ED Records Schedules

SCHEDULE LOCATOR NO.:  206

REVISION DATE:  6/13/2018

TITLE:  Donated Leave Program Individual Case Files

PRINCIPAL OFFICE:  Office of Management

NARA DISPOSITION AUTHORITY:  GRS – See disposition 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 2.4, Item 71)

TEMPORARY

Cut off annually.

Destroy 1 year after the employee receiving leave is no longer participating in the program, but longer retention is authorized if required for business use.

(Disposition Authority:  DAA-GRS-2017-0006-0016)

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:

GRS 1, Item 37

SPECIFIC LEGAL REQUIREMENTS:

5 CFR Part 630 subpart I Voluntary Leave Transfer Program.

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS:  Administration/Departmental