ED Records Schedule

SCHEDULE LOCATOR NO.: 056

APPROVED DATE: 1/21/2009

TITLE: Policy and Guidance Documents

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-08-16

DESCRIPTION:

Consists of all records that document the Department’s major policy decisions and program operational procedures originated within each Principal Office and Regional Office providing the mandates for overall and specific program direction and action. Records include, but are not limited to, documents relating to official policy decisions, memos that set policy or issue guidance, operating guidance, procedures manuals, non-ACS directives, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action.

DISPOSITION INSTRUCTIONS:

a. Record Copy

   PERMANENT

   Cut off annually. Transfer nonelectronic records to the National Archives 10 years after cutoff. Transfer electronic records to the National Archives every 5 years after cutoff, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

b. Background Materials, Working Papers, and Drafts

   TEMPORARY

   Destroy/delete upon verification against final product.

c. Unpublished Guidance

   TEMPORARY

   Cut off file upon decision not to publish or issue. Destroy/delete 10 years after cutoff.
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d. 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:

Policy and guidance documents that are finalized and distributed within the Department may be considered “published” even if they are not released to the public.

ED 055 – Administrative Communications System (ACS) Case Files covers directives issued as part of the Administrative Communications System (ACS).

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY

N1-441-97-2/1 (ED/RDS Part 1, Item 1)
N1-441-97-1/6a (ED/RDS Part 9, Item 6a)
N1-441-97-1/6b (ED/RDS Part 9, Item 6b)
N1-441-97-1/12a (ED/RDS Part 9, Item 12a)
N1-441-97-1/12b (ED/RDS Part 9, Item 12b)
N1-441-97-1/19a (ED/RDS Part 9, Item 19a)
N1-441-97-1/19b (ED/RDS Part 9, Item 19b)
N1-441-02-01/6a (ED/RDS Part 16, Item 6a)
N1-441-02-01/6b (ED/RDS Part 16, Item 6b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration