

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions below)

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

1 FROM (Agency or establishment)

Department of Education

2 MAJOR SUBDIVISION

Federal Student Aid

3 MINOR SUBDIVISION

School Eligibility Channel (SEC)

4. NAME OF PERSON WITH WHOM TO CONFER

Victoria Edwards, General Manager, SEC

5 TELEPHONE

202-377-4273

LEAVE BLANK (NARA use only)

JOB NUMBER

N1/441-05-2

DATE RECEIVED

3/23/2005

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

6/22/05

ARCHIVIST OF THE UNITED STATES

Allen Weinstein

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 1 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

3/15/05

SIGNATURE OF AGENCY REPRESENTATIVE

Chiquita Thomas

TITLE

Department Record Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached schedule for Federal Student Aid "Postsecondary Closed Schools Files" (ED 042).</p> <p><u>Victoria Edwards</u> Victoria Edwards, General Manager School Eligibility Channel</p> <p><u>3/8/05</u> Date</p> <p><u>Fred Marucci</u> Fred Marucci, Office of General Counsel</p> <p><u>3/14/05</u> Date</p>		

SA 7/6/05 copies sent to Agency, Numa

ED Records Schedule

SCHEDULE LOCATOR NO.: 042

DRAFT DATE: 3/2/2005

TITLE: Postsecondary Closed Schools Files

PRINCIPAL OFFICE: Federal Student Aid

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Contains documents supporting the determination by the Secretary that a postsecondary school has closed or ceased to provide educational instruction in all programs. Included are the Closed School Notice, communications with other ED program offices and outside agencies, general and congressional correspondence, information about school operations and practices, and teach-out agreements.

DISPOSITION INSTRUCTIONS:

a. Record copy

TEMPORARY

Cut off files annually on June 30th and bring forward active files (materials relating to a school that has been reported to have closed, but for which the Secretary has not determined the closure date). Transfer files with a closure date (as determined by the Secretary) to a certified records center. Destroy 30 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:

The annual June 30th cutoff date corresponds with the school closure business cycle.

FORMAT: Paper, electronic

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

Title IV of the Higher Education Act of 1965, as amended

SPECIFIC RESTRICTIONS: