

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0441-2012-0002

## Request for Records Disposition Authority

Records Schedule Number: DAA-0441-2012-0002  
Schedule Status: Returned Without Action

Agency or Establishment: Department of Education  
Record Group / Scheduling Group: General Records of the Department of Education  
Records Schedule applies to: Major Subdivision  
Major Subdivision: Institute of Education Sciences (IES)  
Minor Subdivision: National Center for Education Statistics (NCES)  
Schedule Subject: ED 267 - Annual Mandatory Collection of Elementary and Secondary Schools Data (EDFacts)

Internal agency concurrences will be provided: No

### Background Information

#### IMPLEMENTATION GUIDANCE:

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

#### ARRANGEMENT/ANNUAL ACCUMULATION:

#### PREVIOUS NARA DISPOSITION AUTHORITY:

#### SPECIFIC LEGAL REQUIREMENTS:

EDFacts is approved for collection under OMB Control Number 1875-0240.

#### SPECIFIC RESTRICTIONS:

#### LINE OF BUSINESS:

Administration/Departmental

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 0                                 | 0                                     | 0                                     | 3                                     |

### GAO Approval

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0441-2012-0002

## Outline of Records Schedule Items for DAA-0441-2012-0002

| Sequence Number |  |
|-----------------|--|
| 1               | EDFacts  |
| 1.1             | EDFacts Submission System (ESS)  |
| 1.1.1           | ESS Electronic Files<br>Disposition Authority Number: DAA-0441-2012-0002-0001                |
| 1.2             | EDFacts Data Tables  |
| 1.2.1           | Data Tables - LEA and School levels<br>Disposition Authority Number: DAA-0441-2012-0002-0002 |
| 1.2.2           | Data Tables - SEA level<br>Disposition Authority Number: DAA-0441-2012-0002-0003             |

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>EDFacts</b><br/>EDFacts contains demographic and performance data about elementary and secondary education. The data are associated with states, local education agencies (LEAs), and schools. The data are counts of students (e.g., the number of students in membership of a state, LEA, or school by their demographics), counts of staff (e.g., the number of teachers in a state, LEA or school), and status (e.g., whether or not an LEA, or school made adequate yearly progress). EDFacts does not collect individual student or staff-level information. All information provided to EDFacts is aggregated - often by categories such as grade level. Although some of the data files may contain small numbers, none of the information is linked to specific students or staff members. In submitting data to EDFacts, State Education Agencies (SEA) and other data suppliers cannot suppress the data in small data cells except as specifically authorized by federal statute. While SEA and other data suppliers cannot generally suppress the data submitted to the Department, the data can contain small numbers that with other information would permit the identification of individuals. Thus, the data must be properly secured. In addition, the data are suppressed before being published. Decisions about data in EDFacts systems are made by the EDFacts Data Governance Board (EDGB). Each principal office that is a steward or stakeholder of EDFacts data is a member. Decisions about the operation of the EDFacts systems are made by the EDFacts Change Review Board (ECRB). The branch chief and business manager of the National Institute of Sciences (NCES), Administrative Data Division, Elementary and Secondary Branch are the voting members of the ECRB.</p> |
| 1.1             | <p><b>EDFacts Submission System (ESS)</b><br/>ESS is the portion of the EDFacts system that collects data. The data is received in the form of large electronic files submitted by the SEAs.</p>   |
| 1.1.1           | <p><b>ESS Electronic Files</b></p> <p>Disposition Authority Number      DAA-0441-2012-0002-0001</p> <p>The electronic files submitted by ESS which are retained as the record of what the SEA submitted.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p>   |

# WITHDRAWN - RETURNED WITHOUT ACTION

|       |  |  |
|-------|--|--|
|       | Do any of the records covered by this item exist as structured electronic data?  | Yes  |
|       | <b>Disposition Instruction</b>   |  |
|       | Cutoff Instruction   | Annually at the End of the School Year in which data is moved to EDW.  |
|       | Transfer to Inactive Storage   | Migrate to external hard drives.   |
|       | Retention Period   | Destroy/Delete 5 years after Cutoff.   |
|       | <b>Additional Information</b>  |  |
|       | GAO Approval   | Not Required   |
| 1.2   | <b>EDFacts Data Tables</b>   |  |
|       | The EDFacts data tables consists of the records of data submitted by the SEA for its state, LEAs, and schools either through ESS or EMAPS. |  |
| 1.2.1 | <b>Data Tables - LEA and School levels</b>   |  |
|       | Disposition Authority Number   | DAA-0441-2012-0002-0002  |
|       | <b>Records of the data submitted by LEAs and Schools through ESS or EMAPS.</b>   |  |
|       | Final Disposition  | Temporary  |
|       | Item Status  | Withdrawn  |
|       | Is this item media neutral?  | Yes  |
|       | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?                  | Yes  |
|       | Do any of the records covered by this item exist as structured electronic data?  | Yes  |
|       | <b>Disposition Instruction</b>   |  |
|       | Cutoff Instruction   | Annually at the End of the School Year   |
|       | Retention Period   | Destroy/Delete 7years after Cutoff or when the EDGB determines that specific data are of no value, whichever is later. |
|       | <b>Additional Information</b>  |  |
|       | GAO Approval   | Not Required   |
| 1.2.2 | <b>Data Tables - SEA level</b>   |  |
|       | Disposition Authority Number   | DAA-0441-2012-0002-0003  |

WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0441-2012-0002

Records of the data submitted by SEAs through ESS or EMAPS.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Annually at the End of the School Year.

Retention Period Destroy/Delete 22 years after Cutoff or when the EDGB determines that specific data are of no value, whichever is later.

## Additional Information

GAO Approval Not Required

# WITHDRAWN - RETURNED WITHOUT ACTION

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0441-2012-0002

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                | By            | Title                          | Organization  |
|------------|-----------------------|---------------|--------------------------------|---|
| 04/09/2014 | Return to Submitter   | Kevin Ramseur | Management and Program Analyst | OM - PIRMS  |
| 04/09/2014 | Certify               | Kevin Ramseur | Management and Program Analyst | OM - PIRMS  |
| 09/29/2016 | Return Without Action | Carly Docca   | Archives Specialist            | National Archives and Records Administration - ACRA |

# WITHDRAWN - RETURNED WITHOUT ACTION