

<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

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>N1-441-08-14</i>	
DATE RECEIVED <i>7-9-2008</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 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 <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	ED 067 Calendars, Schedules and Logs of Daily Activities	ED/RDS Part 1, Item 12a ED/RDS Part 1, Item 12b N1-441-97-1/4a (ED/RDS Part 9, Item 4a) N1-441-97-1/4c (ED/RDS Part 9, Item 4c.1 and 2) N1-441-97-1/8a (ED/RDS Part 9, Item 8a) N1-441-97-1/8b (ED/RDS Part 9, Item 8b 1 and .2)	

**ED Records Schedule**  
ACS Tracking Number: OM:6-106:A29

**SCHEDULE LOCATOR NO.:** 067

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

**TITLE:** Calendars, Schedules and Logs of Daily Activities

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Records include, but are not limited to, calendars, appointment books, schedules, logs, diaries, handwritten notes and other records documenting substantive meetings, appointments, telephone calls, trips, visits and other substantive activities of Federal employees while serving in an official capacity.

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 Maintained for Senior Officials

**PERMANENT**

Cut off 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~~<sup>270</sup> or standards applicable at the time.

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

**TEMPORARY**

Destroy/delete when no longer needed for reference.

*non record*

- c. Records of other Federal employees (other than senior officials)

**TEMPORARY**

Cut off annually Destroy/delete 2 years after cutoff

*GRS 23 items 5a and 5b*

- d. Routine Materials

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:A29**

Materials that contain no substantive information regarding the daily activities of any Department officials, or records of any federal employees containing substantive information, the substance of which has been incorporated into official files.

**TEMPORARY**

Cut off annually. Destroy/delete when no longer needed

**IMPLEMENTATION GUIDANCE:**

In this context, senior officials are defined as heads of Department Principal Offices and other officials when acting in those capacities

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

ED/RDS Part 1, Item 12a  
ED/RDS Part 1, Item 12b  
N1-441-97-1/4a (ED/RDS Part 9, Item 4a)  
N1-441-97-1/4c (ED/RDS Part 9, Item 4c 1 and .2)  
N1-441-97-1/8a (ED/RDS Part 9, Item 8a)  
N1-441-97-1/8b (ED/RDS Part 9, Item 8b 1 and .2)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration