

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Education	
2 MAJOR DIVISION Office of Management	
3 MINOR DIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D. Smith	5 TELEPHONE 202-401-0902

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-441-08-4	
DATE RECEIVED June 13, 2008	
NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 1-13-2009	ARCHIVIST OF THE UNITED STATES Adrienne Thomas

6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 5/20/08	SIGNATURE OF AGENCY REPRESENTATIVE Sherry D. Smith	TITLE Director, Records Management & Privacy Division/Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached	None	

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 252

**DRAFT DATE:** 4/28/2008

**TITLE:** Civil Rights Case Files

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:**

### **DESCRIPTION:**

Records consist of civil rights cases docketed for hearing and resolution by the Office of Administrative Law Judges and the Civil Rights Reviewing Authority (CRRA). Records include, but are not limited to: case files involving complaints of discrimination and reviews of elementary, secondary and higher education programs to determine if these programs are in compliance with Federal laws, which prohibit discrimination on the basis of race, color, national-origin, sex, age, and physical and mental disabilities in Federal-assisted programs.

Each docket file contains all documents, motions, briefs, exhibits, transcripts of hearings, orders, decisions, and correspondence pertaining to each case.

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

#### **TEMPORARY**

Cut off annually upon close of case and completion of monitoring. Destroy/delete 20 years after cutoff.

- 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.

*No record  
Item*

### **IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports, and system documentation.

## **ED Records Schedule**

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

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001).

### **SPECIFIC RESTRICTIONS:**

Privacy Notice 18-05-04 Discrimination Complaints Records System

**LINE OF BUSINESS:** Administration/ Departmental