

ED Records Schedule

SCHEDULE LOCATOR NO.: 008

APPROVED DATE: 1/21/2009

TITLE: Legislative Documents

PROGRAM: Office of General Counsel (OGC)

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.

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.

c. Duplicate Copies Regardless of Medium 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:

By Congressional session/ Approximately 40 cubic feet per year.

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PREVIOUS NARA DISPOSITION AUTHORITY:

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

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental