

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions below)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S 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 <i>NI-441-09-10</i>	
DATE RECEIVED <i>6/1/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>5/27/09</i>	ARCHIVIST OF THE UNITED STATES <i>Jill Shawer</i>

<b>6 AGENCY CERTIFICATION</b> 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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 5/27/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jill Shawer for Sherry Smith</i>	TITLE Director, Records Management & Privacy Division/ Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	ED 163 Information Collection Requests and Reports		

**ED Records Schedule**  
**ACS Tracking Number: OM-6:106:C50**

**SCHEDULE LOCATOR No.:** 163

**DRAFT DATE:** 1/5/2009

**TITLE:** Information Collection Requests and Reports

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Includes records related to the Information Collection (IC) Request submissions generated as a result of the Paperwork Reduction Act of 1995, which requires each Federal agency to obtain Office of Management and Budget (OMB) approval of its information collection activities, such as those involving surveys, questionnaires, performance reports, grant applications, focus groups, website collection, telephone interview, etc and paperwork control functions Also included is the Education Information Collections System (EDICS), which is a web-based system used by the Department to submit and manage its information collections clearance process

**DISPOSITION INSTRUCTIONS:**

a. Information Collection Requests and Reports

Records include, but are not limited to, the IC Requests submissions, including OMB-83-I and other requests packet documentation, change, extension and discontinuation worksheets, IC Log Sheets, published Federal Register notices, notices of action, change, extension or discontinuation, guidance provided by analyst to programs, correspondence, statistics, comments from ED, OMB and the public and other records relating to the justification of the information collection and its approval by the Department and OMB

**TEMPORARY**

Delete/destroy 7 years after approval or disapproval of request

b. Information Collection Budget Files [GRS 16, Item 12]

Reports required by the OMB under the Paperwork Reduction Act of 1995 about the number of hours the public spends fulfilling agency reporting requirements Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations

**TEMPORARY**

Destroy 7 years after submission of report to OMB

GRS 16 12

**ED Records Schedule**  
**ACS Tracking Number: OM-6:106:C50**

c. Education Information Collections System (EDICS) Master Data Files

This is a web-based system that supports the submission and processing of information collections and manages the information collections clearance process

**TEMPORARY**

Delete/destroy 7 years after approval or disapproval of request.

**IMPLEMENTATION GUIDANCE:** Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software, input/source records, output and reports, and system documentation

**ARRANGEMENT / ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

5 C F.R § 1320

44 U S C. § 3504

Privacy Act of 1974, as amended

Government Paperwork Elimination Act, Title XVII of Pub L 105-277 (1198)

E-Government Act of 2002, Section 208

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Compliance