

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions below)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Department of Education	
2. MAJOR DIVISION Office of the Chief Financial Officer (OCFO)	
3. MINOR DIVISION Grants Management Improvement Team, Grants Policy and Oversight Staff	
4. NAME OF PERSON WITH WHOM TO CONFER Helene Deramond	5. TELEPHONE 202-245-6154

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-441-05-4</i>	
DATE RECEIVED <i>6/20/2005</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>3.8.06</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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>6/8/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Christina Thomas</i>	TITLE Department Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See attached schedule for 094 – Protection of Human Subjects in Research Institution Review Board Files.</p> <p><i>M. b-2</i> Helene Deramond, Team Leader Human Subjects Protection</p> <p style="text-align: center;">WITHDRAWN <i>June 8, 2005</i> Date</p>		WITHDRAWN <i>YKW</i> <i>2-27-06</i>
<i>cc none</i>			

ED Records Schedule

SCHEDULE LOCATOR NO.: 094

WITHDRAWN

DRAFT DATE: 3/16/05

TITLE: Protection of Human Subjects in Research Institutional Review Board (IRB) Files

PRINCIPAL OFFICE: Office of the Chief Financial Officer

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

The Department of Education is one of seventeen Federal agencies that adopted the Federal Policy for the Protection of Human Subjects in 1991. The regulation requires assurances and the approval of an institutional review board (IRB) for ED-funded or ED-conducted research involving human subjects, unless the research is exempt from the Policy. This schedule is intended to cover files generated while administering the policy and adhering to regulations.

DISPOSITION INSTRUCTIONS:

a. Operating Documents

Includes the Department IRB procedures, and Department IRB membership rosters, and Intramural Research Directive.

TEMPORARY

Cut off when superseded or obsolete. Destroy 3 years after cutoff.

b. Review Files

Includes the IRB minutes of meetings, IRB decisions/approvals projects, copies of research proposals reviewed, approved sample consent documents and related materials, progress reports submitted by investigators, and reports of injuries to subjects for intramural research.

TEMPORARY

Cut off file after completion of research project or receipt of final report. Destroy 3 years after cutoff.

c. Electronic version of records created by electronic mail or word processing systems

TEMPORARY

Delete when recordkeeping copy is generated or when no longer needed for reference or updating, whichever is sooner.

WITHDRAWN

ED Records Schedule

IMPLEMENTATION GUIDANCE:

FORMAT: Paper, electronic

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

34 CFR Part 97 Subpart A and Subpart D

SPECIFIC RESTRICTIONS:

BUSINESS LINE: Research and Statistics

WITHDRAWN