

ED Records Schedule

SCHEDULE LOCATOR NO.: 186

REVISION DATE: 8/29/2007

TITLE: Systems and Data Security Maintenance

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Files related to maintaining the security of systems and data.

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. System Security Plans and Disaster Recovery Plans [GRS 24 Item 5.a]

TEMPORARY

Cut off after system is superseded. Destroy/delete 1 year after cutoff.

- b. Documents identifying Information Technology (IT) risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data [GRS 24 Item 5b]

TEMPORARY

Cut off after system is superseded. Destroy/delete 1 year after cutoff.

IMPLEMENTATION GUIDANCE: Records will most typically be found in Office of Management (OM) and Office of Chief Information Officer (OCIO)

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY/:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental