

## **ED Records Schedule**

**SCHEDULE NO.:** 243

**APPROVED DATE:** 1/23/2009

**TITLE:** Decisions Made by Hearing Officials, Administrative Law Judges, the Secretary of Education and Members of CRRA

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:** N1-441-08-2

### **DESCRIPTION:**

Records contain decisions of the Office of Hearings and Appeals' Hearing Officials and Administrative Law Judges, and interlocutory reviews and appellate decisions made by the Secretary of Education and the Civil Rights Reviewing Authority (CRRA).

As these records may be maintained in many different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

### **DISPOSITION INSTRUCTIONS:**

a. Record Copy

#### **PERMANENT**

Remove original decision before official docket file is transferred to a certified records center. Hold on site and transfer to the National Archives in five-year blocks.

b. Duplicate copies regardless of medium maintained for reference purposes and that do not serve as the record copy

#### **TEMPORARY**

Destroy/delete when no longer needed for reference.

### **IMPLEMENTATION GUIDANCE:**

Record copies are maintained in the official docket file until eligible for transfer to the FRC. Related schedule: ED241 Administrative Adjudication Case Files for Office of Hearings and Appeals (OHA), ED252 Civil Rights Case Files

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

In folders/Approximately 75 decisions

## **ED Records Schedule**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

N1-441-97-4/4, (ED/RDS Part 8, Item 6)

### **SPECIFIC LEGAL REQUIREMENTS:**

Administrative Procedure Act, 5 U.S.C. 553

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration