

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 122

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

**TITLE:** Downloaded and Copied Data

**PRINCIPAL OFFICE:** Department-wide

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

**DESCRIPTION:**

Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained.

**DISPOSITION INSTRUCTIONS:**

- a. Derived Data Used for Ad Hoc or One-Time Inspection, Analysis or Review, if the Derived Data is Not Needed to Support the Results of the Inspection, Analysis or Review (GRS 20 Item 12a)

**TEMPORARY**

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

- b. Derived Data that Provide User Access in Lieu of Hard Copy Reports that are Authorized for Disposal (GRS 20 Item12b)

**TEMPORARY**

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

- c. Metadata or Reference Data, Such as Format, Range, or Domain Specifications, which is Transferred from a Host Computer or Server to Another Computer for Input, Updating, or Transaction Processing Operations (GRS 20 Item12c)

**TEMPORARY**

Destroy/delete from the receiving system or device when no longer needed for processing.

- 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.

## **ED Records Schedule**

### **IMPLEMENTATION GUIDANCE:**

Related schedules include:

ED 086 – Information Systems Supporting Records

ED 119 – Development, Testing, and Maintenance of Computer Systems and Applications

ED 120 – Records Consisting of Extracted Information

ED 141 – Print Files

ED 142 – Technical Reformat Files

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

### **PREVIOUS NARA DISPOSITION AUTHORITY/CONTACT:**

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration