

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 206

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

**TITLE:** Donated Leave Program Case Files

**PRINCIPAL OFFICE:** Office of Management

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

### **DESCRIPTION:**

Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, Department approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.

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 Item 37]

### **TEMPORARY**

Cut off at the end of the year in which the case is closed. Destroy/delete 1 year after the cut off.

### **IMPLEMENTATION GUIDANCE:**

Records containing personal information should be shredded to protect confidentiality.

Related schedules: ED 123 Leave, Time and Attendance Records

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

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

### **SPECIFIC LEGAL REQUIREMENTS:**

5 CFR Part 630 Subpart I Voluntary Leave Transfer Program

### **SPECIFIC RESTRICTIONS:**

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**LINE OF BUSINESS:** Administration/Departmental