

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions below)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <div style="font-size: 1.2em; font-family: cursive;">N1-441-08-13</div>	
1 FROM (Agency or establishment) Department of Education		DATE RECEIVED <div style="font-size: 1.2em; font-family: cursive;">7-9-2008</div>	
2 MAJOR SUBDIVISION Office of Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Regulatory Information Management Services			
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D. Smith	5 TELEPHONE 202-401-0902	DATE <div style="font-size: 1.2em; font-family: cursive;">1-13-2009</div>	ARCHIVIST OF THE UNITED STATES <div style="font-size: 1.2em; font-family: cursive;">Adrian Shomer</div>
6 AGENCY CERTIFICATION <p>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 <u>2</u> 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,</p> <p> <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p>			
DATE 6/25/08	SIGNATURE OF AGENCY REPRESENTATIVE <div style="font-size: 1.5em; font-family: cursive;">Sherry D Smith</div>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 063 General Correspondence Files	N1-441-97-1/1b (ED/RDS Part 9, Item 1b) N1-441-97-1/1c (ED/RDS Part 9, Item 1c) N1-441-97-1/1d (ED/RDS Part 9, Item 1d) N1-441-97-1/1e (ED/RDS Part 9, Item 1e) N1-441-97-1/4b (ED/RDS Part 9, Item 4b) N1-441-97-1/9b (ED/RDS Part 9, Item 9b) N1-441-97-1/14 (ED/RDS Part 9, Item 14) N1-441-96-2/7a (ED/RDS Part 6, Item 4a) N1-441-96-2/7b (ED/RDS Part 6, Item 4b)	

ED Records Schedule
ACS Tracking Number: OM:6-106:A26

SCHEDULE LOCATOR NO.: 063

DRAFT DATE: 8/7/2007

TITLE: General Correspondence Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Records include, but are not limited to, routine incoming and outgoing correspondence and memoranda with enclosures relating to routine activities of the office, such as work accomplishments and personnel needs.

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)

DISPOSITION INSTRUCTIONS:

a. Record Copy

TEMPORARY

Cut off files annually. Destroy/delete 2 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

IMPLEMENTATION GUIDANCE:

This item covers all general correspondence files in all programs Department-wide. Major or controlled correspondence is scheduled under ED 062 Significant Correspondence.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-97-1/1b (ED/RDS Part 9, Item 1b)
N1-441-97-1/1c (ED/RDS Part 9, Item 1c)
N1-441-97-1/1d (ED/RDS Part 9, Item 1d)
N1-441-97-1/1e (ED/RDS Part 9, Item 1e)
N1-441-97-1/4b (ED/RDS Part 9, Item 4b)

ED Records Schedule
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N1-441-97-1/9b (ED/RDS Part 9, Item 9b)
N1-441-97-1/14 (ED/RDS Part 9, Item 14)
N1-441-96-2/7a (ED/RDS Part 6, Item 4a)
N1-441-96-2/7b (ED/RDS Part 6, Item 4b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration