

Request for Records Disposition Authority

Records Schedule Number **DAA-0441-2013-0001**
Schedule Status **Approved**

Agency or Establishment **Department of Education**
Record Group / Scheduling Group **General Records of the Department of Education**
Records Schedule applies to **Department-wide**
Schedule Subject **ED 254 - Grant Administration and Management Files**
Internal agency concurrences will be provided **No**

Background Information

IMPLEMENTATION GUIDANCE:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

American Recovery and Reinvestment Act of 2009 Elementary and Secondary Education Act of 1965, as amended Individuals with Disabilities Education Act Education Department General Administrative Regulations (EDGAR) The Higher Education Act of 1965, as amended Carl D. Perkins Career and Technical Education Act (Perkins). Workforce Investment Act, Pub.L. 105-220

SPECIFIC RESTRICTIONS:

Privacy Notice 18-12-01 Title VI Foreign Language and Area Studies Fellowships (FLAS)
Privacy Notice 18-12-03 Jacob K. Javits Fellowship System
Privacy Notice 18-12-04 Title VI International Research and Studies Program (IRS)
Privacy Notice 18-12-06 Teacher Quality Recruitment Scholarship System
Privacy Notice 18-14-02 Fellowships for Indian Students--Applications and Awards
Privacy Notice 18-15-01 Bilingual Education Graduate Fellowship Program
Privacy Notice 18-03-02 Education's Central Automated Processing System (EDCAPS)

LINE OF BUSINESS: Grants

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0441-2013-0001

Sequence Number	
1	ED 254 - Grant Administration and Management Files
1.1	Debarment and Suspension Case Files
1:1.1	Debarment and Suspension Case Files Disposition Authority Number: DAA-0441-2013-0001-0001

Records Schedule Items

Sequence Number	
1	<p>ED 254 - Grant Administration and Management Files This schedule documents the various records created from the administration and management of discretionary and formula grants throughout their lifecycle.</p>
1.1	<p>Debarment and Suspension Case Files Debarment and Suspension files consist of indictments, convictions, civil judgments, Department of Justice (DOJ) or Attorney General press releases, other official documents by Federal, State, or Local bodies. Notices of suspension and/or proposed suspension/debarment, final decision memo from the deciding Debarment and Suspension Official (DSO) and other correspondence from the individual/entity or individual's/entity's attorney.</p>
1.1.1	<p>Debarment and Suspension Case Files</p> <p>Disposition Authority Number DAA-0441-2013-0001-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Annually at the end of the Fiscal Year.</p> <p>Retention Period Destroy 3 year(s) after debarment and/or suspension.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
12/13/2013	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
01/28/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/12/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/12/2014	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
03/12/2014	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
04/09/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
04/09/2014	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
07/01/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
07/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration

				- National Records Management Program
07/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist