

Part 3 – Research Projects and Management Study Records

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
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The following schedules are for files created for and by the Department of Education as a result of educational research and development activities.

Research and development is accomplished by Department personnel and by private commercial or research organizations whose services are rendered through contracts and grants. Whenever a contractor or grantee is used, the contractor/grantee is required to furnish the results of the research to the Department in the form of technical reports, experimental data or comparable media. All records furnished by the contractor or grantee pursuant to terms of the contract or grant become the property of the Department and the provisions of these schedules apply to such records.

1. R & D Technical Report Files.

An official file copy of each technical report or unpublished manuscript of report prepared in connection with a project, article reprint, final narrative reports, statistical and graphic compilations, summarizations, and analysis.

Disposition: PERMANENT. Transfer to the National Archives when 10 years old.

ED/RDS, Part 3, Item 1
(NC-12-75-1, Item 12a)

2. Research Project and Management Study.

Records relating to management study projects; statistical analyses of ED programs or state and local educational systems; and grant or contract research and statistical studies. Final project reports may take the form of published or unpublished narratives and statistical reports; audiovisual production (films).

a. Project Design and Procedure Descriptions, when included in final project report.

Disposition: TEMPORARY. Destroy on issuance of final report.

ED/RDS, Part 3, Item 2a
(NC-12-75-1, Item 8a)

b. Project Design and Procedure Descriptions, not included in final project report.

Disposition: PERMANENT. Retain with report. Transfer to the

ED/RDS, Part 3, Item 2b

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National Archives when 10 years old.

(NC-12-75-1, Item 8b)

3. Project Design Correspondence.

- a. Project correspondence, which alters the scope or basic purpose of the project.

Disposition: PERMANENT. Retain with final report. Transfer to the National Archives when 10 years old.

ED/RDS, Part 3, Item 3a
(NC-12-75-1, Item 9a)

- b. Project correspondence, which serves to administer the project, including progress reports.

Disposition: TEMPORARY. Destroy 2 years after completion of the project.

ED/RDS, Part 3, Item 3b
(NC-12-75-1, Item 9b)

- c. Routine Procurement Files

Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in GRS 3, items 1 (Real Property Files) and 12 (Tax Exemption Files)) [See note following Item 3c.1.b.]

- 1) Procurement or purchase organization copy, and related papers.

- a) Transactions dated on or after July 3, 1995 (effective date of the Federal Acquisition Regulation defining a “simplified acquisition threshold”).

- (1) Transactions that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY. Destroy 6 years and 3 months after final payment.

ED/RDS, Part 3, Item 3c.1.a
(GRS 3, Item 3a(1))

- (2) Transactions at or below the simplified acquisition threshold of \$100,000 and all construction contracts at

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or below \$2,000.

Disposition: TEMPORARY. Destroy 3 years after ED/RDS, Part 3, Item 3c.1.a
final payment. (GRS 3, Item 3a(1))

b) Transactions dated earlier than July 3, 1995.

(1) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY. Destroy 6 years and 3 ED/RDS, Part 3, Item 3c.1.b
months after final payment. (GRS 3, Item 3a(2))

(2) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

Disposition: TEMPORARY. Destroy 3 years after ED/RDS, Part 3, Item 3c.1.b
final payment. (GRS 3, Item 3a(2))

NOTE: Given the complexities of the rules on procurement, records managers should involve procurement officials when deciding which of the subitems to apply to a particular series of records.

2) Obligation copy.

Disposition: TEMPORARY. Destroy when funds are ED/RDS, Part 3, Item 3c.2
obligated. (GRS 3, Item 3b)

3) Other copies of records described above used by component elements of a procurement office for administrative purposes.

Disposition: TEMPORARY. Destroy upon termination or ED/RDS, Part 3, Item 3c.3
completion. (GRS 3, Item 3c)

4) Data submitted to the Federal Procurement Data System (FPDS). Electronic data files maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

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Disposition: TEMPORARY. Destroy or delete when 5 years old. ED/RDS, Part 3, Item 3c.4 (GRS 3, Item 3d)

4. Complete Survey Forms.

These are forms used to collect data for statistical studies.

a. Survey forms for recurring reports.

Disposition: TEMPORARY. Hold until completion of the next subsequent report, then destroy. ED/RDS, Part 3, Item 4a (NC-12-75-1, Item 10a)

b. Survey forms for nonrecurring reports.

Disposition: TEMPORARY. Destroy upon verification of transfer to electronic format or upon completion of the report. ED/RDS, Part 3, Item 4b (NC-12-75-1, Item 10b)

5. Final Project Reports.

a. A complete set of all published or unpublished reports, including management, technical, and statistical reports.

Disposition: PERMANENT. Transfer to the National Archives when 10 years old. ED/RDS, Part 3, Item 5a (NC-12-75-1, Item 12a)

b. Audiovisual Projects Record set of all films produced by or for ED, including final script and names of individuals involved in production.

Disposition: PERMANENT. Transfer to the National Archives when 10 years old. ED/RDS, Part 3, Item 5b (NC-12-75-1, Item 12b)

6. School and Staffing Surveys.

Public use and restricted use data files and documentation, 1987 - . Several surveys containing data collected from public and private schools, school administrators and teachers. School data include information on enrollment, staffing, community type, school type,

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religious affiliation, length of school year and school day, minority students and teachers, support services, tuition, admission requirements, students graduated, experience and education of teachers, new and former teachers, and use of volunteers. Administrator data include information on demographic characteristics, education, experience and perception of school climate. Teacher data include information on demographic characteristics, education, experience, teaching assignment, certification, perceptions of school climate, teacher’s job, teaching load and salary.

Disposition: PERMANENT. Transfer public use and restricted use data files to the National Archives upon official release of the file.

ED/RDS, Part 3, Item 6
(N1-441-95-2, Item 3)

7. Special Tabulation of Census Data by School District.

In 1993, the Census Bureau produced the 1990 Census School District Special Tabulation File for the National Center for Education Statistics. The School District Data Book contains social, economic, and administrative data for each of the 15,274 public school districts in the United States. The School District Data Book contains the most comprehensive demographic database ever developed for the nation’s children. Inclusive dates, 1990 – ongoing, special tabulation of census data by school district.

- a. Data on CD-ROM and documents on diskette that meet transfer requirements of 36 CFR 1228.270.

Disposition: PERMANENT. Current records: Transfer a copy to the National Archives and Records Administration (NARA) immediately upon approval of the schedule in accordance with 36 CFR 1228 transfer requirements. Thereafter, transfer records five years after the decennial census.

Pending NARA Approval
ED/RDS, Part 3, Item 7a

Current volume: 133 CD-ROMs
Estimated annual accumulations: 50 – 60 CD-ROMs

8. Special Tabulation of Census Data by School District Data File Documentation.

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File specifications, codebooks, record layouts, output specifications, and final reports (regardless of medium) relating to the Special Tabulation of Census Data by School District.

Disposition: PERMANENT. Transfer copy of documentation with the Special Tabulation of Census Data by School District files. **Pending NARA Approval**
ED/RDS, Part 3, Item 8