<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tbody>
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<td>See attached schedule for the Accrediting Agency Evaluation Branch.</td>
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Naomi Randolph, Branch Chief, Accrediting Agency Evaluation Branch

7/9/98

[Signature]

Naomi Randolph, Branch Chief, Accrediting Agency Evaluation Branch

115-109

NSN 7540-00-634-4054
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
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.


      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.
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.