

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions below)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-441-05-1

DATE RECEIVED

2/2/2005

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

2 April 2005

Luis Belled

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Department of Education

2 MAJOR DIVISION

Office for Civil Rights

3 MINOR DIVISION

Program Legal Group (PLG)

4 NAME OF PERSON WITH WHOM TO CONFER

Sandra G Battle, Director, PLG

5 TELEPHONE

202-245-6767

## 6 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 on the attached 8 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required,



is attached, or



has been requested

DATE

1/6/05

SIGNATURE OF AGENCY REPRESENTATIVE

Chiquita Thomas

TITLE

Department Records Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

See attached schedules for the Office for Civil Rights (ED 015, 016, and 041)

S. Battle

Date

1/3/05

Sandra G Battle, Director, Program Legal Group

Agency: NWMD, NUNE, NWCT

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 015

**FINAL DATE:** 1/18/05

**TITLE:** Adams Order, Higher ED Files and Related Cases

**PRINCIPAL OFFICE:** Office for Civil Rights

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Files developed by the Office for Civil Rights in responding to the Adams court order requiring ED to monitor statewide higher education desegregation policies and plans for Southern and Border States in addition to the original 6 states directly referenced in the Adams court order. These files contain copies of legal documents, evaluation reports of state activities in higher education, plan correspondence, and similar documents, including those related to the development of desegregation partnership agreements with individual states.

**DISPOSITION INSTRUCTIONS:**

- a. Record Copy

**PERMANENT**

Cut off at the close of the fiscal year following a determination by ED that all states cited in the Adams order have a unitary system, and transfer to a certified records center 5 years after cutoff. Offer to the National Archives 20 years after cutoff.

- b. Electronic version of records created by electronic mail or word processing systems

**TEMPORARY**

Delete when recordkeeping copy is generated or when no longer needed for reference or updating, whichever is sooner.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:** Filed alphabetically by state. Five boxes/yr.

**FORMAT:** Paper, Electronic

**PREVIOUS NARA DISPOSITION AUTHORITY:**

NC1-12-81-1, Item 5 [ED/RDS Part 4, Item 5]

## ED Records Schedule

### **SPECIFIC LEGAL REQUIREMENTS:**

Title VI of the Civil Rights Act of 1964

### **SPECIFIC RESTRICTIONS:**

**BUSINESS LINE:** Compliance

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 016

**FINAL DATE:** 1/18/05

**TITLE:** Assurance of Compliance Statements

**PRINCIPAL OFFICE:** Office for Civil Rights

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Signed Assurance forms from the responsible official of an applicant for federal financial assistance binding the applicant to compliance with federal civil rights laws governing federally assisted programs and activities. These documents are used in court and administrative proceedings to establish that a party is legally bound to comply with these federal civil rights laws.

**DISPOSITION INSTRUCTIONS:**

a. Record Copy

**PERMANENT**

Cut off file annually after repeal of enabling legislation. Offer to National Archives one year after cutoff.

b. Electronic version of records created by electronic mail or word processing systems

**TEMPORARY**

Delete when recordkeeping copy is generated or when no longer needed for reference or updating, whichever is sooner.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:** 1 box per year; arranged by legal entity

**FORMAT:** Paper

**PREVIOUS NARA DISPOSITION AUTHORITY:**

NC1-12-81-1, Item 6 [ED/RDS Part 4, Item 4.6]

**SPECIFIC LEGAL REQUIREMENTS:**

Title VI of the Civil Rights Act of 1964  
Title IX of the Higher Education Amendments of 1972

## ED Records Schedule

Section 504 of the Rehabilitation Act of 1973

The Age Discrimination Act of 1975

Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001).

**SPECIFIC RESTRICTIONS:**

**BUSINESS LINE:** Compliance

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 041

**DRAFT DATE:** 1/18/05

**TITLE:** Vocational Education Methods of Administration Files

**PRINCIPAL OFFICE:** Office for Civil Rights

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

State vocational education agencies submit biennial civil rights compliance reports to Office for Civil Rights under the *Vocational Education Programs Guidelines*. The reports summarize their civil rights reviews and other compliance activities with their sub-recipient schools and programs. Documents in these files include state agency Letters of Findings, Voluntary Compliance Plans, Targeting Plans for selecting sub-recipients for on-site compliance reviews and correspondence between Office for Civil Rights and the state agency. The Office for Civil Rights response to the biennial report is also included.

**DISPOSITION INSTRUCTIONS:**

a. Record Copy

**TEMPORARY**

Cut off files 6 years after state submission to OCR. Transfer to a certified records center 2 years after cutoff. Destroy 10 years after cutoff.

b. Electronic version of records created by electronic mail or word processing systems

**TEMPORARY**

Delete when recordkeeping copy is generated or when no longer needed for reference or updating, whichever is sooner.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:** 6 boxes

**FORMAT:** Paper, Electronic

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

Title VI of the Civil Rights Act of 1964

Title IX of the Higher Education Amendments of 1972

## **ED Records Schedule**

Section 504 of the Rehabilitation Act of 1973

The Age Discrimination Act of 1975

Title II of the Americans with Disabilities Act of 1990

Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001).

**SPECIFIC RESTRICTIONS:**

**BUSINESS LINE:** Compliance