

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-441-97-3	DATE RECEIVED 5-27-97
1. FROM (Agency or establishment) U.S. Department of Education		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER Chiquitta Thomas	5. TELEPHONE (202) 708-9265	DATE 8-26-97	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 5/19/97	SIGNATURE OF AGENCY REPRESENTATIVE Chiquitta Thomas <i>Chiquitta Thomas</i>	TITLE Records Officer
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7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA)
1.	<p><b>Department Publications</b></p> <p>All booklets, pamphlets, brochures, newsletters, magazines, and all other types of publications created by program offices within the Department other than those created in the Office of Public Affairs.</p> <p><b>DISPOSITION: PERMANENT.</b> Cutoff at the end of the calendar year. Transfer one copy of all publications to the National Archives and Records Administration at the end of each calendar year.</p>	NC-12-75-1, item 2b	

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2. MAJOR SUBDIVISION  
 Office of Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 Chiquitta Thomas

5. TELEPHONE  
 (202) 708-9265

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JOB NUMBER  
 NI-441-97-2

DATE RECEIVED  
 5-27-97

NOTIFICATION TO AGENCY

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DATE: 5/19/97

SIGNATURE OF AGENCY REPRESENTATIVE: Chiquitta Thomas *Chiquitta Thomas*

TITLE: Records Officer

7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA)
1.	<p><u>Department Policies and Directives</u></p> <p>A master set of all manuals, issuances, and directives.</p> <p><u>Disposition:</u> PERMANENT. Records dating from 1980-1995 transfer to the National Archives upon approval of this schedule. (1 cu. ft) Records dating from 1996 to present: cutoff when obsolete. Transfer to the National Archives 2 years after cutoff. Records are filed by title and designated agency code.</p>	NC-12-75-1, item 2b	
2.	<p><u>Organizational Records</u></p> <p>Consists of organizational charts, reorganization studies, functional charts, staff studies, reports of working groups, and related records which document the Department's organization and functions.</p> <p>a. Record copy.</p> <p><u>Disposition:</u> PERMANENT. Records dating from 1980-1990 transfer to the National Archives immediately upon approval of this schedule. (Approx. 8 cu. ft.) Records dating from 1991 to present: cutoff at end of calendar year in which the organizational change is completed. Transfer to the National Archives 6 years after cutoff. Records are filed alphabetically by office.</p> <p>b. All other copies.</p> <p><u>Disposition:</u> TEMPORARY. Destroy when superseded or obsolete.</p>	NC-12-75-1, item 3	

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