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