

In FDM, DAEOs, 450 Certifiers and their ECs can manage and permanently delete OGE 450 reports that are expired. Per the record retention rules in the Code of Federal Regulations, reports with the following statuses in FDM expire after six years:

Report with a Status of ...	Expire six years from ...
Not Started	the date the report is assigned to filer.
Draft	the date the filer starts the report.
Under review	the date the filer submits the draft.
Complete	the date the filer submitted the report.

**Note:** Go to 5 CFR2634.603 (g) Custody of and access to public reports and 5 CFR 2634.604(a) and (b) Custody of and denial of public access to confidential reports for the Code of Federal Regulations directives regarding deleting reports.

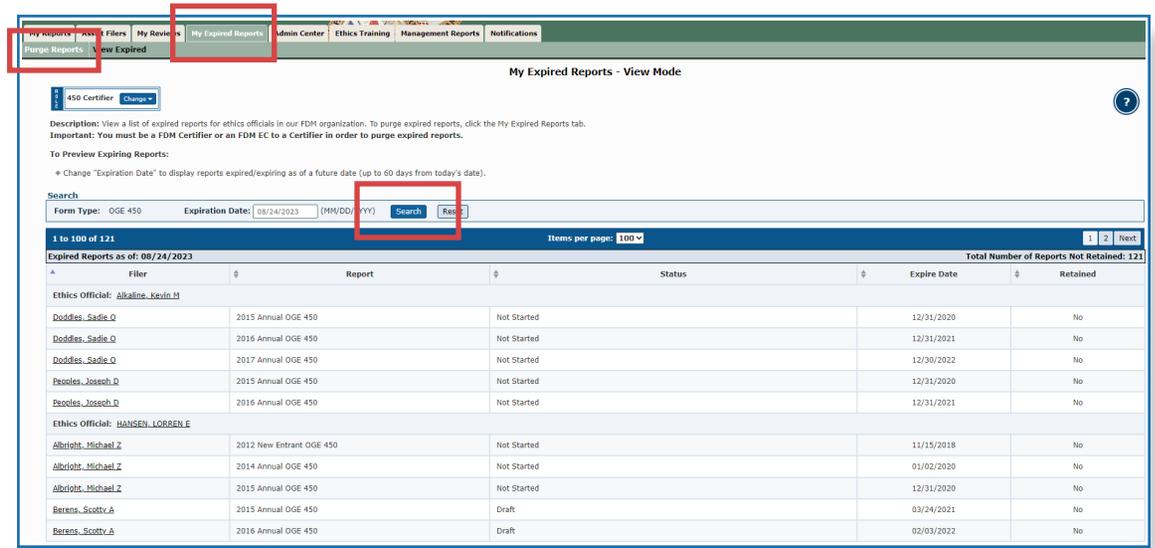
**IMPORTANT INFORMATION: Once a report is Purged (deleted) from FDM, it cannot be recovered. Review the Expired Reports list first to determine if any report should be retained.**

- A report displays on the Expired Reports page if it is:
- An OGE 450 report and does not include a Qualified Trust Agreement, and six (6) years have passed since the report was filed.

# PURGE REPORT

To remove expired reports:

1. Select **My Expired Reports | Purge Reports**.
2. The Expiration Date defaults to the current date.  
**Note:** You can change the Expiration date, up to 60 days after the current date to view a list of reports that will be expiring.
3. Click **Search**. A list of expired reports within the org units you manage in FDM displays.
4. Click **Purge Expired Report(s)**. All reports that did not have a Yes in the Retained column are removed from FDM.  
**Note:** Once a report is purged, it can no longer be accessed in FDM.



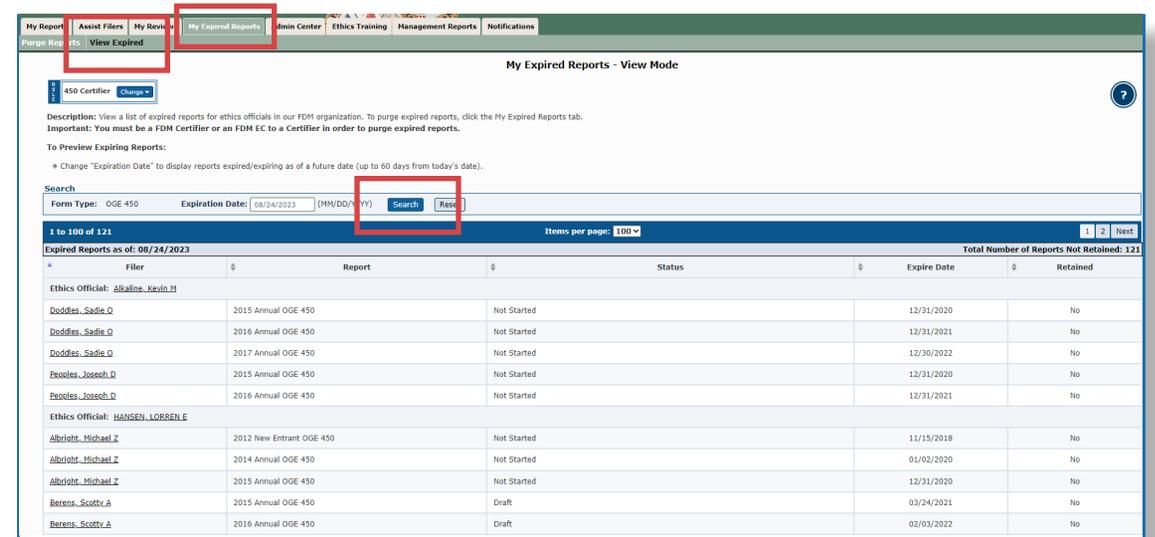
My Expired Reports - Purge

# VIEW EXPIRED

DAEOs and 450 Certifiers can view expired OGE 450 reports for other ethics officials in your FDM org structure.

To view expired reports for other ethics officials:

1. Select **My Expired Reports | View Expired**. The Expiration Date defaults to the current date.
2. Click the **Search** button. A list of the expired reports for other ethics officials appears in the orgs display.



My Expired Reports - View Mode

## RETAIN REPORTS

A DAEO, 450 Certifier, and their ECs can select to retain a report due to an investigation or a Qualified Trust Attachment on the Review Status page of a report. If a report has a Yes in the Retained column, it will not be included in the purge process.

To retain any reports you do not want to delete:

1. Review and print the Expired Reports list.
2. Select **My Reviews | Review Reports** and search for the selected reports.
3. Click **View** beside the report and click the **Review Status** button.
4. Click **Retain** in the Report Progress box. The report will be retained in FDM.

The screenshot displays the 'Review Status' page for a 450 Certifier. The page is titled 'Under Review - Filer Signed - James F. Cavallaro, 2013 New Entrant OGE 450 Report'. On the left, a navigation menu includes 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'Review Status' (highlighted with a red box), 'Previous Reports', and 'Notes'. The main content area is divided into three sections: 'REPORT PROGRESS', 'DUE DATE & EXTENSIONS', and 'CERTIFIER REVIEW'. The 'REPORT PROGRESS' section shows 'Assigned: Yes', 'Filer Started: 01/15/2017', 'Initial Filer eSign and Submitted: 01/15/2017', 'Amended: No', and 'Completed: No'. A 'Retain' button is highlighted with a red box. The 'DUE DATE & EXTENSIONS' section shows 'Current Due Date: 01/31/2017' and a 'View Due Date Information' button. The 'CERTIFIER REVIEW' section shows 'Days in Review: 2412', 'Status: Under Review - Filer Signed', and 'Initial Review End Date:'. Below these sections are buttons for 'Admin Close', 'Delete', 'Submit Intermediate Review', and 'Reject'. A 'Review Chain Audit Trail' section is also visible. At the bottom, a 'Disclosure Report Reviews' table is shown with columns for 'Reviewer Role', 'Currently Assigned Reviewer', 'Reviewer Type', 'Intermediate Review Dates', 'Required Signatures', and 'Explanation'. The table contains two rows of reviewer information.

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation
Supervisor	Evan B. Saborn	Individual			Please provide an explanation for this change.
Supervisor	SAMUEL P. WIGGINS	Additional			Please provide an explanation for this change.

Retain Reports