

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 056

**APPROVED DATE:** 1/21/2009

**TITLE:** Policy and Guidance Documents

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** N1-441-08-16

**DESCRIPTION:**

Consists of all records that document the Department's major policy decisions and program operational procedures originated within each Principal Office and Regional Office providing the mandates for overall and specific program direction and action. Records include, but are not limited to, documents relating to official policy decisions, memos that set policy or issue guidance, operating guidance, procedures manuals, non-ACS directives, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action.

**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 after cutoff, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

b. Background Materials, Working Papers, and Drafts

**TEMPORARY**

Destroy/delete upon verification against final product.

c. Unpublished Guidance

**TEMPORARY**

Cut off file upon decision not to publish or issue. Destroy/delete 10 years after cutoff.

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- d. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

### **TEMPORARY**

Destroy/delete when no longer needed for reference.

### **IMPLEMENTATION GUIDANCE:**

Policy and guidance documents that are finalized and distributed within the Department may be considered “published” even if they are not released to the public.

ED 055 – Administrative Communications System (ACS) Case Files covers directives issued as part of the Administrative Communications System (ACS).

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS DISPOSITION AUTHORITY**

N1-441-97-2/1 (ED/RDS Part 1, Item 1)  
N1-441-97-1/6a (ED/RDS Part 9, Item 6a)  
N1-441-97-1/6b (ED/RDS Part 9, Item 6b)  
N1-441-97-1/12a (ED/RDS Part 9, Item 12a)  
N1-441-97-1/12b (ED/RDS Part 9, Item 12b)  
N1-441-97-1/19a (ED/RDS Part 9, Item 19a)  
N1-441-97-1/19b (ED/RDS Part 9, Item 19b)  
N1-441-02-01/6a (ED/RDS Part 16, Item 6a)  
N1-441-02-01/6b (ED/RDS Part 16, Item 6b)

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration