

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 177

**DRAFT DATE:** 11/15/07

**TITLE:** Top Secret Accounting and Control Files

**PRINCIPAL OFFICE:** Office of Management

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

### **DESCRIPTION:**

Records maintained for accountability of and to ensure continuing control over, security classified documents.

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. Accountability records [GRS 18 Item 5.a]

Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.

#### **TEMPORARY**

Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.

b. Control records [GRS 18 Item 5.b]

Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

#### **TEMPORARY**

Destroy when related document is downgraded, transferred, or destroyed.

### **IMPLEMENTATION GUIDANCE:**

This includes confidential, secret, and top secret.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

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**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental