

ED Records Schedule

SCHEDULE LOCATOR NO.: 173

REVISION DATE: 8/22/2007

TITLE: Directory Service Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Correspondence, forms, and other records relating to the compilation of directory service listings.

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 11 Item 3]

TEMPORARY

Destroy/delete 2 months after issuance of listing.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration