

ED Records Schedule

SCHEDULE LOCATOR NO.: 007

APPROVED DATE: 2/06/2009

TITLE: Legal Decisions and Opinions

PRINCIPAL OFFICE: Office of the General Counsel (OGC)

NARA DISPOSITION AUTHORITY: N1-441-08-05

DESCRIPTION:

Memoranda or correspondence prepared by the Department's legal counsel or program officials on the interpretation of existing laws and regulations, or the effects of proposed laws and regulations governing the Department's primary missions. Included are formal comments on pending legislation prepared at the request of Congress and OMB.

DISPOSITION INSTRUCTIONS:

- a. Record Copy

PERMANENT

Cut off annually. Transfer to the National Archives 5 years after cutoff.

- b. Duplicate Copies Maintained for Reference Purposes and That do not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

Alphabetically by case name/Approximately 20 cubic feet per year.

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental