

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
 U.S. Department of Education

2. MAJOR SUBDIVISION  
 Office of the General Counsel (OGC)

3. MINOR SUBDIVISION  
 Regulations Management Division

4. NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
 Norma Fenwick 202-708-5342

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-441-93-4

DATE RECEIVED  
 5-14-93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES  
 8-23-94 *Audrey Hunsbary Petersen*

**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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/11/93	<i>Norm Fenwick</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	See the attached		

*Copies sent to Agency, NNT, NNW, NCF (u) 8/8/94*

**Federal Register Files**

- Item 1.** a. Action Files - Records created during the proposed rule process of the codification of the regulations of the Department of Education, which consist of the original action memorandum, signed by the Secretary of the Department and other Department officials, and a copy of the regulations to be published in the Federal Register.

**DISPOSITION: Temporary.** Transfer to the Washington National Records Center ~~every~~ 2 years. Destroy 5 years ~~from~~ date of publication.  
*after date of publication* *after*

Annual volume: 20 cubic feet.  
File arrangement: alphabetical by subject.

- b. Background records - Copies of internal comments and working papers pertaining to the process of the publication of Department regulations in the Federal Register.

**DISPOSITION: Temporary.** Transfer to the Washington National Records Center ~~every~~ 2 years. Destroy 5 years ~~from~~ date of publication.  
*after date of publication* *after*

Annual volume: 40 cubic feet.  
File arrangement: alphabetical by subject.

*changes made per agency concurrence on 6/29/94. YKW*