

# 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

N1-441-08-16

DATE RECEIVED

7-9-2008

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

1-21-09

ARCHIVIST OF THE UNITED STATES

*Adrienne Thomas*

**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 D. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 056 Policy and Guidance Documents	N1-441-97-2/1 (ED/RDS Part 1, Item 1) N1-441-97-1/6a (ED/RDS Part 9, Item 6a) N1-441-97-1/6b (ED/RDS Part 9, Item 6b) N1-441-97-1/12a (ED/RDS Part 9, Item 12a) N1-441-97-1/12b (ED/RDS Part 9, Item 12b) N1-441-97-1/19a (ED/RDS Part 9, Item 19a) N1-441-97-1/19b (ED/RDS Part 9, Item 19b) N1-441-02-01/6a (ED/RDS Part 16, Item 6a) N1-441-02-01/6b (ED/RDS Part 16, Item 6b)	

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D22**

**SCHEDULE LOCATOR NO.:** 056

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

**TITLE:** Policy and Guidance Documents

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Consists of all records that document the Department's major policy decisions and program operational procedures originated within each Principal Office and Regional Office providing the mandates for overall and specific program direction and action. Records include, but are not limited to, documents relating to official policy decisions, memos that set policy or issue guidance, operating guidance, procedures manuals, non-ACS directives, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action.

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 annually Transfer nonelectronic records to the National Archives 10 years after cutoff. Transfer electronic records to the National Archives every 5 years after cutoff, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

b. Background materials, working papers, and drafts

**TEMPORARY**

Destroy/delete upon verification against final product.

c. Unpublished guidance

**TEMPORARY**

Cut off file upon decision not to publish or issue. Destroy/delete 10 years after cutoff.

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D22**

d. 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*

**IMPLEMENTATION GUIDANCE:**

Policy and guidance documents that are finalized and distributed within the Department may be considered "published" even if they are not released to the public

ED 055 – Administrative Communications System (ACS) Case Files covers directives issued as part of the Administrative Communications System (ACS).

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS DISPOSITION AUTHORITY**

- N1-441-97-2/1 (ED/RDS Part 1, Item 1)
- N1-441-97-1/6a (ED/RDS Part 9, Item 6a)
- N1-441-97-1/6b (ED/RDS Part 9, Item 6b)
- N1-441-97-1/12a (ED/RDS Part 9, Item 12a)
- N1-441-97-1/12b (ED/RDS Part 9, Item 12b)
- N1-441-97-1/19a (ED/RDS Part 9, Item 19a)
- N1-441-97-1/19b (ED/RDS Part 9, Item 19b)
- N1-441-02-01/6a (ED/RDS Part 16, Item 6a)
- N1-441-02-01/6b (ED/RDS Part 16, Item 6b)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration