

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 067

**APPROVED DATE:** 1/21/2009

**TITLE:** Calendars, Schedules and Logs of Daily Activities

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** N1-441-08-14

### **DESCRIPTION:**

Records include, but are not limited to, calendars, appointment books, schedules, logs, diaries, handwritten notes and other records documenting substantive meetings, appointments, telephone calls, trips, visits and other substantive activities of Federal employees while serving in an official capacity.

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. Record Copy Maintained for Senior Officials

#### **PERMANENT**

Cut off annually. Transfer nonelectronic records to the National Archives 10 years after cutoff. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

b. Duplicate copies maintained for reference purposes and that do not serve as the record copy

#### **TEMPORARY**

Destroy/delete when no longer needed for reference.

c. Records of other Federal employees (other than senior officials)

#### **TEMPORARY**

Cut off annually. Destroy/delete 2 years after cutoff.

d. Routine Materials

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Materials that contain no substantive information regarding the daily activities of any Department officials, or records of any federal employees containing substantive information, the substance of which has been incorporated into official files.

### **TEMPORARY**

Cut off annually. Destroy/delete when no longer needed.

### **IMPLEMENTATION GUIDANCE:**

In this context, senior officials are defined as heads of Department Principal Offices and other officials when acting in those capacities.

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

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

ED/RDS Part 1, Item 12a

ED/RDS Part 1, Item 12b

N1-441-97-1/4a (ED/RDS Part 9, Item 4a)

N1-441-97-1/4c (ED/RDS Part 9, Item 4c.1 and .2)

N1-441-97-1/8a (ED/RDS Part 9, Item 8a)

N1-441-97-1/8b (ED/RDS Part 9, Item 8b.1 and .2)

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration