

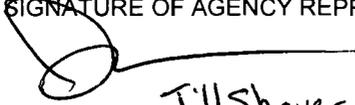
<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S Department of Education	
2 MAJOR SUBDIVISION Office of Management	
3 MINOR SUBDIVISION Regulatory Information Management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

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-441-09-19	
DATE RECEIVED 6/10/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 JTB:1	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 3 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 6/4/2009	SIGNATURE OF AGENCY REPRESENTATIVE  Jill Shaver for Sherry Smith	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 189 Accreditation Case Files	N1-441-98-1 (ED/RDS Part 10, Item 18 a)  N1-441-98-1 (ED/RDS Part 10, Item 19)  N1-441-98-1 (ED/RDS Part 10, Item 18 b)  N1-441-98-1 (ED/RDS Part 10, Item 18 c)	

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:A52**

**SCHEDULE LOCATOR NO.:** 189

**DRAFT DATE:** 06/04/2009

**TITLE:** Accreditation Case Files

**PRINCIPAL OFFICE:** Office of Postsecondary Education (OPE)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

This schedule relates to records submitted to the Department from accrediting agencies seeking initial or renewed recognition from the Secretary of Education. For the recognition process, the Accrediting Agency Evaluation Branch reviews the accrediting agency's application and supporting documentation to determine if they are a reliable authority concerning the quality of education or training provided by the institutions they accredit.

**DISPOSITION INSTRUCTIONS:**

a Accreditation Case Files

Records include materials submitted from state approval agencies and non-governmental accrediting agencies, petitions, interim reports, accrediting decisions, and annual reports submitted to the Secretary. Also included in the files is correspondence to and from the accrediting agency that contains complaints received from concerned individuals regarding the agency's recognition status.

**TEMPORARY**

Cut off case file annually upon termination of the accreditation process. Destroy/delete 11 years after cutoff.

b Denied or Withdrawn Accreditation Case Files

Case files including application and correspondence to and from the agency concerning denial for approval or recognition. Also includes case files for agencies that withdraw from the accreditation process.

**TEMPORARY**

Cut off case file annually. Destroy/delete 3 years after cutoff.

c Drafts and Working Papers

Consists of drafts, notes, background material, and reference copies of documents.

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:A52**

**TEMPORARY**

Destroy/delete when no longer needed

d Accreditation and Advisory Committee Electronic Records System (AACERS) Master Data Files

AACERS is a web-based database that facilitates the electronic submission of petitions and reports from agencies seeking recognition by the Secretary. This system contains an electronic versions of the accreditation case files as described in Items a and b of this schedule. Inactive data and images in AACERS are moved to Penagon (FileNet) to be archived.

**TEMPORARY**

Cut off case file annually upon termination of the accreditation process. Destroy/delete denied or withdrawn case files 3 years after cut off. Destroy/delete approved case files 11 years after cut off.

e 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 material*

**IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 for system software, input/source records, output and reports, and system documentation.

**ARRANGEMENT / ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

ED 189 a Accreditation Case Files supersedes  
N1-441-98-1 (ED/RDS Part 10, Item 18 a)  
N1-441-98-1 (ED/RDS Part 10, Item 19)

ED 189 b Denied or Withdrawn Accreditation Case Files supersedes  
N1-441-98-1 (ED/RDS Part 10, Item 18 b)

ED 189 c Drafts and Working Papers supersedes  
N1-441-98-1 (ED/RDS Part 10, Item 18 c)

**SPECIFIC LEGAL REQUIREMENTS:**

34 C F R §602, The Secretary's Recognition of Accrediting Agencies

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:A52**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration