

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 124

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

**TITLE:** Tracking and Control Records

**PRINCIPAL OFFICE:** Department-wide

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

### **DESCRIPTION:**

Logs, registers, and other records used to control or document the status of correspondence, reports, case files or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.

### **DISPOSITION INSTRUCTIONS:**

a. Tracking and Control Records (GRS 23 Item 8)

Logs, registers, and other records used to control or document the status of correspondence, reports, case files or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.

1. Teachers Survey Response Incentive System Master Data Files

This database is used by the Office of Special Education and Rehabilitative Services to automate the process of mailing checks to teachers who complete survey. The data includes names and contact information. This was a one-time survey and the use of the system ceased in June of 2009.

2. Correspondence Control Manager (ccmMercury) Master Data Files

This database supports Department-wide tracking of incoming and outgoing correspondence. ccmMercury allows for input of incoming correspondence and other internal materials, and maintains .pdf images of incoming and outgoing letters or internal documents to be attached to the tracking record.

3. Debt Management Tracking Application (DMTA) Master Data Files

Human Resources Services in the Office of Management uses the DMTA to manage the bill of collection information for debt overpayment cases. Data is taken directly from the bill of collection and entered into the DMTA. System data includes debtor name, address, and debt amount.

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### **TEMPORARY**

Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

- b. 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:**

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

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

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

N1-441-96-2, Item 7c (ED/RDS Part 6 Item 4c)

N1-441-97-4, Item 3 (ED/RDS Part 8 Item 5)

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

Privacy Act 18-01-01 Secretary's Communications Control System

Privacy Act 18-05-04 Discrimination Complaints Records System

Privacy Act 18-05-05 Grievances Filed Formally Under the Administrative Grievance Procedure

Privacy Act 18-05-06 Grievance Records Filed Under Procedures Established By Labor-Management Negotiations

Privacy Act 18-05-07 Unfair Labor Practice Records

**LINE OF BUSINESS:** Administration