

ED Records Schedule

SCHEDULE LOCATOR NO.: 224

DRAFT DATE: 11/4/2014

TITLE: General Fund Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS - See disposition instructions

DESCRIPTION:

Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by ED 223 Certificates Settlement Files.

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

Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)

TEMPORARY

Cut off annually. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

IMPLEMENTATION GUIDANCE:

Related schedules: ED 223 Certificates of Settlement Files

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental