ED Records Schedule

SCHEDULE LOCATOR NO.: 187

REVISION DATE: 8/29/2007

TITLE: Classified Document Container Security Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Forms used to document access to safes, cabinets, or vaults containing security classified documents.

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. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. [GRS 18 Item 7.a]

   TEMPORARY

   Destroy/delete when superseded by a new form or list or upon turn-in of containers.

b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. [GRS 18 Item 7.b]

   TEMPORARY

   Destroy/delete 3 months following the last entry on the form.

IMPLEMENTATION GUIDANCE:

Forms involved in investigations will be retained until completion of the investigation.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY: 1
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SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/ Departmental