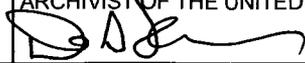


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Education	
2 MAJOR SUBDIVISION Office of Management	
3. MINOR SUBDIVISION Regulatory Information Management Services	
4. NAME OF PERSON WITH WHOM TO CONFER Leo J Eiden	5 TELEPHONE 202-401-0544

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-441-09-5	
DATE RECEIVED 2/12/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 2/12/09	ARCHIVIST OF THE UNITED STATES 

**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 2/5/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Acting Director, Records Management & Privacy Division/Acting 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 222 Child Care Subsidy Program Files	N1-441-01-02, 1a N1-441-01-02, 1b	

<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	
DATE RECEIVED	
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	ARCHIVIST OF THE UNITED STATES

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 10/17/08	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 222 Child Care Subsidy Program Files	N1-441-01-02, 1a N1-441-01-02, 1b	

**ED Records Schedule**  
**ACS Tracking Number OM: 6-106:D55**

**SCHEDULE LOCATOR NO.:** 222

**DRAFT DATE:** 9/11/2007

**TITLE:** Child Care Subsidy Program Files

**PRINCIPAL OFFICE:** Office of Management (OM)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

This record series contains information on employees, spouses, and their children that is used for determining eligibility for government-subsidized childcare. Eligibility and benefits are determined by verifying: the identity of the individual, eligibility of the childcare center, and their compliance with regulations. Files that relate to investigating possible fraud might also be included. Application files include but are not limited to financial statements, copies of income tax returns, acceptance letters, denial letters, verification forms, and other related documents.

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 Approved Applications

**TEMPORARY**

Cut off annually at the end of the year in which applicant is no longer in the program and the subsidy has ended. Destroy/delete 5 years after cutoff.

b Unapproved or Withdrawn Applications

**TEMPORARY**

Cut off files annually at the end of the year in which the file is not approved or withdrawn. Destroy/delete 2 years after cutoff

c. 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

**ED Records Schedule**  
**ACS Tracking Number OM: 6-106:D55**

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

- a Approved Applications supercedes  
N1-441-01-02, 1a
  
- b Unapproved or Withdrawn Applications supercedes  
N1-441-01-02, 1b

**SPECIFIC LEGAL REQUIREMENTS:**

P L. 107-67, Section 630  
40 USC 490b-1  
5 C.F.R. Part, 792

**SPECIFIC RESTRICTIONS:**

Privacy Notice 18-05-13 Child Care Subsidy Program System

**LINE OF BUSINESS:** Administration/Departmental