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:
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LINE OF BUSINESS: Administration/Departmental