

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 064

**APPROVED DATE:** 8/2/2007

**TITLE:** Office Administrative Files

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures and communications, including facsimile machine and facility logs; the expenditure of funds including budget papers; day-to-day administration of office personnel, including staff assignments, training, and travel; supplies, equipment, services; routine administrative meeting arrangements; and the use of office space and utilities.

They may include copies of internal activity and workload reports (including work progress, statistical and narrative reports that are prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. Excludes record copies of organizational charts, functional statements and related records that document the essential organization, staffing and procedures of ED, which are scheduled separately.

### **DISPOSITION INSTRUCTIONS:**

a. Record Copy [GRS 23 Item 1]

**TEMPORARY**

Cut off annually. Destroy/delete 2 years after cutoff.

b. 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:**

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### **PREVIOUS NARA DISPOSITION AUTHORITY:**

GRS 23, Item 1 (ED/RDS Part 1, Item 2)  
NC1-12-81-1, Item 11 (ED/RDS Part 4, Item 11)  
NC1-12-81-1, Item 12 (ED/RDS Part 4, Item 12)  
N1-220-93-15, Item 2 (ED/RDS Part 5, Item 7a)  
N1-220-93-15, Item 10 (ED/RDS Part 5, Item 13)  
N1-220-93-15, Item 11 (ED/RDS Part 5, Item 14)  
N1-220-93-15, Item 12 (ED/RDS Part 5, Item 15a)  
N1-441-96-2, Item 7b (ED/RDS Part 6, Item 4b)  
N1-441-97-1, Item 7 (ED/RDS Part 9, Item 7)  
N1-441-97-1, Item 13 (ED/RDS Part 9, Item 13)  
N1-441-92-1, Item 1g (ED/RDS Part 10, Item 17e)

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration