(See instructions below) NI-441-08-3 DATE RECEIVED WASHINGTON, DC 20408 FROM (Agency or establishment) Department of Education MALOR SURDIVISION Office of Management MINOR SURDIVISION Regulatory Information Management Services NAME OF PERSON WITH WHOM TO CONFER Sherry D Smith Sherry D Smith 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, I is not required.	DECLIEST EAD DECADES DISDOSITION ALITHODITY				LEAVE BLANK (NARA use only)			
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NOTIFICATION TO AGENCY	(See instructions below)				NI-441-08-3			
NOTIFICATION TO AGENCY	TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED JUNE 13, 2008			
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ED Records Schedule ACS Tracking Number: OM:6-106:127

SCHEDULE LOCATOR NO.: 065

DRAFT DATE: 1/28/2008

TITLE: Reports to Congress and/or the President

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Consists of reports made to Congress and/or the President by ED in accordance with the mandates of all education legislation. Records include reports prepared for transmittal by the Department. Reports present the objectives, accomplishments, evaluation or study results of the programs; a summary of outstanding education problems in order of priority; recommendations for proposed legislation necessary in solving the problems; and plans for program activities during the next fiscal year.

As these records may be maintained in 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 Final report

PERMANENT

Cut off annually Transfer to the National Archives 5 years after cutoff

b Work files

TEMPORARY

Cut off file annually upon transmittal to Congress or the President. Delete/destroy 5 years after cutoff

IMPLEMENTATION GUIDANCE:

The office responsible for submitting the report is responsible for maintaining the record copy of the report and for ensuring that a permanent record is maintained.

Work files pertaining to the organization, design, construction, evaluation, and revision of the report generated by participating Principal Offices are to be maintained by the Principal Offices involved. These work files will vary according to the participation of the Principal Office and

ED Records Schedule ACS Tracking Number: OM:6-106:127

may include requests to form work groups, minutes of work group meetings, initial and corrected drafts of reports or parts of reports, distribution lists, and comments on drafts. All other office and information copies of final reports and drafts are to be destroyed when no longer needed.

The annual report to the Congressional Joint Committee on Printing is covered by GRS 13, Item 5

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY:

N1-441-97-1/15 (ED/RDS Part 9, Item 15) N1-441-93-5, Item 2b (ED/RDS Part 7, Item 3c) N1-441-93-5, Item 2a (ED/RDS Part 7, Item 3b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental