

ED Records Schedule

SCHEDULE LOCATOR NO.: 210

REVISION DATE: 8/29/2007

TITLE: Handicapped Individuals Appointment Case Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Case files containing position title and description; fully executed SF 171 and/or resume; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal.

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 40]

TEMPORARY

Cut off annually after case is closed (upon approval or disapproval). Destroy/delete 5 years after cutoff.

IMPLEMENTATION GUIDANCE:

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