

# FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-012-90-001


Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

## Description:

The Office of Education was established within the Department of the Interior, effective July 1, 1930, by the Department of the Interior Appropriation Act for Fiscal Year 1931 (46 Stat. 281), approved May 14, 1930. The Office was assigned to the Federal Security Agency by Reorganization Plan No. 1 of 1939, July 1, 1939; to the newly created Department of Health, Education, and Welfare (HEW) by Reorganization Plan No. 1 of 1953, effective April 11, 1953. The Office of Education was abolished on May 4, 1980, by the Department of Education Organization Act (93 Stat. 668), October 17, 1979, with functions transferred to the Department of Education.


Date Reported: 07/23/2020

FEDERAL ENTITY CEASED OPERATIONS

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	N1-12-90-1
1. FROM (Agency or establishment) <b>DEPARTMENT OF EDUCATION</b>		DATE RECEIVED	3/14/90
2. MAJOR SUBDIVISION <b>OFFICE OF EDUCATION</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>NORMA FENWICK</b>	5. TELEPHONE EXT. <b>732-5342</b>	DATE <b>3/24/90</b>	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE <b>3-12-90</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE  <b>Norma Fenwick</b>	D. TITLE <b>Records Officer</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<b>RECORDS PERTAINING TO BUDGET PREPARATION.</b>		
1.	BUDGET JUSTIFICATION FILES, 1952-53, 1961 [WNRC Accession 12-66A0987, Boxes 2-3]. Budget Office records documenting budget policy, estimates, and justification for the Office of Education.  DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.		
2.	ROUTINE BUDGET OFFICE FILES. [For WNRC accessions, see attached list under Item A2]. Routine Budget Branch material including correspondence with other units, chron files, preliminary estimate materials, supplemental materials, drafts, budget allocation records, transfer authorization records, and similar records  DISPOSITION: DESTROY upon approval of this schedule.		

*Copy sent to agency  
mm-w, mm-T, ncc 8/6/90*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7.  
ITEM  
NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

3. PRINTOUTS OF COMPUTER RECONCILIATION RUNS, 1967-75 [WNRC ACCESSION 12-76-0025]. Final printouts from Education's pre 1976 automated accounting system used to complete reconciliation with the computer system installed in 1976.

DISPOSITION: DESTROY upon approval of this schedule.

## LEGISLATIVE HISTORY RECORDS

4. LEGISLATIVE HISTORY RECORDS FOR THE NATIONAL DEFENSE EDUCATION ACT, 1958-60 [WNRC ACCESSIONS 12-65-0654 AND 12-66A0472, Boxes 1-3]. Records of Dr. L. G. Derthik, Chair of the Departmental Task Force on Higher Education. Includes briefing papers, committee records, progress reports, and related materials surrounding the passage of the NDEA.

DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.

5. LEGISLATIVE REFERENCE FILES, 1964-85 [For WNRC accessions, see attached list under Item B5]. Copies of hearings, bills, or statutes pertaining to proposed legislation concerning education.

DISPOSITION: DESTROY when 5 years old.

## GRANT ADMINISTRATION RECORDS

6. MISCELLANEOUS GRANT APPLICATION FORMS, 1959-80 [For WNRC accessions, see the attached list under Item C6]. Copies of various forms submitted by individuals as part of the grant application or closeout process.

DISPOSITION: DESTROY upon approval of this schedule.

## OFFICE OF INFORMATION RECORDS

7. OFFICE OF INFORMATION SUBJECT FILES, 1958-64 [WNRC ACCESSION 012-68A0740, Boxes 1-2]. Routine administrative records concerning special publicity

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>programs, the distribution of publications, and other routine functions.</p> <p>DISPOSITION: DESTROY upon approval of this schedule.</p>		
8.	<p>COPIES OF SPEECHES AND ARTICLES SUBMITTED FOR CLEARANCE, 1965-66 [WNRC ACCESSION 12-70A3433]. Copies of speeches and articles submitted by Office of Education staff for approval prior to presentation or publication.</p> <p>DISPOSITION:</p> <p>a. Articles and Speeches Submitted by Associate Commissioners or Other High Ranking Officials: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p> <p>b. All Other Records: DESTROY upon approval of this schedule.</p> <p><b>OFFICE OF PROGRAM MANAGEMENT RECORDS</b></p>		
9.	<p>GENERAL MANAGEMENT SUBJECT FILES, 1940-72 [For WNRC accessions, see the attached list under Item E9]. Records created as part of the general administrative management of the Office of Education, including administrative evaluation studies, records management files, personnel management records, and other routine administrative records.</p> <p>DISPOSITION: DESTROY upon approval of this schedule.</p>		
10.	<p>ANNUAL REPORTS CONCERNING HOWARD UNIVERSITY, 1941-77 [WNRC ACCESSION 441-88-001]. Copies of annual reports, supporting materials, and correspondence with Howard University concerning the reports.</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.</p>		

## N1-12-90-1 DOE ADMINISTRATIVE RECORDS

ACCESSION NUMBER	BOX NOS	DISPOSITION AUTHORITY	MEMO ITEM	DESCRIPTION OF RECORDS	DATE SPAN
012/62B0117	9, 10	N1-12-90-1/6	C6	FORMS RELATING TO GRANT APPS.	1959-60
012/65B0115	4	N1-12-90-1/6	C6	FORMS RELATING TO GRANT APPS.	1963
012/65A0554	1-8	GRS 3/44	C	ROUTINE ADMINISTRATIVE FILES	1959-64
012/65A0599	1-16	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1961-62
012/65A0654	1-4	N1-12-90-1/4	B4	RECORDS OF LEGISLATION, PERMANENT	1957-58
012/66A0472	1-3	N1-12-90-1/4	B4	RECORDS OF LEGISLATION, PERMANENT	1943-63
012/66A0472	4	ERCS/9/8	B	COMMISSIONER'S FILES	1946-63
012/66A0987	1, 4	N1-12-90-1/1	A2	BUDGET SUBJ. FILES, DISPOSAL	1953-61
012/66A0987	2, 3	N1-12-90-1/2	A1	BUDGET SUBJ. FILES, PERMANANT	1951-61
012/66A1168	1-5	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1962-64
012/67A1079	1-4	N1-12-90-1/9	E9	MANAGEMENT SUBJECT FILES	1957-65
012/67A1967	1	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1964
012/67A1994	1, 3, 4	B-400/1B	F	ASSOCIATE COMMISSIONER'S FILES	1962-64
012/67A1994	2	ERCS/9/8	F	ASSOCIATE COMMISSIONER'S FILES	
012/68A0740	1-2	N1-12-90-1/7	D7	PUBLICITY ACTIVITY FILES	1958-64
012/68A0740	3-6	NONRECORD	D	DISTRIBUTION COPIES OF PUBS	1976-77

## N1-12-90-1 DOE ADMINISTRATIVE RECORDS

ACCESSION NUMBER	BOX NOS	DISPOSITION AUTHORITY	MEMO ITEM	DESCRIPTION OF RECORDS	DATE SPAN
012/68A0470	7	OFF SHELF AND CANNOT BE LOCATED			
012/68A5961	1-3	N1s12-90-1s2	A2	BUDGET SUBJ. FILES, DISPOSAL	1964-66
012/69A1551	1	ERCS/12/31	D	RECORD COPIES OF PUBLICATIONS	1963
012/69A1551	2-5	OFF SHELF AND CANNOT BE LOCATED			
012/69A173d	1	N1s12-90-1/9	E9	MANAGEMENT SUBJECT FILES	1940-65
012/69C6650	2-6	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1959-67
012/70A1382	1	N1-12-90-1/3	E9	MANAGEMENT SUBJECT FILES	1942-67
012/70A1515	1-4	N1-12-90-1/3	E9	MANAGEMENT SUBJECT FILES	1960-66
012/70A3433	1-5	N1s12-90-1s8	D8	SPEECHES AND ARTICLES	1965-66
012/70A6905	1-2	N1-12-90-1s2	A2	BUDGET SUBJ. FILES, DISPOSAL	1948-65
012/71A3540	1-17	N1s12-90-1s5	B5	LEGISLATIVE REFERENCE FILES	1969
012/71A-F5286	1-124	ERCS/22/47b	F	SURVEY FORMS	1968-69
012/71A5807	1-2	ERCS/9/9	E	SUBJECT FILE	1961s67
012/71A6410	1	OFF SHELF AND CANNOT BE LOCATED			
012/71A6410	2, 6, 7, 9, 10	ERCS/12/4b	D	PRESS RELEASES	1965-69
012/71A6410	3-4	NONRECORD	D	DRAFTS OF PRESS RELEASES	1968-69
012/71A6410	5, 8, 11	GRS 14/3	D	PRESS DIGESTS	1979-70

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ACCESSION NUMBER	BOX NOS	DISPOSITION AUTHORITY	MEMO ITEM	DESCRIPTION OF RECORDS	DATE SPAN
012/72A2232	1-4	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1968
012/72A2869	1-35	N1-12-90-1/6	C6	FORMS RELATING TO GRANT APPS.	1970-
71012/72A3139	1-16	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1964
012/73-0032	1-2	GRS 3/3a	F	CONTRACTS/STATISTICS	1960-62
012/73-0460	1-25	NONRECORD	D	DISTRIBUTION COPIES OF PUBS	1976-77
012/74-0011	1-7	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1966-71
012/74-0038	1	N1-12-90-1/9	E9	MANAGEMENT SUBJECT FILES	1971-72
012/74-0064	1-11	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1968-71
012/74-0071	1-13	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1970-72
012/75-0001	1	ERCS/15/13b	E	FUNCTIONAL STATEMENTS	
012/75-0035	1-2	N1-12-90-1/9	E9	MANAGEMENT SUBJECT FILES	1965-72
012/76-0025	1-29	N1-12-90-1/3	A3	ACCOUNTING RECONCILIATION	1967-75
012/77-0002	1-12	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1973
012/77-0007	1	GRS 3/3a	F	CONTRACTS/STATISTICS	1974
012/77-0016	1-21	N1-12-90-1/2	A2	BUDGET SUBJ. FILES, DISPOSAL	1966-74
012/78-0055	1-7	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1976
012/79-0007	1-20	GRS 16/6	E	SF 83 FORMS	1975

## N1-12-90-1 DOE ADMINISTRATIVE RECORDS

ACCESSION NUMBER	BOX NOS	DISPOSITION AUTHORITY	MEMO ITEM	DESCRIPTION OF RECORDS	DATE SPAN
012/79-0013	1-3	ERCS/22/31	D	RECORD COPIES OF PUBLICATIONS	1973
012/79-0027	1-3	ERCS/22/18a	E	MAJOR MANAGEMENT STUDIES	1973
012/79-0070	1-6	GRS 16/6	E	SF 83 FORMS	1976
012/79-0089	1-5	NONRECORD	D	DISTRIBUTION COPIES OF PUBS	1976-77
012/80-0075	1-18	GRS 16/6	E	SF 83 FORMS	1978
012/84-0078	1-50	N1-12-90-1/6	C6	FORMS RELATING TO GRANT APPSs	1980
441/84-0062	1-38	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1982
441/85-0015	1-13	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1984
441/85-0057	1-13	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1983
441/87-0011	1-13	N1-12-90-1/5	B5	LEGISLATIVE REFERENCE FILES	1985
441/87-0088	1-4	ERCS/15/13	E	ORGANIZATIONAL HISTORY FILES	1966-80
441/88-0001	1	N1-12-90-1/10	E10	ANNUAL REPORTS, HOWARD UNIV.	1941-76