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 Item 12b)

   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 Item 12c)

   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