

ED Records Schedule

SCHEDULE LOCATOR NO.: 184

REVISION DATE: 8/23/2007

TITLE: Information Technology Facility, Site Management, and Equipment Support Services Records

PRINCIPAL OFFICE: Department Wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records maintained by offices responsible for the control and operation of buildings and rooms where Information Technology (IT) equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.

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:

Record copy [GRS 24 Item 2]

TEMPORARY

Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental