

ED Records Schedule

SCHEDULE LOCATOR NO.: 118

APPROVED DATE: 1/21/2009

TITLE: National and International Conferences and Conventions

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-08-01

DESCRIPTION:

Records created as a result of Department-sponsored national, and international conferences or conventions. Records include, but are not limited to, plans, announcements, invitations, agenda, website, papers presented, summaries, evaluations, resolutions, and final reports, as well as conference coordination files.

DISPOSITION INSTRUCTIONS:

a. Record Copy of Department Sponsor Relating to Significant Conferences and Conventions

Consists of records that meet one or more of the following criterion: 1) were the subject of Congressional or White House interest, 2) came under intensive public scrutiny, or 3) resulted in significant changes to Departmental programs or national education policies.

PERMANENT

Cut off annually upon the end of conference or convention. Transfer nonelectronic records to the National Archives 10 years after cutoff. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

b. Copies Relating to all Other Conferences or Conventions

TEMPORARY

Cut off after end of conference or convention. Destroy/delete 2 years after cutoff.

c. Records of All Other Attendees

TEMPORARY

Cut off after end of conference. Destroy/delete 2 years after cutoff or when no longer needed for reference, whichever is sooner.

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- d. 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:

Only the records meeting one or more of the stipulated criterion in Item (a) above are permanent. All other records are temporary.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

NC-12-75-1, Item 6 (ED/RDS Part 5, Item 5a)

NC-12-75-1, Item 7 (ED/RDS Part 5, Item 5b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration