

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 174

**REVISION DATE:** 8/23/2007

**TITLE:** Credentials Files

**PRINCIPAL OFFICE:** Office of Management

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

**DESCRIPTION:**

Identification credentials and related papers.

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:**

- a. Identification credentials [GRS 11 Item 4.a]

Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.

**TEMPORARY**

Cut off after return to issuing office. Destroy/delete 3 months after cutoff.

- b. Receipts, indexes, listings, and accountable records [GRS 11 Item 4.b]

**TEMPORARY**

Destroy/delete after all listed credentials are accounted for.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental