

ED Records Schedule

SCHEDULE LOCATOR NO.: 086

REVISION DATE: 11/5/2014

TITLE: Information Systems Supporting Materials

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

This item covers the disposition for all records supporting major Department of Education information systems, **excluding** the system data (see Implementation Guidance).

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. System Software

Superseded by GRS 3.1, item 012 (DAA-GRS-2013-0005-0008)

Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, **EXCLUDING** special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.

TEMPORARY

Delete when related master file or database has been deleted, but longer retention is authorized if required for business use.

b. Input/Source Records (GRS 20 Item 2)

1. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (e.g., original signatures not needed) and not previously scheduled for permanent retention in a NARA-approved department records schedule.

TEMPORARY

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Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

2. Electronic records, except as noted in Item b.3, entered into the system during an update process, and not required for audit purposes.

TEMPORARY

Delete when data have been entered into the information system and verified; or when no longer required to support reconstruction of, or serve as backup to, the master file or database, whichever is later.

3. Electronic records received from another agency and used as input/source records by the department, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.

TEMPORARY

Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.

4. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.

TEMPORARY

Delete after the necessary data have been incorporated into a master file.

- c. Output and Reports

VARIES

File with related records and follow disposition instructions for those records.

- d. Documentation (GRS 20 Item 11)

1. Records include but are not limited to data systems specifications, codebooks, record layouts, user guides, and final reports (regardless of medium) relating to a master file database that has been authorized for destruction by the GRS or a NARA-approved disposition schedule

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TEMPORARY

Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

2. Copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans and risk analysis, as described in OMB Circular No. A-130.

TEMPORARY

Destroy or delete when superseded or obsolete.

IMPLEMENTATION GUIDANCE:

Content-specific schedules govern the disposition of data contained in major ED information systems. The retentions in this schedule may be applied to mainframe, LAN and PC-based systems.

Many paper input documents for major information systems must be retained because the original signature of the submitting party is required for legal purposes. In such cases, the disposition of the paper input documents is specified in the content-specific schedule.

If the input documents include information that is not entered into the data file, then the input records need to be scheduled separately.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental