

**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 DIVISION  
Federal Student Aid

3. MINOR DIVISION  
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  
*NI/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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached schedule for Federal Student Aid "Postsecondary Closed Schools Files" (ED 042).		
	<i>Victoria Edwards</i> Victoria Edwards, General Manager School Eligibility Channel	<i>3/8/05</i> Date	
	<i>Fred Marinucci</i> Fred Marinucci, Office of General Counsel	<i>3/14/05</i> Date	

*SA 7/6/05 Copies sent to Aging, NARA*

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~~

Superseded by:

N1-441-09-15/1A1

DATE (MM/DD/YYYY):

01/05/2011~~TEMPORARY~~

~~Cut off files annually on June 30<sup>th</sup> 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~~

Superseded by:

DAA-GRS-2016-0016-000

DATE (MM/DD/YYYY):

07/2017~~TEMPORARY~~

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

## IMPLEMENTATION GUIDANCE:

The annual June 30<sup>th</sup> 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: