

EXPIRED REPORTS (PURGE)



In FDM, DAEOs, 450 Certifiers and their ECs can manage and permanently delete OGE 450 and OGE 278 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:

Reports with a status of...	Expire six years from...
Not Started	the date the report is assigned to filer.
Draft	the date the filers starts the report.
Under Review	the date the filer submits.
Complete	the date 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 278 or OGE 450 report and does not include a Qualified Trust Agreement, and six (6) years have passed since the report was filed.
- An OGE 278 report that contains a Qualified Trust Agreements (QTA) and assets related to the trust agreement and six (6) years have passed since the Filer's final 278 submission with the agency.

PURGE REPORTS

To remove expired reports:

1. Click on the **My Expired Reports | Purge Reports** tab.
2. The Expiration Date defaults to the current date.

Note: You can change the Expiration date to a future 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.
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.

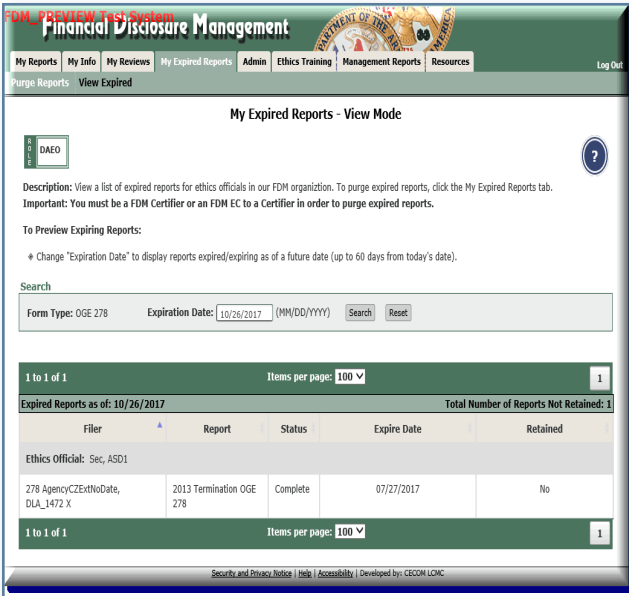


VIEW EXPIRED

DAEOs and 450 Certifiers can view OGE 450 and OGE 278 reports that are expired for other ethics officials in your FDM org structure.

To view expired reports for other ethics officials:

1. Click on the **My Expired Reports | View Expired** tab.
2. The Expiration Date defaults to the current date.
3. Click **Search**. A list of the expired reports for other ethics officials in you orgs displays.



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 then print the Expired Reports list.
2. Once you determine which report to retain, go to **My Reviews | Review Reports** and search for the specific report.
3. Click **View** beside the report and then go to the **Review Status** page.
4. Click **Retain** in the Report Progress box. The report will be retained in FDM.

