

ED Records Schedule

SCHEDULE LOCATOR NO.: 169

REVISION DATE: 8/22/2007

TITLE: Surplus Personal Property Reports

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS- See disposition instructions

DESCRIPTION:

Reports to GSA regarding excess personal property.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

Record copy [GRS 4 Item 2]

TEMPORARY

Destroy/delete when 3 years old.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY/CONTACT:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental