

# 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

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

N1-441-08-10

DATE RECEIVED

7/14/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

7/14/08

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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

6/25/08

SIGNATURE OF AGENCY REPRESENTATIVE

*Sherry Smith*

TITLE

Director, Records Management & Privacy  
Division/Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	ED 060 Secretary's, Deputy Secretary's, and Under Secretary's Meetings Files	N1-441-97-1/4a (ED/RDS Part 9, Item 4a) N1-441-97-1/8a (ED/RDS Part 9, Item 8a)	

**ED Records Schedule**  
ACS Tracking Number: OM:6-106:D24

**SCHEDULE LOCATOR NO.:** 060

**DRAFT DATE:** 4/1/2008

**TITLE:** Secretary's, Deputy Secretary's, and Under Secretary's Meetings Files

**PRINCIPAL OFFICE:** Office of the Secretary (OS)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Records include, but are not limited to, the daily schedule, copies of speeches, position papers, policy statements, briefing books, and other briefing or background papers specifically used by the Secretary, Deputy Secretary, and Under Secretary to prepare for meetings, events and briefings. Excludes staff or committee meetings, which are scheduled separately.

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

**PERMANENT**

Cut off files annually. 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 ~~1228.70~~ or standards applicable at the time

*1235 Subpart C*

b. Drafts of Speeches and Working Papers

Notes, drafts, and similar records generated during the development process.

*-kf  
2/18/10*

**TEMPORARY**

Cut off files after verification against final version. Destroy/delete after cutoff or when no longer needed for reference, whichever is later.

c. ~~Duplicate Copies Maintained for Reference Purposes and That do not Serve as the Record Copy~~

**TEMPORARY**

*non-record  
material  
-kf*

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D24**

Destroy/delete when no longer needed for reference.

**IMPLEMENTATION GUIDANCE:**

Also includes records on "formal" events or meetings. Copies of some individual records in the meeting/briefing files are also added to other record series due to their long-term value.

Related Schedules. ED 067 – Calendars, Schedules, and Logs of Daily Activities and ED 066 – Program Management Files for staff meeting files. Copies of these documents incorporated into other series should be disposed of in accordance with the disposition instructions for the related records

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS DISPOSITION AUTHORITY:**

N1-441-97-1/4a (ED/RDS Part 9, Item 4a)

N1-441-97-1/8a (ED/RDS Part 9, Item 8a)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental