

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. Department of Education

2. MAJOR SUBDIVISION

Office of Human Resources and Administration

3. MINOR SUBDIVISION

Office of Intergovernmental & Interagency Affairs(OIIA)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Norma Fenwick

202-708-5342

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-441-93-3

DATE RECEIVED

5-14-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-20-93

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 1 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

5/11/93

SIGNATURE OF AGENCY REPRESENTATIVE

Norma Fenwick

TITLE

Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	See the attached		WITHDRAWN

Office of Intergovernmental and Interagency Affairs (OIIA)

1. Committee Management Records

a. Committee Management Records

Education boards, commissions and councils: Records relating to establishment, organization, membership, policy, agenda, minutes, final reports, and related records documenting the accomplishments of official boards, commissions and councils.

DISPOSITION STANDARD: PERMANENT, transfer to a Federal Records Center 6 months before termination of official board, commission or council activities. The ED Committee Manager will offer records to the National Archives when 2 years old.

DISPOSAL AUTHORITY:

b. Government in the Sunshine Act Records.
(5 U.S.C. 552 (e) (3))

Records created to comply with the provisions of Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the Department's compliance with the Act.

DISPOSITION STANDARD: PERMANENT, transfer to a Federal Records Center 1 calendar year after meeting, offer to the National Archives when 3 years old.

DISPOSAL AUTHORITY:

Annual Volume: 5 Cubic Feet

Files Arrangement: Chronological by Calendar Year
and Alphabetical by Subject