

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rev NCD 8 Jul 80 14*  
*(No signature)*

LEAVE BLANK

JOB NO.

NC1-12-80-2

DATE RECEIVED

July 9, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*7-11-80* *James P. O'Neil*  
Date *acting* Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Education

2. MAJOR SUBDIVISION

Assistant Secretary for Management

3. MINOR SUBDIVISION

Office of Management Evaluation

4. NAME OF PERSON WITH WHOM TO CONFER

**Norma Fenwick**

5. TEL. EXT.

**426-6534**

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

*6/10/80*

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Norma Fenwick*

E. TITLE

*Management Analyst*

7.  
ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO.

10.  
ACTION TAKEN

15E

Individual Files for Insured Loan Programs

Approved applications, certifications, and related papers-  
DOED copy

Destroy three years after repayment or cancellation of loan

*Copies to all FRCs  
agency, NWF*

*1 item*