

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 <i>NI-441-09-8</i>	
DATE RECEIVED <i>2-11-09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>18 JUL 10</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 2/5/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTIO N
1	ED 131 Institution Construction Loan Servicing File – College Housing Program	NC1-207-76-8, Item 1a (ED/RDS Part 11, Item 1a) NC1-207-76-8, Item 1b (ED/RDS Part 11, Item 1b) NC1-207-76-8, Item 7a (ED/RDS Part 11, Item 7a) NC1-207-76-8, Item 7b (ED/RDS Part 11, Item 7b) NC1-207-76-8, Item 7c (ED/RDS Part 11, Item 7c) NC1-207-76-8, Item 2a (ED/RDS Part 11, Item 2) NC1-207-76-8, Item 3 (ED/RDS Part 11, Item 3) NC1-207-76-8, Item 4a (ED/RDS Part 11, Item 4a) NC1-207-76-8, Item 4b (ED/RDS Part 11, Item 4b) NC1-207-76-8, Item 5 (ED/RDS Part 11, Item 5) NC1-207-76-8, Item 6 (ED/RDS Part 11, Item 6) NC1-207-76-8, Item 9 (ED/RDS Part 11, Item 9) NC1-207-76-8, Item 10 (ED/RDS Part 11, Item 10) NC1-207-76-8, Item 14 (ED/RDS Part 11, Item 14) NC1-207-76-8, Item 15 (ED/RDS Part 11, Item 15) NC1-207-76-8, Item 16 (ED/RDS Part 11, Item 16)	

ED Records Schedule
ACS Tracking Number OM: 6-106:L47

SCHEDULE LOCATOR NO.: 131

DRAFT DATE: 12/31/2007

TITLE: Institution Construction Loan Servicing File – College Housing Program

PRINCIPAL OFFICE: Office of Postsecondary Education (OPE)

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

The College Housing Program was established to assist educational institutions in providing housing and other educational facilities for students and faculties through direct loans for the construction or purchase of facilities, or through annual debt service grants to reduce the cost of borrowing from other sources for construction purposes, where private financing is not available. Records consist of documents created during the application through payoff process of loan and contract construction agreements financed with Federal funds.

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 of Institution Construction Loan Servicing File – College Housing Program

Records include but are not limited to documentation among ED, the trustee, and borrower evidencing the borrower's understanding and agreement to continue compliance with covenants and pledges, noncompliance documentation; and reports consisting of initial, annual, and special reports submitted by the borrower or auditor. Also included are construction documents, such as contract specifications, plans, requisitions, bond transcript documents, contactors payrolls, and field engineer files.

TEMPORARY

Cut off annually following repayment of loan. Destroy/delete 6 years and 3 months after cutoff.

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

non record

ED Records Schedule
ACS Tracking Number OM: 6-106:L47

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

a Record Copy supersedes

NC1-207-76-8, Item 1a (ED/RDS Part 11, Item 1a)
NC1-207-76-8, Item 1b (ED/RDS Part 11, Item 1b)
NC1-207-76-8, Item 7a (ED/RDS Part 11, Item 7a)
NC1-207-76-8, Item 7b (ED/RDS Part 11, Item 7b)
NC1-207-76-8, Item 7c (ED/RDS Part 11, Item 7c)
NC1-207-76-8, Item 2a (ED/RDS Part 11, Item 2)
NC1-207-76-8, Item 3 (ED/RDS Part 11, Item 3)
NC1-207-76-8, Item 4a (ED/RDS Part 11, Item 4a)
NC1-207-76-8, Item 4b (ED/RDS Part 11, Item 4b)
NC1-207-76-8, Item 5 (ED/RDS Part 11, Item 5)
NC1-207-76-8, Item 6 (ED/RDS Part 11, Item 6)
NC1-207-76-8, Item 9 (ED/RDS Part 11, Item 9)
NC1-207-76-8, Item 10 (ED/RDS Part 11, Item 10)
NC1-207-76-8, Item 14 (ED/RDS Part 11, Item 14)
NC1-207-76-8, Item 15 (ED/RDS Part 11, Item 15)
NC1-207-76-8, Item 16 (ED/RDS Part 11, Item 16)

SPECIFIC LEGAL REQUIREMENTS:

Title I, Section 121 of the Higher Education Act of 1965 as amended in 1998 (Title IV, Housing for Educational Institutions of the Housing Act of 1950)

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Loans