

REQUEST FOR RECORDS DISPOSITION AUTHORITY <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>N1-441-08-17</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>2/3/09</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 GRS OR SUPERSEDED JOB CITATION	10.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 066 Program Management Files	N1-441-96-2, Item 13 (ED/RDS Part 2, Item 5) N1-441-96-2/7b (ED/RDS Part 6, Item 4b) N1-441-97-1/1a (ED/RDS Part 9, Item 1a) N1-441-97-1/5 (ED/RDS Part 9, Item 5) N1-441-97-1/11 (ED/RDS Part 9, Item 11) NC-12-75-1/2a (ED/RDS Part 9, Item 22)	

ED Records Schedule
ACS Tracking Number: OM:6-106:A28

SCHEDULE LOCATOR NO.: 066

DRAFT DATE: 8/7/2007

TITLE: Program Management Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

These files contain materials documenting the ongoing management of programs, and routine projects within the Department. Records relate to both mission and operational programs maintained by one or more organizational units. Records include, but are not limited to: correspondence; memoranda; internal and external training materials; staff meeting records, such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials; and project control files showing assignments, progress, and completion of projects.

This record series EXCLUDES records covered under separate records schedules such as policy statements and directives, contract records, and organizational and program development records.

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).

DISPOSITION INSTRUCTIONS:

- a. Program management files held by senior officials as defined in "Implementation Guidance"

TEMPORARY

Cut off annually. Transfer to FRC or a certified records storage facility 3 years after cutoff. Destroy/delete 10 years after file cutoff.

- b. Program management files held by other than senior officials as defined in "Implementation Guidance"

TEMPORARY

Cut off annually. Destroy/delete 5 years after file cutoff.

IMPLEMENTATION GUIDANCE:

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

ED Records Schedule
ACS Tracking Number: OM:6-106:A28

This schedule applies to all WNRC and NARA accessions from the date the Archivist signs this schedule and forward. This new schedule should not be applied to those accessions currently being held at the WNRC and NARA and should not supersede the current disposition authority. The previous schedule was accurate at the time of transfer.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-96-2, Item 13 (ED/RDS Part 2, Item 5)

N1-441-96-2/7b (ED/RDS Part 6, Item 4b)

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

N1-441-97-1/5 (ED/RDS Part 9, Item 5)

N1-441-97-1/11 (ED/RDS Part 9, Item 11)

NC-12-75-1/2a (ED/RDS Part 9, Item 22)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration