

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 225

**REVISION DATE:** 8/3/05

**TITLE:** Administrative Claims Files

**PRINCIPAL OFFICE:** Office of the Chief Financial Officer

**NARA DISPOSITION AUTHORITY:** GRS - See disposition instructions

### **DESCRIPTION:**

Records relating to claims by and against the United States.

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:**

a. Claims against the United States [GRS 6, Item 10.a]

Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by sub item c. below.

#### **TEMPORARY**

Destroy/delete when 6 years, 3 months old.

b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1) [GRS 6, Item 10.b]

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub item c. below.

1. Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103 [GRS 6, Item 10.b.1]

#### **TEMPORARY**

Destroy/delete when 6 years, 3 months old.

2. Claims for which collection action has been terminated under 4 CFR Part 104 [GRS 6, Item 10.b.2]

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- a. Claims for which the Government's right to collect was not extended [GRS 6, Item 10b.2.a]

### **TEMPORARY**

Destroy/delete 10 years, 3 months after the year in which the Government's right to collect first accrued.

- b. Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action [GRS 6, Item 10.b.2.b]

### **TEMPORARY**

Destroy/delete 3 months after the end of the extended period.

3. Claims that the agency administratively determines are not owed to the United States after collection action was initiated [GRS 6, Item 10.b.3]

### **TEMPORARY**

Destroy/delete when 6 years, 3 months old.

- c. Claims files that are affected by a court order or that are subject to litigation proceedings [GRS 6, Item 10.c]

### **TEMPORARY**

Destroy/delete when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.

### **IMPLEMENTATION GUIDANCE:**

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

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

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental