

ED Records Schedule

SCHEDULE LOCATOR NO.: 256

APPROVED DATE: 08/11/2010

TITLE: Construction Grants and Related Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-09-12

DESCRIPTION:

This schedule documents the various records created from the administration and management of construction grants throughout their lifecycle.

DISPOSITION INSTRUCTIONS:

a. Construction Grants and Related Records

Construction grants are awarded to local educational agencies (LEAs) or Institutions of Higher Education (IHEs) for construction, renovation, and operation of facilities. Because these projects are funded with Federal monies, they must be used for educational purposes.

1. Construction grants related to IHEs

Records include applications, award data, budget, correspondence and other related records. Also included is the certification that the IHE has the right to construct, maintain, and will continue to operate, facilities constructed with Federal monies.

TEMPORARY

Retain in grant file until the facility is no longer used for educational purposes.
Destroy/delete 5 years after the facility is no longer needed for educational purposes.

2. Construction grants related to LEAs

Records include applications, award data, budget, correspondence and other related records. Also included in this file is the assurance that the LEA has the right to construct, maintain, and will continue to operate, facilities constructed with Federal monies.

TEMPORARY

Retain in grant file until the facility is no longer used for educational purposes.
Destroy/delete 5 years after the facility is no longer needed for educational purposes.

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b. Certification of Federal Property Ownership and Related Correspondence

These certifications establish or verify eligibility of institutions for Federal grant or loan programs.

1. Property file (including correspondence)

TEMPORARY

Destroy/delete 3 years after completion of last project relating to property.

2. Real estate inventory

TEMPORARY

Destroy/delete when obsolete or superseded.

3. Correspondence not affecting Federal status

TEMPORARY

Purge from property folder annually and destroy/delete.

c. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete no later than one year after grant closure.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY:

ED 256 a.1 Construction grants related to IHEs supersedes:
NC-12-75-1, Item 30a (ED/RDS Part 7, Item 1a and Part 10, Item 12a)

ED 256 a.2 Construction grants related to LEAs supersedes:
NC-12-75-1, Item 30b (ED/RDS Part 7, Item 1b and Part 10, Item 12b)

ED 256 b.1 Property file (including correspondence) supersedes:
NC-12-75-1, Item 19a (ED/RDS Part 10, Item 2a)

ED 256 b.2 Real estate inventory supersedes:

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NC-12-75-1, Item 19b (ED/RDS Part 10, Item 2b)

ED 256 b.3 Correspondence not affecting Federal status supersedes:

NC-12-75-1, Item 19c (ED/RDS Part 10, Item 2c)

ED 256 c. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy supersedes:

NC-12-75-1, Item 22 (ED/RDS Part 10, Item 4)

NC-12-75-1, Item 24c (ED/RDS Part 10, Item 6c)

SPECIFIC LEGAL REQUIREMENTS:

Elementary and Secondary Education Act of 1965, as amended
McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B
American Recovery and Reinvestment Act of 2009

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Grants