

**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

N1-441-08-20

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 008 Legislative Documents	NC-12-75-1/5 (ED/RDS Part 8, Item 2)	

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D3**

**SCHEDULE LOCATOR NO.:** 008

**DRAFT DATE:** 9/5/2007

**TITLE:** Legislative Documents

**PROGRAM:** Office of General Counsel

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Legislative history files, consisting of a record copy of hearings, bills, or statutes pertaining to proposed legislation on which ED testified and were signed by a Department policy official and sent to Congress or OMB. Records also include Department testimony on legislative topics, technical drafting assistance, informal comments from OMB or other agencies on legislative matters, internal Department drafts and comments on drafts of legislative materials. Also included are the Division of Legislative Counsel's comprehensive files for each bill or legislative topic addressed during a particular Congress.

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. Departmental Formal Legislative Documents

**PERMANENT**

Cut off file at the end of each Congress. Transfer to the National Archives 3 years after cutoff.

b. Legislative Working Papers

**TEMPORARY**

Cut off file at the end of each Congress. Destroy/delete 3 years after cutoff

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ ANNUAL ACCUMULATION:**

By Congressional session/ Approximately 40 cubic feet per year

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:D3**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

NC-12-75-1/5 (ED/RDS Part 8, Item 2)

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental