

REQUEST FOR RECORDS DISPOSITION AUTHORITY <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 <i>NT-441-09-18</i>	
DATE RECEIVED <i>6/10/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>7/1/09</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 <i>6/4/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature] Jill Shaver for Sherry Smith</i>	TITLE Director, Records Management & Privacy Division/ 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 162 Family Policy Compliance Office Complaints and Technical Assistance	NC1-12-82-1/3b (ED/RDS Part 12, Item 2g 2) NC1-12-82-1/3a (ED/RDS Part 12, Item 2g 1)	

ED Records Schedule
ACS Tracking Number: OM:6-106:C49

SCHEDULE LOCATOR NO.: 162

DRAFT DATE: 03/02/2009

TITLE: Family Policy Compliance Office Complaints and Technical Assistance

PRINCIPAL OFFICE: Office of Planning, Evaluation and Policy Development (OPEPD)

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Inquiries and complaints made pursuant to the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and the military recruiter provisions of the No Child Left Behind Act of 2001 relating to educational agencies and institutions to which funds have been made available by the Department of Education. Records include but are not limited to the Department responses and related correspondence.

DISPOSITION INSTRUCTIONS:

a Requests for Technical Assistance Case Files

TEMPORARY

Cut off after resolution Destroy/delete 3 years after cutoff

b Complaints Case Files

TEMPORARY

Cut off annually upon completion of investigation Destroy/delete 6 years after cutoff

c Complaints and Technical Assistance Tracking System (ccmMercury) Master Data Files

This system is used to track complaints as well as requests for technical assistance. A hardcopy of any correspondence related to a case file is scanned into the system for reference purposes. The system contains complainant names, addresses, and telephone numbers as well as information about the complaint or request.

TEMPORARY

Cut off annually upon completion of investigation Destroy/delete 6 years after cutoff

ED Records Schedule
ACS Tracking Number: OM:6-106:C49

~~d Duplicate Copies Regardless of Medium 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:

Follow the disposition instructions in ED 086 information System Supporting Materials for system software, input/source records, output and reports, and system documentation

ARRANGEMENT / ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

ED 162 a Informal Complaints and Requests for Technical Assistance Case Files supersedes NC1-12-82-1/3b (ED/RDS Part 12, Item 2g 2)

ED 162 b Formal Complaints Case Files supersedes NC1-12-82-1/3a (ED/RDS Part 12, Item 2g 1)

SPECIFIC LEGAL REQUIREMENTS:

Privacy Act (5 U S C § 552a(c))
34 C F R § 5b
Family Educational Rights and Privacy Act (20 U S C § 1232g)
Protection of Pupil Rights Amendment (20 U S C § 1232h)
No Child Left Behind Act of 2001, P L 107-110

SPECIFIC RESTRICTIONS:

Privacy Act 18-05-02 Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupils Rights Amendment (PPRA) Record Systems
Family Educational Rights and Privacy Act (20 U S C § 1232g)

BUSINESS LINE: Compliance