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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-12-82-2
DATE RECEIVED	October 23, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-5-82 Date	<i>Mark Was</i> Archivist of the United States

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 Under Secretary for Management

3. MINOR SUBDIVISION
Administrative Resources Management Services

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 5 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 <u>10/8/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Theodore C. Strub</i>	E. TITLE Records Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">U.S. Department of Education <u>Disposal List</u></p> <p>No files other than the type described below, and those authorized under the two approved records disposition schedules, (Education Disposition Schedule (ED/RDS), and General Service's Administration, General Records Schedules, GSA, (GRS), should be destroyed without consulting the Department's Records Officer. All materials below should be trashed or destroyed as indicated. Materials scheduled for "trashed," may be discarded intact. The term destroy is used to authorize the destruction of data or information:</p> <p>The term non-current describes material which is no longer required in the performance of day to day operation's or Administrative activities (out of date information).</p> <p align="center"><i>MASS DATA CHANGE SHEET NOT REQUIRED</i></p>		<i>17 items</i>

*Closed Out: 5-7-82: K.T.H.
Copy to Agency & NNF*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-12-82-2

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

All items except those numbered 1 through 13.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
AA 1294182 APPRAISAL	APPRAISER	<i>Edward P. Brown</i>	4/28/82
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Madley</i>	4/28/82
CONCURRENCES	NNE	<i>John T. Logg</i>	5-5-82

SECTION III - APPRAISER'S COMMENTS

The items listed in block 4 above have been withdrawn by the agency because they describe non-record materials.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	I. <u>Publications and Other Printed Materials Description:</u>		WITHDRAWN
	Telephone Directories (non-current copies) (except record copy)		trash
	Manual Issuances (non-current copies) (except original master copies.)		trash
	Stock Catalogues (non-current copies)		trash
	Extra or stock copies of documents no longer for distribution purposes. (non-current copies)		trash
	Railroad, and Airline Time Tables (non-current copies)		trash
	Almanacs (non-current copies)		trash
	Technical Magazines and Periodicals (current & non-current copies)		Donate to Dept. Library.
	Publications from other Government Agencies which are not in current use e.g. U.S. Government Org. Manual Obsolete copies, and U.S. General Accounting Office Salary tables. (non-current copies tables)		trash
	<u>II. Legislative Publications and Documents Action</u>		
	Congressional Directories (non-current copies)		trash
	Congressional Records (non-current copies)		trash
	Congressional Record Quarterly (non-current copies)		trash

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Federal Register (non-current copies)		trash
	Duplicate copies of Appropriation Hearings. (non-current copies)		trash
III.	<u>Office Working Papers</u>		
	Non-program related <u>Personal</u> documents.		trash
	Rough drafts and working notes from which reports, staff papers and other documents have been prepared and approved.		trash
	Stenographic notebooks from which notes have been transcribed.		trash
	Information copies of telegrams, dispatches, instructions, airgrams, memoranda, correspondence and other documents which are not apart of the official subject or case file.		trash after 2 years
1.	Chronological or reading files.		Destroy when trash, after 2 years old.
	<u>Miscellaneous Administrative and Reference Materials</u>		
2.	Anonymous and crank letters.	GRS 14, Item 7	Destroy when trash, after 3 months old.
3.	Correspondence replying to complaints.	GRS 14, Item 7	Destroy when trash, after 1 year old.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	Correspondence forwarding publications, acknowledging letters or publications.	GRS 14, Item 3.	Destroy 3 months after transmitted or reply
5.	Letters, notes, and memoranda of simple acknowledgement, and expression of appreciation for cooperation assistance.	GRS 14, Item 3	Destroy 3 months after transmittal or reply.
6.	Request for informational and copies of replies thereto, involving no administrative action, no policy decisions and no special compilations or research.	GRS 14, Item 3	Destroy, after 3 months after transmittal or reply
7.	Correspondence regarding plans for meetings or conferences (e.g. invitations to attend and acceptance or regrets, notices, arrangements for space and facilities, arrangements for chairperson, arrangement for speaker).		Destroy when trash, after 1 year old.
8.	Mailing lists, notices of corrections in mailing lists, correspondence and memoranda regarding changed or corrections in mailing list.		Destroy when trash, after 1 year old.
9.	Correspondence, memoranda, and notices regarding changes or corrections in directories (This does not include original copies of the directories.		Destroy when trash, after 1 year old.
10.	Minor items of reference data sent to regional offices solely for their information and not requiring any specific Administrative action.		Destroy when trash, after 1 year old.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	Correspondence and internal memoranda regarding details of office management (e.g. preparation and forwarding of checks; arrangements for leave, for travel, for courteous reception and general cooperation, itineraries, etc.		Destroy when trash, after 1 year old.
	Obsolete Blank Forms (except record copy)		trash WITHDRAWN
	Duplicate copies of Budget Documents.		trash
	Duplicate copies of Program Applications.		Destroy
	Duplicate copies of Grant Awards.		Destroy
	<u>Informational Materials Description</u>		
12.	Messenger Service Files Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	GRS 12, Item 1	Destroy when after 2 months old.
13.	Acknowledgement and transmittals of inquiries and request that have referred elsewhere for reply.	GRS 14, Item 4	Destroy 3 months after acknowledgment and referral.