

Part 15 – Management Records

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
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This schedule provides for the retention or disposal of certain records relating to administrative management activities in the Department. These activities involve the direction and control of those staff and management improvement programs not under line personnel who direct and control substantive operations and programs. They exclude records of operating personnel, budget, accounting and printing functions covered by the General Records Schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development, and institution of procedures; records management activities; and administration of management improvement programs.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually Department-wide responsibilities, or by a group of such persons or units in the Department, although its provisions are applicable to exactly comparable records that are created without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in regional offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files pertaining to a management program in a well-defined area, such as reports management, consist primarily of detailed case files on each form or report. For a limited period of time these files are of administrative importance. Files of programs covering broader and more diverse fields, such as organizational planning studies, normally consist largely of project files, which are established for each separate problem assigned for investigation; the resulting case file is usually of continuing value in documenting how the Department conducted its business. In either event there is a residue of ephemeral materials. They may include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgment, routing slips, and extra copies of documents.

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1. Organizational Records.

Consists of organizational charts, reorganization studies, functional charts, staff studies, reports of working groups, and related records which document the Department's organization and functions.

a. Record Copy.

Disposition: PERMANENT. Records dating from 1980 – 1990 transferred to the National Archives immediately upon approval of this schedule (approximately 8 cu. ft.) Records dating from 1991: cut off at end of calendar year in which the organizational change is completed. Transfer to the National Archives 6 years after cut off. Records are filed alphabetically by office.

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

b. All other copies.

Disposition: TEMPORARY. Destroy when superseded or obsolete.

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