

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
Leo J. Eiden

5 TELEPHONE
202-401-0544

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-441-09-7

DATE RECEIVED
2-11-09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *2/5/09* ARCHIVIST OF THE UNITED STATES
[Signature]

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 <i>Leo J. Eiden</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 191 Federal Real Property Assistance (FRPA) Case Files	N1-441-93-5, Item 1a (ED/RDS Part 7, Item 3a.1) N1-441-93-5, Item 1c (ED/RDS Part 7, Item 3a.3) N1-441-93-5, Item 2a (ED/RDS Part 7, Item 3b) <i>N/A</i> N1-441-93-5, Item 1b (ED/RDS Part 7, Item 3a.2)	

ED Records Schedule
ACS Tracking Number OM: 6-106:G53

SCHEDULE LOCATOR NO.: 191

DRAFT DATE: 9/05/2008

TITLE: Federal Real Property Assistance (FRPA) Case Files

PRINCIPAL OFFICE: Office of Management (OM)

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Records of the Federal Real Property Assistance Program (FRPA), a legislatively mandated activity involving the conveyance of surplus Federal property, for educational purposes, to States and their political subdivisions and instrumentalities by tax supported institutions and to non-profit institutions that have been held exempt from taxation under Section 501(c)(3) of the Internal Revenue Code

Records include but are not limited to excess and surplus notices, screening notices, original and amended application, documents supporting the transfer assignment, agreement and materials that have a direct bearing on the titles, including environmental impact statements, descriptions of property, location maps, photographs, site surveys, audit reports, utilization reports, recipient annual or biennial reports, and inspection reports Also includes indexes to case files, letters of transmittal, memorandums to file, facilitative correspondence, and other routine materials

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. Federal Real Property Assistance (FRPA) Case Files

PERMANENT

Cut off one year after the instrument of transfer is delivered to the grantee Transfer nonelectronic closed case files to NARA 31 years after cutoff. Transfer electronic records to the NARA every 5 years, with any related documentation and external finding aids, as specified in 36 CFR ~~1228-270~~ or standards applicable at the time

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b. Working Files

All remaining records, including letters of transmittal, memorandums to file, and facilitative correspondence, and other Routine Material

TEMPORARY

Retain with case file for 31 years Department of Education (headquarters and regional office) staff will screen and destroy/delete temporary material when case is closed

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

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

a. Case Files supercedes:

N1-441-93-5, Item 1a (ED/RDS Part 7, Item 3a 1)

N1-441-93-5, Item 1c (ED/RDS Part 7, Item 3a.3)

b. All Remaining Records, Including: Letters of Transmittal, Memorandums to File, Facilitative Correspondence, and other Routine Material supercedes:

N1-441-93-5, Item 1b (ED/RDS Part 7, Item 3a 2)

SPECIFIC LEGAL REQUIREMENTS:

Federal Property and Administrative Services Act of 1949, as amended, 40 USC § 550 et esq , 34 CFR 12

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Grants