

<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 SUBDIVISION Office of Management	
3 MINOR SUBDIVISION 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-441-08-3</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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:6-106:127**

**SCHEDULE LOCATOR NO.:** 065

**DRAFT DATE:** 1/28/2008

**TITLE:** Reports to Congress and/or the President

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Consists of reports made to Congress and/or the President by ED in accordance with the mandates of all education legislation. Records include reports prepared for transmittal by the Department. Reports present the objectives, accomplishments, evaluation or study results of the programs; a summary of outstanding education problems in order of priority; recommendations for proposed legislation necessary in solving the problems; and plans for program activities during the next fiscal year.

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 Final report

**PERMANENT**

Cut off annually Transfer to the National Archives 5 years after cutoff

b Work files

**TEMPORARY**

Cut off file annually upon transmittal to Congress or the President. Delete/destroy 5 years after cutoff

**IMPLEMENTATION GUIDANCE:**

The office responsible for submitting the report is responsible for maintaining the record copy of the report and for ensuring that a permanent record is maintained.

Work files pertaining to the organization, design, construction, evaluation, and revision of the report generated by participating Principal Offices are to be maintained by the Principal Offices involved. These work files will vary according to the participation of the Principal Office and

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:I27**

may include requests to form work groups, minutes of work group meetings, initial and corrected drafts of reports or parts of reports, distribution lists, and comments on drafts. All other office and information copies of final reports and drafts are to be destroyed when no longer needed.

The annual report to the Congressional Joint Committee on Printing is covered by GRS 13, Item 5

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS DISPOSITION AUTHORITY:**

N1-441-97-1/15 (ED/RDS Part 9, Item 15)  
N1-441-93-5, Item 2b (ED/RDS Part 7, Item 3c)  
N1-441-93-5, Item 2a (ED/RDS Part 7, Item 3b)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental