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