ED Records Schedule

SCHEDULE LOCATOR NO.: 113

REVISION DATE: 7/15/2010

TITLE: Forms Files/e-Forms Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions.

DESCRIPTION:
Records include forms and supporting materials that are used at the Department.

DISPOSITION INSTRUCTIONS:

a. One Record Copy of Each Form Created by an Agency with Related Instructions and Documentation Showing Inception, Scope, and Purpose of the Form (GRS 16 Item 3a)

   TEMPORARY

   Cut off after related form is discontinued, superseded, or canceled. Destroy/delete 5 years after cutoff.

b. Background Materials, Requisitions, Specifications, Processing Data, and Control Records (GRS 16 Item 3b)

   TEMPORARY

   Destroy/delete when related form is discontinued, superseded, or canceled.

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.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:
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LINE OF BUSINESS: Administration/Departmental