

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.

Filer	Report	Status	Expire Date	Retained
Ethics Official: Alkaline, Kevin M				
Daddies, Sadie O	2015 Annual OGE 450	Not Started	12/31/2020	No
Daddies, Sadie O	2016 Annual OGE 450	Not Started	12/31/2021	No
Daddies, Sadie O	2017 Annual OGE 450	Not Started	12/30/2022	No
Peoples, Joseph D	2015 Annual OGE 450	Not Started	12/31/2020	No
Peoples, Joseph D	2016 Annual OGE 450	Not Started	12/31/2021	No
Ethics Official: HANSEN, LOREN E				
Albright, Michael Z	2012 New Entrant OGE 450	Not Started	11/15/2018	No
Albright, Michael Z	2014 Annual OGE 450	Not Started	01/02/2020	No
Albright, Michael Z	2015 Annual OGE 450	Not Started	12/31/2020	No
Berens, Scotty A	2015 Annual OGE 450	Draft	03/24/2021	No
Berens, Scotty A	2016 Annual OGE 450	Draft	02/03/2022	No

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.

Filer	Report	Status	Expire Date	Retained
Ethics Official: Alkaline, Kevin M				
Daddies, Sadie O	2015 Annual OGE 450	Not Started	12/31/2020	No
Daddies, Sadie O	2016 Annual OGE 450	Not Started	12/31/2021	No
Daddies, Sadie O	2017 Annual OGE 450	Not Started	12/30/2022	No
Peoples, Joseph D	2015 Annual OGE 450	Not Started	12/31/2020	No
Peoples, Joseph D	2016 Annual OGE 450	Not Started	12/31/2021	No
Ethics Official: HANSEN, LOREN E				
Albright, Michael Z	2012 New Entrant OGE 450	Not Started	11/15/2018	No
Albright, Michael Z	2014 Annual OGE 450	Not Started	01/02/2020	No
Albright, Michael Z	2015 Annual OGE 450	Not Started	12/31/2020	No
Berens, Scotty A	2015 Annual OGE 450	Draft	03/24/2021	No
Berens, Scotty A	2016 Annual OGE 450	Draft	02/03/2022	No

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.

450 Certifier Under Review - Filer Signed - James F. Cavallaro, 2013 New Entrant OGE 450 Report

Report Data
Attachments
Comments
Flags
Audit Trail
Review Status
Previous Reports
Notes

REPORT PROGRESS
Assigned: Yes
Filer Started: 01/15/2017
Initial Filer eSign and Submitted: 01/15/2017
Amended:
Completed:
Retained: No

DUE DATE & EXTENSIONS
Current Due Date: 01/31/2017
View Due Date Information
No extensions have been recorded.

CERTIFIER REVIEW
Days in Review: 2412
Status: Under Review - Filer Signed
Initial Review End Date:
Request Filer Amend
Request Additional Information

Admin Close Delete Submit Intermediate Review Reject

Review Chain Audit Trail

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

Disclosure Report Reviews

Retain Reports