

ED Records Schedule

SCHEDULE LOCATOR NO.: 060

APPROVED DATE: 4/4/2010

TITLE: Secretary's, Deputy Secretary's, and Under Secretary's Meetings Files

PRINCIPAL OFFICE: Office of the Secretary (OS)

NARA DISPOSITION AUTHORITY: N1-441-08-10

DESCRIPTION:

Records include, but are not limited to, the daily schedule, copies of speeches, position papers, policy statements, briefing books, and other briefing or background papers specifically used by the Secretary, Deputy Secretary, and Under Secretary to prepare for meetings, events and briefings. Excludes staff or committee meetings, which are scheduled separately.

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 files 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. Drafts of Speeches and Working Papers

Notes, drafts, and similar records generated during the development process.

TEMPORARY

Cut off files after verification against final version. Destroy/delete after cutoff or when no longer needed for reference, whichever is later.

c. Duplicate Copies Maintained for Reference Purposes and That do not Serve as the Record Copy

TEMPORARY

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Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

Also includes records on “formal” events or meetings. Copies of some individual records in the meeting/briefing files are also added to other record series due to their long-term value.

Related Schedules: ED 067 – Calendars, Schedules, and Logs of Daily Activities and ED 066 – Program Management Files for staff meeting files. Copies of these documents incorporated into other series should be disposed of in accordance with the disposition instructions for the related records.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY:

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

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

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental