

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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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ED Records Schedule
ACS Tracking Number OM: 6-106:G53

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



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: June 30, 2010
Appraiser: Leslie Watson, NWML
Agency: Department of Education
Subject: N1-441-09-7

INTRODUCTION

Schedule Overview

Federal Real Property Assistance (FRPA) Case Files – ED 191

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

a. Case Files

The files contain excess and surplus notices, screening notices, environmental impact statements, agreements and materials that relate to the title, location maps, site surveys, audit reports, utilization reports, inspection reports, photographs, and other related material submitted to the Federal Real Property Assistance Program.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Documents significant actions of Federal officials. These records document significant actions that were taken in handling Federal real property matters. These records document the applications for transfer of Federal real property, to States, their political subdivisions, and non-profit institutions for educational purposes.

*Previously approved as permanent: (N1-441-93-5, 1a: N1-441-93-5, 1c)

Adequacy of Proposed Retention Period(s):

*Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

b. Working Files

The files contain indexes to case files, letters of transmittal, memorandums to file, facilitative correspondence, and other routine materials submitted to the Federal Real Property Assistance Program.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Has little or no research value. These are the routine administrative background and working records that are used in the application process for transfer of Federal real property. These records were previously approved as temporary and no change has occurred in the content of the records. The significant records, used to develop the case file, are maintained permanently in item (a) of this schedule. Therefore, these working files are no longer needed by the agency beyond the proposed retention period for reference or business needs.

*Previously approved as temporary: (N1-441-93-5, 1b)

Adequacy of Proposed Retention Period(s):

*Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

A handwritten signature in cursive script that reads "Leslie Watson".

LESLIE WATSON

Appraiser

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