

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 057

**REVISION DATE:** 2/25/2010

**TITLE:** Budget Records

**PRINCIPAL OFFICE:** Department wide

**NARA DISPOSITION AUTHORITY:** N1-441-97-1

### **DESCRIPTION:**

Records include but are not limited to budget records, budget background records, budget reports, budget hearing records, budget apportionment records, and electronic information systems that support the budgeting function.

### **DISPOSITION INSTRUCTIONS:**

a. Budget Records

Budget estimates prepared or consolidated by Budget Services in the Office of Planning, Evaluation, and Policy Development (OPEPD) comprised of appropriation language sheets, budget justifications, narrative statements, and related schedules and data.

#### **PERMANENT**

Cut off files annually. Transfer to the National Archives 4 years after cutoff.

b. Budget Background Records [GRS 5 Item 2]

Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to the budget office.

#### **TEMPORARY**

Cut off files annually upon completion of preparation of the final budget records. Destroy 1 year after the close of the fiscal year covered by the budget.

c. Budget Reports Files [GRS 5 Item 3]

Periodic reports on the status of appropriation accounts and apportionment.

1. Annual report (end of fiscal year)

#### **TEMPORARY**

Cut off annually. Destroy 5 years after cutoff.

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### 2. All other reports

#### **TEMPORARY**

Cut off annually. Destroy 3 years after cutoff.

### d. Budget Apportionment Files [GRS 5 Item 4]

Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

#### **TEMPORARY**

Cut off at annually. Destroy 2 years after cutoff.

### e. Budget Hearing Files

Briefing materials and exhibits created as a result of meetings before Congressional budget committees. Includes ED testimony but not published reports to Congress.

#### **PERMANENT**

Cut off annually. Transfer to the National Archives 4 years after cutoff.

### f. Budget Services Budget Formulation System Master Data Files

This system collects salaries and expenses budget information from individual offices across the Department. Budget Services in the Office of Planning, Evaluation, and Policy Development uses the information to prepare budget submissions from the Department to the Office of Management and Budget and Congress. The budget information is obtained annually in two cycles, the first cycle being a six-week period and the second cycle being a two-week period. Major budget formulation data includes: funding account, funding account activity, budget cycle, allottee, object class code, sub-organization, project, goal/objective, program account, office, workload account, workload program, workload account activity, and workload sub-activity.

#### **TEMPORARY**

Cut off files annually upon completion of preparation of the final budget records. Destroy 1 year after the close of the fiscal year covered by the budget.

### g. Pell Grant Model System Master Data Files

The Pell Grant Model is used to forecast cost estimates for the Pell Grant Program. The model contains computer code to simulate a student's eligibility for a Pell Grant award.

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### **TEMPORARY**

Cut off files annually upon completion of preparation of the final budget records. Destroy 1 year after the close of the fiscal year covered by the budget.

#### **h. Student Loan Model System Master Data Files**

The Student Loan Model generates future cash flow estimations for direct and guaranteed student loans. The resulting figures are used to calculate the Department's budget and the liability estimates for the student loans which underlay the audited financial statements. System data includes aggregate cash flow estimates and assumptions.

### **TEMPORARY**

Cut off files annually upon completion of preparation of the final budget records. Destroy 1 year after the close of the fiscal year covered by the budget.

### **IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

Budget formulation, development, and execution documents created in individual offices for submission to formally organized budget offices at the Assistant Secretary level, for eventual inclusion in Department budgets, are covered by ED 066 – Program Management Files. ED 064 – Office Administrative Files, covers other routine budget files.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS DISPOSITION AUTHORITY/CONTACT:**

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental