
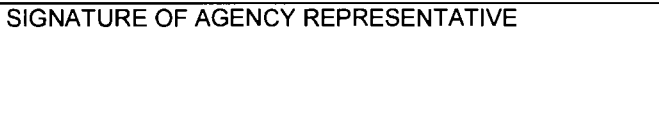


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions below)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S Department of Education	
2 MAJOR SUBDIVISION Office of Management	
3 MINOR SUBDIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D Smith	5 TELEPHONE (202) 401-0902

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>11-441-09-12</b>	
DATE RECEIVED <b>6/1/2009</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>11/2/09</b>	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 <u>3</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 	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 256 Construction Grants and Related Files	NC-12-75-1, Item 30a (ED/RDS, Part 10, Item 12a)  NC-12-75-1, Item 30b (ED/RDS, Part 10, Item 12b)  NC-12-75-1, Item 19a (ED/RDS, Part 10, Item 2a)  NC-12-75-1, Item 19b (ED/RDS, Part 10, Item 2b)  NC-12-75-1, Item 19c (ED/RDS, Part 10, Item 2c)  NC-12-75-1, Item 22 (ED/RDS, Part 10, Item 4)  NC-12-75-1, Item 24c (ED/RDS, Part 10, item 6c)	

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:G72**

**SCHEDULE LOCATOR NO.:** 256

**DRAFT DATE:** 9/4/2009

**TITLE:** Construction Grants and Related Files

**PRINCIPLE OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

This schedule documents the various records created from the administration and management of construction grants throughout their lifecycle.

**DISPOSITION INSTRUCTIONS:**

a. Construction Grants and Related Records

Construction grants are awarded to local educational agencies (LEAs) or Institutions of Higher Education (IHEs) for construction, renovation, and operation of facilities. Because these projects are funded with Federal monies, they must be used for educational purposes

1. Construction grants related to IHEs

Records include applications, award data, budget, correspondence and other related records. Also included is the certification that the IHE has the right to construct, maintain, and will continue to operate, facilities constructed with Federal monies.

**TEMPORARY**

Retain in grant file until the facility is no longer used for educational purposes.  
Destroy/delete 5 years after the facility is no longer needed for educational purposes

2. Construction grants related to LEAs

Records include applications, award data, budget, correspondence and other related records. Also included in this file is the assurance that the LEA has the right to construct, maintain, and will continue to operate, facilities constructed with Federal monies

**TEMPORARY**

Retain in grant file until the facility is no longer used for educational purposes  
Destroy/delete 5 years after the facility is no longer needed for educational purposes

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:G72**

a. Impact Aid System master data files

The Impact Aid System (IAS) is used by OESE to electronically manage the Impact Aid program. The system supports the application process and eligibility determinations, calculates payments, and generates financial transactions for payments made to local education agencies (LEA). System data includes payment information, information about LEAs and aggregated data about number of students educated by an LEA associated with federal properties.

**TEMPORARY**

Retain in grant file until the facility is no longer used for educational purposes  
Destroy/delete 5 years after the facility is no longer needed for educational purposes

b. Certification of Federal Property Ownership and Related Correspondence

These certifications establish or verify eligibility of institutions for Federal grant or loan programs.

1. Property file (including correspondence)

**TEMPORARY**

Destroy/delete 3 years after completion of last project relating to property.

2. Real estate inventory

**TEMPORARY**

Destroy/delete when obsolete or superseded

3. Correspondence not affecting Federal status

**TEMPORARY**

Purge from property folder annually and destroy/delete.

~~c. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy~~

~~**TEMPORARY**~~

~~Destroy/delete no later than one year after grant closure.~~

*Non record*

**IMPLEMENTATION GUIDANCE:**

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:G72**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS DISPOSITION AUTHORITY:**

ED 256 a 1 Construction grants related to IHEs supersedes  
NC-12-75-1, Item 30a (ED/RDS ~~Part 7, Item 1a~~ and Part 10, Item 12a)

ED 256 a 2 Construction grants related to LEAs supersedes:  
NC-12-75-1, Item 30b (ED/RDS ~~Part 7, Item 1b~~ and Part 10, Item 12b)

ED 256 b 1 Property file (including correspondence) supersedes.  
NC-12-75-1, Item 19a (ED/RDS Part 10, Item 2a)

ED 256 b 2 Real estate inventory supersedes  
NC-12-75-1, Item 19b (ED/RDS Part 10, Item 2b)

ED 256 b 3 Correspondence not affecting Federal status supersedes:  
NC-12-75-1, Item 19c (ED/RDS Part 10, Item 2c)

ED 256 c. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy supersedes.  
NC-12-75-1, Item 22 (ED/RDS Part 10, Item 4)  
NC-12-75-1, Item 24c (ED/RDS Part 10, Item 6c)

**SPECIFIC LEGAL REQUIREMENTS:**

Elementary and Secondary Education Act of 1965, as amended  
McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B  
American Recovery and Reinvestment Act of 2009

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Grants