

ED Records Schedule

SCHEDULE LOCATOR NO.: 226

REVISION DATE: 11/4/2014

TITLE: Appropriation Allotment Files

PRINCIPAL OFFICE: Office of the Chief Financial Officer

NARA DISPOSITION AUTHORITY: GRS - See disposition instructions

DESCRIPTION:

Allotment records showing status of obligations and allotments under each authorized appropriation.

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Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)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 after the close of the fiscal year involved. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental