

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 054

**APPROVED DATE:** 10/07/2009

**TITLE:** Department-wide Organizational Records

**PRINCIPAL OFFICE:** Office of Management (OM)

**NARA DISPOSITION AUTHORITY:** N1-441-08-09

### **DESCRIPTION:**

Records consist of organizational charts, reorganization studies, functional charts, staff studies, delegations of authority, reports of working groups, and related records that document the Department's organization and functions.

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

#### **PERMANENT**

Cut off at end of the year in which the organizational change is complete. 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Destroy when superseded or obsolete.

### **IMPLEMENTATION GUIDANCE:**

The Office of Management (OM) maintains the official copies for all ED Principal Offices. Background materials maintained by originating offices should be filed with ED 066 – Program Management Files.

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**ARRANGEMENT/ANNUAL ACCUMULATION:**

Filed alphabetically by office/Accumulation of 1 cu. ft. annually.

**PREVIOUS NARA DISPOSITION AUTHORITY:**

N1-441-97-2/2a (ED/RDS Part 15, Item 1a)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental