

ED Records Schedule

SCHEDULE LOCATOR NO.: 112

REVISION DATE: 7/15/2010

TITLE: Records Disposition Files

PRINCIPAL OFFICE: Department-Wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions.

DESCRIPTION:

Records include descriptive inventories, disposal authorizations, schedules, and reports.

DISPOSITION INSTRUCTIONS:

- a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation. (GRS 16 Item 2a)

1. SFs 115 That Have Been Approved by NARA (GRS 16 Item 2a.1)

TEMPORARY

Cut off when superseded. Destroy/delete 2 years after cutoff.

2. Other Records (GRS 16 Item 2a.2)

TEMPORARY

Cut off after the related records are destroyed or after the related records are transferred to the National Archives, whichever is applicable. Destroy/delete 6 years after cutoff.

- b. Routine Correspondence and Memoranda (GRS 16 Item 2b)

TEMPORARY

Cut off annually. Destroy/delete 2 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.

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IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental