

ED Records Schedule

SCHEDULE LOCATOR NO.: 008

APPROVED DATE: 1/21/2009

TITLE: Legislative Documents

PROGRAM: Office of General Counsel

NARA DISPOSITION AUTHORITY: N1-441-08-20

DESCRIPTION:

Legislative history files, consisting of a record copy of hearings, bills, or statutes pertaining to proposed legislation on which ED testified and were signed by a Department policy official and sent to Congress or OMB. Records also include Department testimony on legislative topics, technical drafting assistance, informal comments from OMB or other agencies on legislative matters, internal Department drafts and comments on drafts of legislative materials. Also included are the Division of Legislative Counsel's comprehensive files for each bill or legislative topic addressed during a particular Congress.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Departmental Formal Legislative Documents

PERMANENT

Cut off file at the end of each Congress. Transfer to the National Archives 3 years after cutoff.

b. Legislative Working Papers

TEMPORARY

Cut off file at the end of each Congress. Destroy/delete 3 years after cutoff.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ ANNUAL ACCUMULATION:

By Congressional session/ Approximately 40 cubic feet per year.

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PREVIOUS NARA DISPOSITION AUTHORITY:

NC-12-75-1/5 (ED/RDS Part 8, Item 2)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental