

ED Records Schedule

SCHEDULE LOCATOR NO.: 181

REVISION DATE: 12/28/2007

TITLE: Facilities Checks Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Files relating to periodic guard force facility checks.

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. Security Violations [GRS 18 Item 18.a]

Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of the Department's security office covered by ED 188 Security Violations Files).

TEMPORARY

Destroy/delete when 1 year old.

b. No Security Violation [GRS 18 Item 18.b]

Reports of routine after-hours security checks that either does not reflect security violations or for which the information contained therein is documented in the files defined in ED 188 – Security Violations Files.

TEMPORARY

Destroy/delete when 1 month old.

IMPLEMENTATION GUIDANCE:

Related Schedules: ED 188 Security Violations Files

ARRANGEMENT/ANNUAL ACCUMULATION:

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PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental