

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Education	
2 MAJOR DIVISION Office of Management	
3 MINOR DIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D. Smith	5 TELEPHONE 202-401-0902

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-441-08-2	
DATE RECEIVED June 13, 2008	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 1-23-09	ARCHIVIST OF THE UNITED STATES Adrienne C. Shorman

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 _____ 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 5/20/08	SIGNATURE OF AGENCY REPRESENTATIVE Sherry D. Smith	TITLE Director, Records Management & Privacy Division/Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached	None	

ED Records Schedule
ACS Tracking Number: OM:6-106:D61

SCHEDULE NO.: 243

DRAFT DATE: 1/28/2008

TITLE: Decisions Made by Hearing Officials, Administrative Law Judges, the Secretary of Education and Members of CRRA

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Records contain decisions of the Office of Hearings and Appeals' Hearing Officials and Administrative Law Judges, and interlocutory reviews and appellate decisions made by the Secretary of Education and the Civil Rights Reviewing Authority (CRRA).

As these records may be maintained in many different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral) Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format

DISPOSITION INSTRUCTIONS:

- a. Record Copy

PERMANENT

Remove original decision before official docket file is transferred to a certified records center Hold on site and transfer to the National Archives in five-year blocks

- b. Duplicate copies regardless of medium maintained for reference purposes and that do not serve as the record copy

TEMPORARY

Destroy/delete when no longer needed for reference

*Non record
Item*

IMPLEMENTATION GUIDANCE:

Record copies are maintained in the official docket file until eligible for transfer to the FRC. Related schedule: ED241 Administrative Adjudication Case Files for Office of Hearings and Appeals (OHA), ED252 Civil Rights Case Files

ARRANGEMENT/ANNUAL ACCUMULATION:

In folders/Approximately 75 decisions

ED Records Schedule
ACS Tracking Number: OM:6-106:D61

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-97-4/4, (ED/RDS Part 8, Item 6)

SPECIFIC LEGAL REQUIREMENTS:

Administrative Procedure Act, 5 U.S.C. 553

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration