

ED Records Schedule

SCHEDULE LOCATOR NO.: 178

REVISION DATE: 8/23/2007

TITLE: Facility Survey and Inspection Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS - See disposition instructions

DESCRIPTION:

Reports of surveys and inspections of Government and privately owned facilities.

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. Department-owned facilities [GRS 18 Item 9]

Reports of surveys and inspections of Department-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

TEMPORARY

Destroy/delete when 3 years old or upon discontinuance of facility, whichever is sooner.

b. Privately-owned facilities [GRS 18 Item 10]

Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.

TEMPORARY

Destroy/delete when 4 years old or when security cognizance is terminated, whichever is sooner.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

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SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental