

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 Office of Management	
3. MINOR SUBDIVISION Executive Office	
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Taylor <i>Tammy Taylor</i>	5. TELEPHONE 202-401-8548

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>N1-441-05-5</i>	
DATE RECEIVED <i>7/26/2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>6/23/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warrick</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 2 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>6/23/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jane Van Vleet</i>	TITLE Departmental Directives Management Officer
------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>See attached schedule ED 055 Administrative Communications Systems (ACS) Case Files.</p> <p><i>Keith Berger</i> Date <i>6/23/05</i></p> <p>Keith Berger, Executive Officer, Office of Management and Office of the Chief Information Officer</p> <p>The previous authority N1-441-97-2/1 is being revised to cover the formal Administrative Communications System (ACS). Disposition for Policy and guidelines documents will be covered by a schedule to be submitted at a later time.</p> <p>Custody of ACS Case files through 1997 has transferred to NARA.</p> <p>ACS informs employees of ED's policies, procedures, requirements, and other important information of general applicability through the use of directives and handbooks. The ACS only governs documents that affect more than one Principal Office. The ACS does not deal with program regulations, rulemaking documents, budget-related communications without policies and procedures, information that only affects one Principal Office, negotiated labor agreements, and instructions to be used government-wide.</p> <p>A more detailed description of the documents governed by the ACS policy is attached.</p> <p><i>cc Agency, NWMD, NW MW</i></p>	N1-441-97-2/1 (ED/RDS Part 1, Item 1)	

ED Records Schedule

SCHEDULE LOCATOR NO.: 055

DRAFT DATE: 6/3/05

TITLE: Administrative Communications System (ACS) Case Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Case files for each Department internal ACS document, retained as basic documentation of Department policies, procedures, and requirements in the form of an ACS document (a directive or handbook). These records are distributed to Department staff via the Administrative Communications System (ACS). Each ACS case file contains a copy of the signed ACS document, tracking information, coordination and comment documents, drafts, and other materials relating to the ACS document.

DISPOSITION INSTRUCTIONS:

a. Record Copy

PERMANENT

Cut off file when the ACS document has been superseded or canceled. Transfer to the National Archives in 5-year blocks when the most recent record is 5 years old.

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 Office of Management maintains the official copy of all ED ACS documents. Background materials created by principal offices in the process of developing ACS directives or manuals are covered by ED 066 – Program Management Files. Copies of approved ACS directives or manuals maintained in principal offices are reference copies and may be disposed of when no longer needed (See ED 150 – Nonrecords).

Transfer to NARA

August 2010

August 2015

August 2020

ACS Records Eligible for Transfer

1998 through 2004

2005 through 2009

2010 through 2014

ED Records Schedule

ARRANGEMENT/ANNUAL ACCUMULATION:

Filed alphabetically by ACS document title and then in reverse chronological order (most recent signed are first, the oldest signed are last) by the signed or action date. Annual accumulation of 5 cubic feet.

FORMAT: Paper, electronic

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-97-2/1 (ED/RDS Part 1, Item 1)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

BUSINESS LINE: Administration