

## **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Cut off after related form is discontinued, superseded, or canceled.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Destroy/delete when related form is discontinued, superseded, or canceled.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