

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions below)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-441-98-1</i>	
1. FROM (Agency or establishment) U.S. Department of Education		DATE RECEIVED <i>2-27-98</i>	
2. MAJOR SUBDIVISION Office of Postsecondary Education		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Accrediting Agency Evaluation Branch		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Jessica Wood	5. TELEPHONE (202) 708-8721	DATE <i>5-19-00</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>2/9/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chiquitta Thomas</i> <i>Chiquitta Thomas</i>	TITLE Records Officer
-----------------------	--	---------------------------------

7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA)
	<p>See attached schedule for the Accrediting Agency Evaluation Branch.</p> <p><i>Naomi Randolph</i> _____ Naomi Randolph, Branch Chief, Accrediting Agency Evaluation Branch</p> <p style="text-align: center;"><u><i>2/9/98</i></u> Date</p>		

U.S. Department of Education
Office of Post-secondary Education, Institutional Participation Oversight Service,
Accreditation and Eligibility Determination Division, Accrediting Agency Evaluation Branch
N1-441-98-1

This schedule relates to records submitted to the Department of Education 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.

1. Accreditation Case Files. These records consist of materials submitted from state approval agencies and non-governmental accrediting agencies. Includes petitions, interim reports, accrediting decisions, and annual reports submitted to the Secretary, which are included in the files. 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.

a. Case files for Agencies Recommended for Approval.

Disposition: **TEMPORARY**. Cut off at end of calendar year in which the accreditation process terminates. Retire to the Federal Records Center 1 year after cutoff. Destroy 11 years after cutoff.

b. Application Case files for Agencies Denied Approval or Recognition.

Disposition: **TEMPORARY**. Cut off at end of calendar year. Retire to the Federal Records Center 1 year after cutoff. Destroy 3 years after cutoff.

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

Disposition: **TEMPORARY**. Destroy when no longer needed.

d. Electronic Records. Consists of electronic mail, word processing documents, and other items created electronically that are used solely to generate a recordkeeping copy.

Disposition: **TEMPORARY**. Destroy when business need is complete, or recordkeeping copy has been created and filed, whichever is later.

*Approved
Per Chiquita Thomas,
DoEd, 3/28/2000*

NOTE: Some Accreditation Case Files may be worthy of permanent retention if they significantly interpret Department of Education Agency Accreditation regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF 115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized.

2. CD-ROM Copy of Accreditation Case files for Agencies Recommended for Approval.
CD ROM copy of Agency petitions, interim reports, accrediting decisions, annual reports and related correspondence with agencies recommended for approval or recognition.

Disposition: **TEMPORARY.** Destroy 11 years after creation of CD ROM images.