

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-12-82-1
DATE RECEIVED	September 18, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-26-82 <i>Date</i>	<i>Robert H. [Signature]</i> <i>Archivist of the United States</i>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Education

2. MAJOR SUBDIVISION
Deputy Undersecretary for Management

3. MINOR SUBDIVISION
Office of Administrative Resources Management

4. NAME OF PERSON WITH WHOM TO CONFER
Norma Fenwick

5. TEL EXT
472-3920

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 9-30-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Fenwick</i>	E. TITLE Records Officer, U. S. Department of Education
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Machine-readable records.</p> <p>a. Machine-readable media containing data for such housekeeping systems as fiscal accountability, supply management, and payroll administration which are not required for GAO site audits.</p> <p>Dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case.</p> <p>b. Financial data documenting the transfer of Federal loan and grant funds containing data created by the merging of prior master file with valid transaction data to create a new master file (initial data includes excerpts from forms placed in case files). Cumulative data of funds made available through federally supported loan and grant programs.</p> <p>Dispose of after third update cycle.</p>		11 items

no mass data sheet needed
Closed out 11-4-82:cm
Copied to NCW, NNB, NNF, NNS & Agency

Request for Records Disposition Authority—Continuation

JOB NO.
NCL-12-82-1PAGE OF
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>c. Machine-readable data created under a Federal grant or contract.</p> <p>(1) Processing files: dispose of when no longer needed to create or maintain master file or when final report is completed, whichever is sooner.</p> <p>(2) Public use files: ^(a) Submit SF 258 to NARS for transfer of the records upon completion of final report. ^(b) If offer is not accepted, destroy the files.</p> <p>(3) Master files: ^(a) Submit SF 258 to NARS for transfer of the records upon completion of final report. ^(b) If offer is not accepted, destroy files.</p> <p>2. Institution files for insured loan program.</p> <p>This group of records documents the participation of institutions (usually banks) in insured loan programs. Included are applications and audits, various administrative reports, and request for interest payments.</p> <p>a. Basic applications and audits: Destroy 5 years after end of an institution's participation in a program, or after final audit, whichever is sooner.</p> <p>b. Request for Federal interest payment: Destroy when 5 years old or after audit, whichever is sooner.</p> <p>c. All other records or correspondence with the institution for administration of the program: Destroy after 2 years.</p> <p>3. Federal Educational Rights and Privacy Act compliants.</p> <p>Compliants concerning the privacy of student educational records maintained by schools that receive financial assistance from the Office of Education. Included are the ED response and related correspondence.</p> <p>a. Formal complaints: Destroy 5 years after resolution.</p> <p>b. Informal complaints: Destroy 5 years after resolution.</p>	<p>B-400, 14a</p> <p>B-400, 14b</p>	

Request for Records Disposition Authority - Continuation

JOB NO
NC1-12-82-1

PAGE OF
3 of 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>School assistance in Federally-affected projects.</p> <p>Files consist of forms OE/OFE-1-4 pertaining to certification of availability of funds for schools in Federally-affected areas, project contracts, and related materials. The program is the responsibility of the Assistant Secretary for Elementary and Secondary Education within the Department.</p> <p>Transfer to the Federal Records Center after termination of loan. Destroy 3 years after termination.</p>		