

ED Records Schedule

SCHEDULE LOCATOR NO.: 068

APPROVED DATE: 2/3/2009

TITLE: Program Development Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-08-18

DESCRIPTION:

These files contain materials documenting the development of new programs, major shifts in the focus of existing programs, and new initiatives. The records also relate to the development of national education policies and programs. Records include, but are not limited to, correspondence; briefing books and papers; issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities; published and unpublished directives and policy guidance documents; and related records that document the development of education programs, program priorities and objectives, program evaluation and planning, and similar topics.

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 annually upon completion of activity, project, or topic. Transfer nonelectronic records to FRC or a certified records storage facility one year after cutoff. 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.

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IMPLEMENTATION GUIDANCE:

Records that document the ongoing management of the program should be disposed of in accordance with ED 066 Program Management Files.

ARRANGEMENT/ANNUAL ACCUMULATION:

Various

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-97-1/1a (ED/RDS Part 9, Item 1a)
N1-441-97-1/5 (ED/RDS Part 9, Item 5)
N1-441-97-1/11 (ED/RDS Part 9, Item 11)
NC-12-75-1/2a (ED/RDS Part 9, Item 22)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration