

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 120

**REVISION DATE:** 7/15/2010

**TITLE:** Records Consisting of Extracted Information

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

Electronic files consisting solely of records extracted from a single master file or database that is disposable under NARA's GRS 20 Electronic Records or approved for deletion by a NARA-approved disposition schedule.

Excludes extracts that are: a) produced as disclosure-free files to allow public access to the data; or b) produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval.

### **DISPOSITION INSTRUCTIONS:**

- a. Record Copy (GRS 20 Item 5)

#### **TEMPORARY**

Destroy/delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

### **IMPLEMENTATION GUIDANCE:**

Records consisting of extracted information that was created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed may not be destroyed before securing NARA approval.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Information Dissemination