

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Education	
2 MAJOR SUBDIVISION Office of Intergovernmental and Interagency Affairs	
3 MINOR SUBDIVISION Office of the Assistant Secretary, Committee Management	
4. NAME OF PERSON WITH WHOM TO CONFER Gloria Mounts	5 TELEPHONE 202-401-3677

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-441-05-3</i>	
DATE RECEIVED <i>5/23/2005</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>8-12-05</i>	ARCHIVIST OF THE UNITED STATES <i>John Kello</i>

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 7 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 <i>3/7/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chiquita Thomas</i>	TITLE Department Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 records schedules for.</p> <p>115 – Operational, Interagency, International or Internal Committees, Task Forces or Working Groups</p> <p><i>Gloria Mounts</i> Gloria Mounts, Committee Management Officer</p> <p><i>3/7/2005</i> Date</p> <p><i>cc Agency NARA NARA</i></p>		

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 115

**DRAFT DATE:** 5/23/2005

**TITLE:** Operational, Interagency, International, or Internal Committees, Task Forces or Working Groups

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Records created by Department of Education temporary and continuing committees, task forces, working groups, or similar organizations, including committees established by Public Law or Executive Order. Also included, are the program records of committees consisting of individuals from external sources chosen to review issues for the Department but are NOT regulated by the Federal Advisory Committees Act (FACA).

Files contain records that document the establishment, membership, policy, organization, deliberations, findings, and recommendations. Included are such records as original bylaws, agendas, briefing books, minutes, correspondence, nominating letters, publications, and related records and reports that document the accomplishments. Also included are transcripts of meetings and hearings as well as audio and/or videotapes that have not been transcribed.

**DISPOSITION INSTRUCTIONS:**

a. Record copy

Records held by the Executive Director, Secretary, or Delegated Responsible Department of Education Official.

1. Mission-related or Rulemaking committees

Records created by a committee established with a Department of Education mission-related or rulemaking objective, or by Public Law or Executive Order.

**PERMANENT**

Cut off file when committee is terminated or canceled, at the completion of a significant activity (e.g., completion of a research report), or at the change of committee chair. Transfer to the National Archives after cutoff.

2. Committee's unrelated to the Department's mission

Records created by a committee that is unrelated to the Department's mission and is NOT subject to the Federal Advisory Committee Act. This includes records created by committees established for facilitative or operational purposes, inter-agency, intra-

## ED Records Schedule

agency, working groups, task forces, and committees composed wholly of full-time officers or employees of the Federal government (e.g., committees task with organizing events or overseeing employee recreational activities.)

### **TEMPORARY**

Cut off after termination of committee. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.

#### b. Records of all other members

### **TEMPORARY**

Cut off annually. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.

#### c. Administrative records

Records in support of committee functions, includes but are not limited, meeting room reservations, public mail, and requests for information.

### **TEMPORARY**

Cut off annually. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.

#### d. 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:**

Upon termination, long-term committees with materials stored at a certified records center, are to notify the records center to transfer all records to the National Archives.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

Arranged by committee then alphabetically by subject.

**FORMAT:** Electronic, Paper

### **PREVIOUS DISPOSITION AUTHORITY:**

N1-441-96-1, Item 2.1.a.1 (ED/RDS Part 5, Item 2.1.a.1)

N1-441-96-1, Item 2.1.a.2 (ED/RDS Part 5, Item 2.1.a.2)

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N1-441-96-1, Item 2.1.b (ED/RDS Part 5, Item 2.1.b) (GRS 16, Item 8.b.1)

N1-441-96-1, Item 2.1.c (ED/RDS Part 5, Item 2.1.c)

N1-441-96-1, Item 2.2.a.1 & 2 (ED/RDS Part 5, Item 2.2.a & b) (GRS 16, Item 8.b.1)

ED/RDS Part 5, Item 2.2.c (GRS 16, Item 8.b.2)

N1-441-96-1, Item 3 (ED/RDS Part 5, Item 3)

N1-441-96-1, Item 4 (ED/RDS Part 5, Item 4)

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

ED Privacy Act System of Records Notice: 18-06-01 Federal Advisory Committee Membership Files

**BUSINESS LINE:** Management/Administrative