

ED Records Schedule

SCHEDULE LOCATOR NO.: 272

REVISION DATE: 6/05/2013

TITLE: Privacy Act Administrative Records

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

This schedule includes documents created to comply with provisions of the Privacy Act of 1974, policy and guidance documents. Files may be held electronically and in paper files, and may contain original documents, copies, and all related supporting documents, including the official file copy of the records.

DISPOSITION INSTRUCTIONS:

a. Privacy Act General Administrative Files [GRS 14 item 13]

Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

TEMPORARY

Destroy when 2 years old.

b. Privacy Act Reports Files [GRS 14 item 1]

Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.

TEMPORARY

Destroy when 2 years old.

[NOTE: The GRS does not cover the biennial report to Congress from OMB. (N1-GRS-89-4 item 1 note)]

IMPLEMENTATION GUIDANCE:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

Related schedules: ED 157 Privacy Act Amendment Case Files, ED 158 Privacy Act

Accounting of Disclosure Files, ED 159 Privacy Act Control Files, and ED 271 Privacy Impact Assessments and SORNS

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ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

5 U.S.C.552a

34 C.F.R. § 5b

SPECIFIC RESTRICTIONS:

Privacy Act 18-04-01 Freedom of Information Act and Privacy Act Case Files

Privacy Act 18-04-02 Freedom of Information Act and Privacy Act Tracking System

LINE OF BUSINESS: Administration/Departmental Compliance