

May 25, 2004

MEMORANDUM

TO: Principal Officers

FROM: The Assistant Secretary for Management

SUBJECT: Delegation of Authority to Certify Copies of ED Records

I. DELEGATION

Under the authority vested in me by a delegation from the Secretary, EA/EM/11, certified on August 22, 1980, and in accordance with 20 U.S.C. 3485, I hereby delegate to you, your successor in function, and anyone serving for you in an acting capacity, 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 authorizes each addressee to certify copies of documents within their respective areas of responsibilities.

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

II. RESERVATIONS:

None.

III. REDELEGATION

This authority may be redelegated.

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.

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 True Copy” 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 Principal Officers prior to certification of this delegation.

/s/

William J. Leidinger

Attachment

Principal Officers:

Deputy Secretary
Under Secretary
Assistant Secretary for Civil Rights
Inspector General
General Counsel
Assistant Secretary for Special Education and Rehabilitative Services
Chief Information Officer
Assistant Secretary for Legislation and Congressional Affairs
Assistant Secretary for Intergovernmental and Interagency Affairs
Chief Financial Officer
Chief Operating Officer, Federal Student Aid
Assistant Secretary for Postsecondary Education
Deputy Under Secretary for Safe and Drug-Free Schools
Director, Institute of Education Sciences
Assistant Secretary for Elementary and Secondary Education
Deputy Under Secretary for English Language Acquisition
Deputy Under Secretary for Innovation and Improvement
Assistant Secretary for Vocational and Adult Education

OGC Concurrence and Date: /s/ David Berthiaume, 5/18/2004

Certified Date: 5/25/2004

Departmental Delegations Control Officer: /s/ Naty G. Beetle

Control Number: EM/GEN/8

ATTACHMENT

UNITED STATES OF AMERICA

U.S. DEPARTMENT OF EDUCATION

Certification of True Copy

Pursuant to the provisions of 20 U.S.C. 3485 and the authority vested in me by delegation from the Secretary or by redelegation from the Assistant Secretary for Management, I hereby certify that the annexed are true copies of the documents on file in the Department of Education.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Department of Education to be affixed on this _____ day of _____ 20____.