

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions below)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO</b> NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		<b>JOB NUMBER</b> <div style="font-size: 1.2em; font-family: cursive;">NT-441-09-18</div>	
<b>1 FROM</b> (Agency or establishment) U S Department of Education		<b>DATE RECEIVED</b> <div style="font-size: 1.2em; font-family: cursive;">6/10/09</div>	
<b>2 MAJOR SUBDIVISION</b> Office of Management		<b>NOTIFICATION TO AGENCY</b>	
<b>3 MINOR SUBDIVISION</b> Regulatory Information Management Services		<p style="font-size: 0.8em;">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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p>	
<b>4 NAME OF PERSON WITH WHOM TO CONFER</b> Sherry D. Smith	<b>5 TELEPHONE</b> (202) 401-0902	<b>DATE</b> <div style="font-size: 1.2em; font-family: cursive;">2/11/11</div>	<b>ARCHIVIST OF THE UNITED STATES</b> <div style="font-size: 1.2em; font-family: cursive;">[Signature]</div>
<b>6 AGENCY CERTIFICATION</b> <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> <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> is not required,</span> <span><input type="checkbox"/> is attached, or</span> <span><input type="checkbox"/> has been requested</span> </div>			
<b>DATE</b> <div style="font-size: 1.2em; font-family: cursive;">6/4/2009</div>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <div style="font-size: 1.2em; font-family: cursive;">Jill Shaver for Sherry Smith</div>		<b>TITLE</b> Director, Records Management & Privacy Division/ Departmental Records Officer
<b>7 ITEM NO</b>	<b>8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>	<b>9 GRS OR SUPERSEDED JOB CITATION</b>	<b>10 ACTION TAKEN (NARA USE ONLY)</b>
1	ED 162 Family Policy Compliance Office Complaints and Technical Assistance	NC1-12-82-1/3b (ED/RDS Part 12, Item 2g 2)  NC1-12-82-1/3a (ED/RDS Part 12, Item 2g 1)	

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:C49**

**SCHEDULE LOCATOR NO.:** 162

**DRAFT DATE:** 03/02/2009

**TITLE:** Family Policy Compliance Office Complaints and Technical Assistance

**PRINCIPAL OFFICE:** Office of Planning, Evaluation and Policy Development (OPEPD)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

Inquiries and complaints made pursuant to the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and the military recruiter provisions of the No Child Left Behind Act of 2001 relating to educational agencies and institutions to which funds have been made available by the Department of Education. Records include but are not limited to the Department responses and related correspondence.

**DISPOSITION INSTRUCTIONS:**

a Requests for Technical Assistance Case Files

**TEMPORARY**

Cut off after resolution. Destroy/delete 3 years after cutoff.

b Complaints Case Files

**TEMPORARY**

Cut off annually upon completion of investigation. Destroy/delete 6 years after cutoff.

c Complaints and Technical Assistance Tracking System (ccmMercury) Master Data Files

This system is used to track complaints as well as requests for technical assistance. A hardcopy of any correspondence related to a case file is scanned into the system for reference purposes. The system contains complainant names, addresses, and telephone numbers as well as information about the complaint or request.

**TEMPORARY**

Cut off annually upon completion of investigation. Destroy/delete 6 years after cutoff.

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:C49**

~~d Duplicate Copies Regardless of Medium 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:**

Follow the disposition instructions in ED 086 information System Supporting Materials for system software, input/source records, output and reports, and system documentation

**ARRANGEMENT / ANNUAL ACCUMULATION:**

**PREVIOUS DISPOSITION AUTHORITY/CONTACT:**

ED 162 a Informal Complaints and Requests for Technical Assistance Case Files supersedes NC1-12-82-1/3b (ED/RDS Part 12, Item 2g 2)

ED 162 b Formal Complaints Case Files supersedes NC1-12-82-1/3a (ED/RDS Part 12, Item 2g 1)

**SPECIFIC LEGAL REQUIREMENTS:**

Privacy Act (5 U S C § 552a(c))

34 C F R § 5b

Family Educational Rights and Privacy Act (20 U S C § 1232g)

Protection of Pupil Rights Amendment (20 U S C § 1232h)

No Child Left Behind Act of 2001, P L 107-110

**SPECIFIC RESTRICTIONS:**

Privacy Act 18-05-02 Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupils Rights Amendment (PPRA) Record Systems

Family Educational Rights and Privacy Act (20 U S C § 1232g)

**BUSINESS LINE:** Compliance