

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

N1-441-08-18

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

2/3/09

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 GRS OR SUPERSEDED JOB CITATION	10.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 068 Program Development Files	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:A30

SCHEDULE LOCATOR NO.: 068

DRAFT DATE: 8/7/2007

TITLE: Program Development Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

These files contain materials documenting the development of new programs, major shifts in the focus of existing programs, and new initiatives. The records also relate to the development of national education policies and programs. Records include, but are not limited to, correspondence; briefing books and papers; issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities; published and unpublished directives and policy guidance documents; and related records that document the development of education programs, program priorities and objectives, program evaluation and planning, and similar topics.

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 upon completion of activity, project, or topic. Transfer nonelectronic records to FRC or a certified records storage facility one year after cutoff. 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.

1270 1/26/03

- 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.

not record

ED Records Schedule
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IMPLEMENTATION GUIDANCE:

Records that document the ongoing management of the program should be disposed of in accordance with ED 066 Program Management Files.

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:

Various

PREVIOUS NARA DISPOSITION AUTHORITY:

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