

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 175

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

**TITLE:** Messenger Service Files

**PRINCIPAL OFFICE:** Office of Management

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

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.

**DESCRIPTION:**

Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.

**DISPOSITION INSTRUCTIONS:**

Record copy [GRS 12 Item 1]

**TEMPORARY**

Destroy/delete when 2 months old

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration