

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-441-93-5</i>	DATE RECEIVED <i>6-23-93</i>
1. FROM (Agency or establishment) U.S. Department of Education		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Information Resources Management Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrator for Management Services, OHRA			
4. NAME OF PERSON WITH WHOM TO CONFER David B. Hakola	5. TELEPHONE (202) 401-0506	DATE <i>5-5-94</i>	ARCHIVIST OF THE UNITED STATES <i>Cindy Hankamp Petrus</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 \_\_\_ 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 6/15/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Fenwick</i> Norma Fenwick	TITLE ED Records Administrator & Chief, Information Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	Real Property Assistance Program (FRPA) Case Files  See the Attached						
2.	Federal Real Property Assistance Program Annual Report  See the Attached.						
<p><b>All changes to this proposed schedule have been approved by:</b></p> <table style="width:100%; border: none;"> <tr> <td style="text-align: center;"><i>[Signature]</i> NARA appraiser</td> <td style="text-align: center;"><i>4/11/94</i> date</td> <td style="text-align: center;"><i>[Signature]</i> Agency representative</td> <td style="text-align: center;"><i>4-14-94</i> date</td> </tr> </table> <p style="font-size: 1.2em; margin-top: 20px;"><i>Copies sent to NNW, NWT, NSR, NCF and NIA (W) 5/10/94</i></p>				<i>[Signature]</i> NARA appraiser	<i>4/11/94</i> date	<i>[Signature]</i> Agency representative	<i>4-14-94</i> date
<i>[Signature]</i> NARA appraiser	<i>4/11/94</i> date	<i>[Signature]</i> Agency representative	<i>4-14-94</i> date				

Attachment to SF 115, Job No. N1-441-93-5  
United States Department of Education  
Real Property Assistance Program

**Item 1. Regional/Zone Office Case Files -**

**a.** Original application, documents supporting the transfer agreement and any material that has a direct bearing on the title, including environmental impact statements, descriptions of property, location maps, photographs, site surveys, audit reports, and inspection reports.

**Disposition: Permanent.** Close case file in regional/zone office 31 years after the instrument of transfer is delivered to the grantee. Transfer closed cases to the National Archives Regional Centers and to the National Archives headquarters in 5 year blocks 5 years after closure of oldest case file.

**b.** All remaining records including: letters of transmittal, memoranda to file, facilitative correspondence, and other routine materials.

**Disposition: Temporary.** Retain with case file for 31 years. Department of Education zone office staff will screen and destroy temporary materials when case is closed.

**c.** Regional Indexes to case files: information includes name of title owner, contract number, and State in which property is located.

**Disposition: Permanent.** Transfer with closed case files to the National Archives.

**Item 2. a. Federal Real Property Assistance Program Annual Reports**

**Disposition: Permanent.** Retain in office for 5 years. Transfer to the National Archives in 5 year blocks.

**b. Regional/Zone office reports -** written for preparation of program annual report.

**Disposition: Permanent.** Retain in office for 5 years. Transfer to the National Archives Regional Centers in 5 year blocks.

ED REAL PROPERTY ASSISTANCE PROGRAM RECORDS

The Department of Education's Federal Real Property Assistance Program (FRPA) has the responsibility for transferring surplus Federal real property to educational entities, at little or no cost, for educational purposes. In addition, the Act directs the Secretary to monitor and enforce the terms and conditions of transfers for a period up to thirty years. The day to day activities are directed out of the headquarters office and four regional/zone offices in Boston, Atlanta, Chicago and Seattle.

Regional/Zone Office case files contain: Determination on the surplus Federal Real Property for Education by Individual Transactions. Documentation includes: grantee application, evaluation, approval, letter to disposal agency, letter from disposal agency, ED instrument transferring the property, other legal documentation, and correspondence.

The Headquarters Office is responsible for the Federal Real Property Assistance Program Annual Report to Congress.

a. REGIONAL/ZONE OFFICES.

After transfer is made and the transfer instrument is delivered to the Grantee, maintain case file in Zone Office which is responsible for monitoring the transfer. Retain case file for 31 years or until close out, whichever is sooner. PERMANENT, transfer file to the Regional Federal Records Center, offer to the National Archives 50 years after closure.

DISPOSAL AUTHORITY:

Annual Volume : 10 cubic feet  
Files Arrangement : Alphabetical by Property Title

b. Annual Report:

HEADQUARTERS. PERMANENT. Section 203 (o) of the Federal Property and Administrative Services Act of 1949, as amended, (Act), requires the Department to submit an annual report of the Department's prior year activities to Congress by the end of each calendar year. Transfer annual reports to the Federal Records Center after an accumulation of 1 cubic foot, offer to the National Archives 5 years after.

DISPOSAL AUTHORITY:

Annual Volume : 1 Report Per Year  
Files Arrangement : Chronological by Year

Department of Education

REAL PROPERTY ASSISTANCE PROGRAM RECORDS

1. Regional/Zone Office Case Files

- a. Original application, documents supporting the transfer agreement and any material that has a direct bearing on the title.

AUTHORIZED DISPOSITION: PERMANENT. Close case file in regional/zone office 31 years after the instrument of transfer is delivered to the Grantee. Transfer closed cases to the National Archives in 5 year blocks.

- b. All remaining records including: letters of transmittal, memoranda to file, facilitative correspondence, and other routine materials.

AUTHORIZED DISPOSITION: TEMPORARY. Retain with case file for 31 years. Destroy when case is closed (31 years after instrument of transfer is delivered to the grantee), and when related material is transferred to the National Archives.

2. Federal Real Property Assistance Program Annual Report

AUTHORIZED DISPOSITION: PERMANENT. Retain in office for five years. Transfer to National Archives in five year blocks.