

ED Records Schedule

SCHEDULE LOCATOR NO.: 121

APPROVED DATE: 7/15/2010

TITLE: Backups of Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Electronic backup copy of a master file or database maintained for disaster recovery purposes.

DISPOSITION INSTRUCTIONS:

- a. File Identical to Permanent Records Scheduled for Transfer to the National Archives (GRS 20 Item 8a)

TEMPORARY

Destroy/delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

- b. File Identical to Temporary Records Authorized for Disposal in a NARA-approved Records Schedule (GRS 2 Item 8b)

TEMPORARY

Destroy/delete when the identical records have been deleted, or when replaced by a subsequent backup file.

- 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 DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

ED Records Schedule

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental