

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

N1-441-08-8

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

10-26-09

ARCHIVIST OF THE UNITED STATES

Adrian 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 Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	ED 040 Civil Rights Survey Files	NC1-12-81-1, Item 7 (ED/RDS Part 4, Item 7) NC1-12-81-1, Item 16a (ED/RDS Part 4, Item 16a) NC1-12-81-1, Item 16b (ED/RDS Part 4, Item 16b) NC1-12-81-1, Item 16c (ED/RDS Part 4, Item 16c)	

ED Records Schedule
ACS Tracking Number: OM:6-106:C12

SCHEDULE LOCATOR NO.: 040

DRAFT DATE: 4/11/2008

TITLE: Civil Rights Survey Files

PRINCIPAL OFFICE: Office for Civil Rights (OCR)

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Includes the statistical data submitted to the Office for Civil Rights as well as the final compiled survey file. This data is used in monitoring the compliance status of recipients of federal financial assistance pursuant to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001). This record series excludes Adams Surveys.

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 that are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Final Edited Master

PERMANENT

Cut off annually upon completion of final master and transfer to the National Archives.

b. Survey Submissions

1. Annual or bi-annual surveys

TEMPORARY

Cut off annually upon being superseded by the next annual or bi-annual survey. Transfer to a certified records storage facility 5 years after cutoff. Destroy/ delete 15 years after cutoff.

2. One-time surveys

TEMPORARY

ED Records Schedule
ACS Tracking Number: OM:6-106:C12

Cut off upon completion of project Transfer to a certified records storage facility 5
years after cutoff Destroy/delete 15 years after cutoff.

IMPLEMENTATION GUIDANCE:

The final master copy will be in the form of a computer-readable tape or other computer-readable format, such as a CD-ROM, in compliance with NARA requirements for electronic data.

ARRANGEMENT/ANNUAL ACCUMULATION:

Survey description/1 CD per year.

PREVIOUS DISPOSITION AUTHORITY:

NC1-12-81-1, Item 7 (ED/RDS Part 4, Item 7)
NC1-12-81-1, Item 16a (ED/RDS Part 4, Item 16a)
NC1-12-81-1, Item 16b (ED/RDS Part 4, Item 16b)
NC1-12-81-1, Item 16c (ED/RDS Part 4, Item 16c)

SPECIFIC LEGAL REQUIREMENTS:

Title VI of the Civil Rights Act of 1964
Title IX of the Higher Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary
Education Act of 1965, as amended by the No Child Left Behind Act of 2001)

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Compliance