

## MEMORANDUM

TO: Director, Office of Hearings and Appeals

FROM: Assistant Secretary for Management

SUBJECT: Redlegation of Authority to Certify Copies of ED Records

### I. DELEGATION

Under the authority vested me by a delegation from the Secretary EA/EM/11, certified on August 22, 1980, I redelegate to you, anyone serving for you in an acting capacity, or anyone delegated to perform the functions and duties of your position, the authority to certify true copies of any books, records, papers, and other documents on file in the Department, or of extracts from such documents; to certify that true copies are copies of the actual file; to certify the complete, original record of a Department file; to certify that Department files do not contain particular records, and to cause the seal of the Department to be affixed to such certification. This delegation only authorizes the addressee to certify copies of documents that are part of the administrative proceedings listed in EM/EMJ/364, certified on July 22, 2009.

Unless otherwise specified in future delegations of authority, amendments to the authority delegated herein are included within the scope of this delegation.

When an authorized official certifies a document to be a true copy of a document on file in the Department, he or she shall do so by causing the impression of the Department seal to be affixed to a certification form which shall be the top sheet of the copy being certified. The attached "Certification Of Administrative Record" form has been designated for this purpose.

Documents shall be appropriately signed before being presented for impression.

I hereby ratify actions within the scope of this delegation taken by the addressees prior to certification of this delegation.

### II. RESERVATIONS

None.

III. REDELEGATION

No further redelegation is authorized.

IV. CERTIFICATION AND EFFECTIVE DATE

This delegation is effective upon certification of the Department's Principal Delegations Control Officer and supersedes all previous delegations of this authority.

-S-  
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Winona H. Varnon  
Delegated the Functions and  
Duties of the Assistant Secretary  
for Management

Certified Date: 2/16/2012

Departmental Delegations Control Officer: /s/ Bruce L. Monblatt

Control Number: EM/EMJ/390

ATTACHMENT

UNITED STATES OF AMERICA

U.S. DEPARTMENT OF EDUCATION

CERTIFICATION OF ADMINISTRATIVE RECORD

I, Frank Furey, declare as follows:

I am the Director, Office of Hearings and Appeals, United States Department of Education. Pursuant to delegated authority, I hereby certify that the [*insert either “documents numbered 1 through 783, described in and accompanying the attached index” if OHA is producing an indexed copy, OR “documents attached here” if OHA is not providing an index*], constitute a true copy of the Administrative Record compiled by the Office of Hearings and Appeals in the matter captioned *In the Matter of International Junior College*, Docket Number 07-52-SA.

\_\_\_\_\_

Frank Furey

Executed in Washington, D.C. on \_\_\_\_\_, 2012

ATTACHMENT

UNITED STATES OF AMERICA

U.S. DEPARTMENT OF EDUCATION

CERTIFICATION OF ADMINISTRATIVE RECORD

I, [Name of Official], declare as follows:

I am the Director, Office of Hearings and Appeals, United States Department of Education. Pursuant to delegated authority, I hereby certify that the [*documents provided or those in the attached index (if an index is provided)*], constitute a true copy of the Administrative Record compiled by the Office of Hearings and Appeals in the matter captioned [*Title of Case and Docket Number*].

\_\_\_\_\_  
[Signature of Official]

Executed in Washington, D.C. on \_\_\_\_\_, 20\_\_.