

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Destroy/delete when superseded by a new form or list or upon turn-in of containers.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

## **ED Records Schedule**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/ Departmental