

ED Records Schedule

SCHEDULE LOCATOR NO.: 012

APPROVED: 8/23/1994

TITLE: Regulations/Federal Register Documents

PROGRAM: Office of General Counsel

NARA DISPOSITION AUTHORITY: N1-441-93-4

DESCRIPTION:

The Division of Regulatory Services (DRS) maintains a comprehensive file on each Federal Register document for which DRS coordinates Department clearance. Other Divisions within OGC forward any materials that should be retained in the comprehensive file to DRS following publication in the Federal Register.

Records include but are not limited to papers accumulated in drafting, reviewing, commenting on, and otherwise providing legal assistance on all proposed and final regulations and other documents requiring Departmental clearance for publication in the Federal Register. This category includes a chronological file of all documents published by the Department in the Federal Register and other Federal Register documents pertinent to OGC.

Excluded are OGC opinions interpreting existing regulations, which are retained in accordance with "007 – Legal Decisions and Opinions," and public comments, which are retained by program offices.

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. General Regulatory Documents and Documents Published in the Federal Register

TEMPORARY

Cut off annually upon final Federal Register publication. Transfer to FRC or a certified records storage facility 2 years after cutoff. Destroy/delete 5 years after date of publication.

- b. Public Comments: Incoming and outgoing letters and messages relating to public comments about agency programs, policies, and operations.

TEMPORARY

Cut off annually upon final Federal Register publication. If paper, transfer to FRC or a certified records storage facility 2 years after cut off. Destroy/delete 5 years after cutoff.

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IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

FORMAT: Paper, Electronic

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

N1-441-93-4/1a (ED/RDS Part 8, Item 1a)

N1-441-93-4/1b (ED/RDS Part 8, Item 1b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

BUSINESS LINE: Administration