

<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 Lee Eiden	5. TELEPHONE 202-401-0544

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>NI-441-09-1</i>	
DATE RECEIVED <i>2-5-09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>3/11/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 1/28/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Lee Eiden]</i>	TITLE (Acting) 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 33 Magnet Schools Assistance Program (MSAP) Eligibility Case Files		

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:C8**

**SCHEDULE LOCATOR NO.:** 033

**REVISION DATE:** 8/8/2008

**TITLE:** Magnet Schools Assistance Program (MSAP) Eligibility Case Files

**PRINCIPAL OFFICE:** Office for Civil Rights

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

These are case file records accumulated to determine the eligibility of school districts to receive financial assistance under the Magnet Schools Assistance Act. The records include a copy of the applicant's funding application, forms documenting the Assistant Secretary for Civil Rights' eligibility determination, additional materials submitted by the applicant, memoranda pertaining to the eligibility of the applicant for assistance, correspondence to or from an applicant or other Federal agencies, regarding eligibility of an applicant for assistance.

Files may also contain copies of a recipient's progress report for the intermediate years of the grant cycle (3-year cycles), documentation regarding the Assistant Secretary for Civil Rights' refusal to certify continued eligibility of the recipient, correspondence related to eligibility, continued eligibility of a recipient, and memoranda related to the eligibility of the recipient for assistance.

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. Eligible Applicants Case Files

**TEMPORARY**

Cut off annually upon closure of the grant. Transfer to FRC or a certified records storage facility 7 years after cut off. Destroy/delete 20 years after cut off

b. Ineligible Applicants Case Files

Cut off annually upon determination of ineligibility. Transfer to FRC or a certified records storage facility 7 years after cut off Destroy/delete 20 years after cut off.

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:C8**

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

Title VI of the Civil Rights Act of 1964

Title IX of the Higher Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

The Age Discrimination Act of 1975

Title II of the Americans with Disabilities Act of 1990

Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001).

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Compliance