

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-441-08-016

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/29/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items on this schedule are active except for offices as indicated below.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

ITEM A: DAA-0441-2021-0001-0001 supersedes this item for records of the Inspector General only

ITEM B: DAA-0441-2021-0001-0002 supersedes this item for records of the Inspector General only

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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

N1-441-08-16

DATE RECEIVED

7-9-2008

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

1-21-09

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 D 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 056 Policy and Guidance Documents	N1-441-97-2/1 (ED/RDS Part 1, Item 1) N1-441-97-1/6a (ED/RDS Part 9, Item 6a) N1-441-97-1/6b (ED/RDS Part 9, Item 6b) N1-441-97-1/12a (ED/RDS Part 9, Item 12a) N1-441-97-1/12b (ED/RDS Part 9, Item 12b) N1-441-97-1/19a (ED/RDS Part 9, Item 19a) N1-441-97-1/19b (ED/RDS Part 9, Item 19b) N1-441-02-01/6a (ED/RDS Part 16, Item 6a) N1-441-02-01/6b (ED/RDS Part 16, Item 6b)	

ED Records Schedule
ACS Tracking Number: OM:6-106:D22

SCHEDULE LOCATOR NO.: 056

DRAFT DATE: 1/28/2008

TITLE: Policy and Guidance Documents

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

Consists of all records that document the Department's major policy decisions and program operational procedures originated within each Principal Office and Regional Office providing the mandates for overall and specific program direction and action. Records include, but are not limited to, documents relating to official policy decisions, memos that set policy or issue guidance, operating guidance, procedures manuals, non-ACS directives, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action.

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

b. Background materials, working papers, and drafts

TEMPORARY

Destroy/delete upon verification against final product.

c. Unpublished guidance

TEMPORARY

Cut off file upon decision not to publish or issue. Destroy/delete 10 years after cutoff.

ED Records Schedule
ACS Tracking Number: OM:6-106:D22

- d. Duplicate copies maintained for reference purposes and that do not serve as the record copy

TEMPORARY

Destroy/delete when no longer needed for reference.

now record

IMPLEMENTATION GUIDANCE:

Policy and guidance documents that are finalized and distributed within the Department may be considered "published" even if they are not released to the public

ED 055 – Administrative Communications System (ACS) Case Files covers directives issued as part of the Administrative Communications System (ACS).

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY

N1-441-97-2/1 (ED/RDS Part 1, Item 1)
N1-441-97-1/6a (ED/RDS Part 9, Item 6a)
N1-441-97-1/6b (ED/RDS Part 9, Item 6b)
N1-441-97-1/12a (ED/RDS Part 9, Item 12a)
N1-441-97-1/12b (ED/RDS Part 9, Item 12b)
N1-441-97-1/19a (ED/RDS Part 9, Item 19a)
N1-441-97-1/19b (ED/RDS Part 9, Item 19b)
N1-441-02-01/6a (ED/RDS Part 16, Item 6a)
N1-441-02-01/6b (ED/RDS Part 16, Item 6b)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration