ED Records Schedule

SCHEDULE LOCATOR NO.: 202

DRAFT DATE: 11/4/2014

TITLE: Tax Exemption Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records include tax exemption certificates and related papers.

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:

Record copy [GRS 1.1 Item 010]

TEMPORARY

Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY: N1-220-93-15/9 (ED/RDS Part 5, Item 12)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental