reports [GRS 25 Item 2.c.2]

### **TEMPORARY**

Destroy/delete when 6 years old.

Exception: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

- d. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

### **TEMPORARY**

Destroy/delete when no longer needed for reference.

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### **IMPLEMENTATION GUIDANCE:**

This category excludes OGC legal opinions on Requests for Approval of Outside Activity, retained in accordance with (GRS 25 Item 1.b) See ED 230 “Ethics Program Implementation, Interpretation, Counseling, and Development Files”.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

Ethics in Government Act of 1978 (Public Law 95-521), as amended

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental