

ED Records Schedule

SCHEDULE LOCATOR NO.: 062

APPROVED DATE: 2/4/2009

TITLE: Significant Correspondence

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-08-19

DESCRIPTION:

Significant and controlled signed correspondence that documents major program activities or was processed under special handling control procedures because of its importance or turnaround time requirements. Records include but are not limited to: incoming correspondence, signed responses, enclosures, and related indices for individuals, agencies, and groups, including the Congress and the White House.

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. 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.

IMPLEMENTATION GUIDANCE:

The office signing the response for the significant and controlled correspondence referenced in this schedule is responsible for maintaining the official record copy of the incoming and outgoing correspondence and applying the retention schedule in Item a.

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Indices for permanent significant correspondence files are also permanent records. If the index is paper, enclose a copy with the correspondence files when they are transferred to a certified records center. If the index is electronic, transfer a copy of the index to the National Archives when the correspondence is retired to a certified records center. Electronic indexes are to be transferred to the National Archives as specified in 36 CFR 1228.188. Routine correspondence and memoranda are scheduled as ED 063.

Electronic system covered by this schedule:

- Control Correspondence Management System

This schedule applies to all WRNC and NARA accessions from the date the Archivist signs this schedule and forward. The new schedule should not be applied to those accessions currently being held at the WRNC and NARA and should not supersede the current disposition authority. The previous schedule was accurate at the time of transfer.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-97-1/1a (ED/RDS Part 9, Item 1a)
N1-441-97-1/1c (ED/RDS Part 9, Item 1c)
N1-441-97-1/1d (ED/RDS Part 9, Item 1d)
N1-441-97-1/2 (ED/RDS Part 9, Item 2)
N1-441-97-1/9a (1) (ED/RDS Part 9, Item 9a(1))
N1-441-97-1/9a (2) (ED/RDS Part 9, Item 9a(2))
N1-441-97-1/9c (ED/RDS Part 9, Item 9c)
N1-441-97-1/18a (1) (ED/RDS Part 9, Item 18a(1))
N1-441-97-1/18a (2) (ED/RDS Part 9, Item 18a(2))
N1-441-97-1/18b (ED/RDS Part 9, Item 18b)
NC-12-75-1/2a (ED/RDS Part 9, Item 22)
N1-441-96-2/7a (ED/RDS Part 6, Item 4a)
N1-441-96-2/7b (ED/RDS Part 6, Item 4b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

Privacy Act 18-01-01 Secretary's Communications Control System

BUSINESS LINE: Administration/Departmental