

**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 SUBDIVISION

Office of Management

3 MINOR SUBDIVISION

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

NI-441-08-5

DATE RECEIVED

7/14/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

2/6/09

ARCHIVIST OF THE UNITED STATES

Adrienne Thomas

**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

6/25/08

SIGNATURE OF AGENCY REPRESENTATIVE

Sherry Smith

TITLE

Director, Records Management & Privacy  
Division/Departmental Records Officer7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION10 ACTION  
TAKEN (NARA  
USE ONLY)

1

ED 007 Legal Decisions and Opinions

**ED Records Schedule**  
**AGS Tracking Number: OM:6-106:D2**

**SCHEDULE LOCATOR NO.:** 007

**DRAFT DATE:** 4/11/2008

**TITLE:** Legal Decisions and Opinions

**PRINCIPAL OFFICE:** Office of the General Counsel (OGC)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Memoranda or correspondence prepared by the Department's legal counsel or program officials on the interpretation of existing laws and regulations, or the effects of proposed laws and regulations governing the Department's primary missions. Included are formal comments on pending legislation prepared at the request of Congress and OMB.

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 Record Copy

**PERMANENT**

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

~~b. Duplicate Copies Maintained for Reference Purposes and That do not Serve as the Record Copy~~

**TEMPORARY**

~~Destroy/delete when no longer needed for reference.~~

*non-record  
material  
KF*

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

Alphabetically by case name/Approximately 20 cubic feet per year

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**ED Records Schedule**

**ACS Tracking Number: OM:6-106:D2**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental