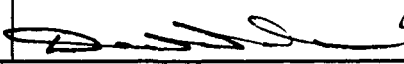



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-12-90-1
1. FROM (Agency or establishment) DEPARTMENT OF EDUCATION		DATE RECEIVED	3/14/90
2. MAJOR SUBDIVISION OFFICE OF EDUCATION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER NORMA FENWICK	5. TELEPHONE EXT. 732-5342	DATE 2/24/90	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 3 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 3-12-90	C. SIGNATURE OF AGENCY REPRESENTATIVE  Norma Fenwick	D. TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	RECORDS PERTAINING TO BUDGET PREPARATION.		
1.	BUDGET JUSTIFICATION FILES, 1952-53, 1961 [WNRC Accession 12-66A0987, Boxes 2-3]. Budget Office records documenting budget policy, estimates, and justification for the Office of Education. DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.		
2.	ROUTINE BUDGET OFFICE FILES. [For WNRC accessions, see attached list under Item A2]. Routine Budget Branch material including correspondence with other units, chron files, preliminary estimate materials, supplemental materials, drafts, budget allocation records, transfer authorization records, and similar records DISPOSITION: DESTROY upon approval of this schedule.		

Copies sent to agency m-w, nnt, ncs 8/6/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

11-12-90-1

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p>PRINTOUTS OF COMPUTER RECONCILIATION RUNS, 1967-75 [WNRC ACCESSION 12-76-0025]. Final printouts from Education's pre 1976 automated accounting system used to complete reconciliation with the computer system installed in 1976.</p> <p>DISPOSITION: DESTROY upon approval of this schedule.</p>		
LEGISLATIVE HISTORY RECORDS			
4.	<p>12-65A0561</p> <p>LEGISLATIVE HISTORY RECORDS FOR THE NATIONAL DEFENSE EDUCATION ACT, 1958-60 [WNRC ACCESSIONS 12-65A0654 AND 12-66A0472, Boxes 1-3]. Records of Dr. L. G. Derthik, Chair of the Departmental Task Force on Higher Education. Includes briefing papers, committee records, progress reports, and related materials surrounding the passage of the NDEA.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		
5.	<p>LEGISLATIVE REFERENCE FILES, 1964-85 [For WNRC accessions, see attached list under Item B5]. Copies of hearings, bills, or statutes pertaining to proposed legislation concerning education.</p> <p>DISPOSITION: DESTROY when 5 years old.</p>		
GRANT ADMINISTRATION RECORDS			
6.	<p>MISCELLANEOUS GRANT APPLICATION FORMS, 1959-80 [For WNRC accessions, see the attached list under Item C6]. Copies of various forms submitted by individuals as part of the grant application or closeout process.</p> <p>DISPOSITION: DESTROY upon approval of this schedule.</p>		
OFFICE OF INFORMATION RECORDS			
7.	<p>OFFICE OF INFORMATION SUBJECT FILES, 1958-64 [WNRC ACCESSION 012-68A0740, Boxes 1-2]. Routine administrative records concerning special publicity</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>programs, the distribution of publications, and other routine functions.</p> <p>DISPOSITION: DESTROY upon approval of this schedule.</p> <p>8. COPIES OF SPEECHES AND ARTICLES SUBMITTED FOR CLEARANCE, 1965-66 [WNRC ACCESSION 12-70A3433]. Copies of speeches and articles submitted by Office of Education staff for approval prior to presentation or publication.</p> <p>DISPOSITION:</p> <p>a. Articles and Speeches Submitted by Associate Commissioners or Other High Ranking Officials: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>b. All Other Records: DESTROY upon approval of this schedule.</p> <p style="text-align: center;">OFFICE OF PROGRAM MANAGEMENT RECORDS</p> <p>9. GENERAL MANAGEMENT SUBJECT FILES, 1940-72 [For WNRC accessions, see the attached list under Item E9]. Records created as part of the general administrative management of the Office of Education, including administrative evaluation studies, records management files, personnel management records, and other routine administrative records.</p> <p>DISPOSITION: DESTROY upon approval of this schedule.</p> <p>10. ANNUAL REPORTS CONCERNING HOWARD UNIVERSITY, 1941-77 [WNRC ACCESSION 441-88-001]. Copies of annual reports, supporting materials, and correspondence with Howard University concerning the reports.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		