

**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

N1-441-08-9

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

ARCHIVIST OF THE UNITED STATES

10-7-09 *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SUPERSEDED  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 054 Department-wide Organizational Records

N1-441-97-2/2a (ED/RDS  
Part 15, Item 1a)

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D21**

**SCHEDULE LOCATOR NO.:** 054

**REVISION DATE:** 2/19/2008

**TITLE:** Department-wide Organizational Records

**PRINCIPAL OFFICE:** Office of Management (OM)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Records consist of organizational charts, reorganization studies, functional charts, staff studies, delegations of authority, reports of working groups, and related records that document the Department's organization and functions

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 at end of the year in which the organizational change is complete. Transfer nonelectronic records to the National Archives 10 years after cutoff. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

.270 KF 9/17/09

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

**TEMPORARY**

Destroy when superseded or obsolete.

*non-record  
material  
- KF*

**IMPLEMENTATION GUIDANCE:**

The Office of Management (OM) maintains the official copies for all ED Principal Offices Background materials maintained by originating offices should be filed with ED 066 – Program Management Files

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D21**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

Filed alphabetically by office/Accumulation of 1 cu. ft. annually.

**PREVIOUS NARA DISPOSITION AUTHORITY:**

N1-441-97-2/2a (ED/RDS Part 15, Item 1a)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental