

ED Records Schedule

SCHEDULE LOCATOR NO.: 204

REVISION DATE: 8/29/2007

TITLE: Telework or Flexiplace Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Includes records related to requests or applications to participate in the alternate worksite program known as “Telework” or “Flexiplace”; agreements between the Department and the employee; records relating to the safety of the worksite, the installation and use of equipment, hardware, and software; and the use of secure, classified information or data subject to the Privacy Act.

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. Approved requests [GRS 1 Item 42.a]

TEMPORARY

Cut off after end of employee’s participation in the program. Destroy/delete 1 year after cutoff.

- b. Unapproved requests [GRS 1 Item 42.b]

TEMPORARY

Cut off after request is rejected. Destroy/delete 1 year after cutoff.

- c. Forms and other records generated by the Department or the participating employee evaluating the alternate worksite program [GRS 1 Item 42.c]

TEMPORARY

Destroy/delete when 1 year old, or when no longer needed, whichever is later.

IMPLEMENTATION GUIDANCE:

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Records containing personal information should be shredded to protect confidentiality.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental