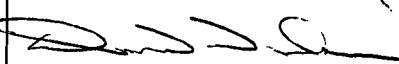


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-12-89-2	DATE RECEIVED 5/23/89
1 FROM (Agency or establishment) DEPARTMENT OF EDUCATION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF EDUCATION		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION ASSISTANT SECRETARY (HEW)			
4 NAME OF PERSON WITH WHOM TO CONFER NORMA FENWICK	5 TELEPHONE EXT. 732-5342	DATE 5/24/89	ARCHIVIST OF THE UNITED STATES 

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B DATE 5/18/89	C SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>GENERAL CORRESPONDENCE AND ADMINISTRATIVE FILES OF THE ASSISTANT SECRETARY FOR EDUCATION, HEW.</p> <p>a) Those portions of the general correspondence and administrative files which document the formulation of national educational policy, and the establishment direction, and review of the primary missions of the office of Education as they relate to the Secretary of HEW.</p> <p>DISPOSITION: <u>PERMANENT</u>. Transfer to the National Archives when 10 years old. Records less than 10 years old may be transferred to the Washington National Records Center for storage.</p> <p>b) Correspondence and other records relating to routine administrative program activities, and housekeeping functions not covered by the General Records Schedules.</p> <p>DISPOSITION: <u>DESTROY</u> upon approval of this schedule.</p>		