

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 180

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

**TITLE:** Visitor Control Files

**PRINCIPAL OFFICE:** Office of Management

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

**DESCRIPTION:**

Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

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. Areas under maximum security [GRS 18 Item 17.a]

**TEMPORARY**

Destroy/delete 5 years after final entry or 5 years after date of document, as appropriate.

- b. Other areas [GRS 18 Item 17.b]

**TEMPORARY**

Destroy/delete 2 years after final entry or 2 years after date of document, as appropriate.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental