

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 188

**REVISION DATE:** 8/29/2007

**TITLE:** Security Violations Files

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information.

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. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations. [GRS 18 Item 24.a]

#### **TEMPORARY**

Destroy/delete 5 years after close of case

- b. All other files, exclusive of documents placed in official personnel folders [GRS 18 Item 24.b]

#### **TEMPORARY**

Destroy/delete 2 years after completion of final action.

### **IMPLEMENTATION GUIDANCE:**

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

## **ED Records Schedule**

**LINE OF BUSINESS:** Administration/Departmental