

ED Records Schedule

SCHEDULE LOCATOR NO.: 211

REVISION DATE: 8/29/2007

TITLE: Incentive Awards Program Reports

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Reports pertaining to the operation of the Incentive Awards Program.

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 13]

TEMPORARY

Cut off annually. Destroy/delete 3 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