

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions below)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Education	
2 MAJOR DIVISION Office of Management	
3 MINOR DIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D. Smith	5 TELEPHONE 202-401-0902

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-441-08-1</i>	
DATE RECEIVED <i>June 13, 2008</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>1-21-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 \_\_\_\_\_ 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 5/20/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherry D. Smith</i>	TITLE Director, Records Management & Privacy Division/Departmental 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>See attached</i>	None	

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:A46**

**SCHEDULE LOCATOR NO.:** 118

**REVISION DATE:** 1/28/2008

**TITLE** National and International Conferences and Conventions

**PRINCIPAL OFFICE** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION**

Records created as a result of Department-sponsored national, and international conferences or conventions. Records include, but are not limited to, plans, announcements, invitations, agenda, website, papers presented, summaries, evaluations, resolutions, and final reports, as well as conference coordination files.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

**DISPOSITION INSTRUCTIONS:**

a Record Copy of Department Sponsor Relating to Significant Conferences and Conventions

Consists of records that meet one or more of the following criterion: 1) were the subject of Congressional or White House interest, 2) came under intensive public scrutiny, or 3) resulted in significant changes to Departmental programs or national education policies.

**PERMANENT**

Cut off annually upon the end of conference or convention and transfer to a certified records center. Transfer nonelectronic records to the National Archives 10 years after cutoff. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228 ~~10~~ or standards applicable at the time. *270*

b Copies Relating to all Other Conferences or Conventions

**TEMPORARY**

Cut off after end of conference or convention. Destroy/delete 2 years after cutoff.

c Records of All Other Attendees

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:A46**

**TEMPORARY**

Cut off after end of conference. Destroy/delete 2 years after cutoff or when no longer needed for reference, whichever is sooner.

- d. ~~Duplicate copies maintained for reference purposes and that do not serve as the record copy~~

*non record*

**TEMPORARY**

Delete when no longer needed for reference

**IMPLEMENTATION GUIDANCE:**

Only the records meeting one or more of the stipulated criterion in Item (a) above are permanent. All other records are temporary.

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

NC-12-75-1, Item 6 (ED/RDS Part 5, Item 5a)  
NC-12-75-1, Item 7 (ED/RDS Part 5, Item 5b)

**SPECIFIC LEGAL REQUIREMENTS.**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration