

ED Records Schedule

SCHEDULE LOCATOR NO.: 191

APPROVED DATE: 08/16/2010

TITLE: Federal Real Property Assistance (FRPA) Case Files

PRINCIPAL OFFICE: Office of Management (OM)

NARA DISPOSITION AUTHORITY: N1-441-09-07

DESCRIPTION:

Records of the Federal Real Property Assistance Program (FRPA), a legislatively mandated activity involving the conveyance of surplus Federal property, for educational purposes, to States and their political subdivisions and instrumentalities by tax supported institutions and to non-profit institutions that have been held exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

Records include but are not limited to excess and surplus notices, screening notices, original and amended application, documents supporting the transfer assignment, agreement and materials that have a direct bearing on the titles, including environmental impact statements, descriptions of property, location maps, photographs, site surveys, audit reports, utilization reports, recipient annual or biennial reports, and inspection reports. Also includes indexes to case files, letters of transmittal, memorandums to file, facilitative correspondence, and other routine materials.

DISPOSITION INSTRUCTIONS:

a. Federal Real Property Assistance (FRPA) Case Files

PERMANENT

Cut off one year after the instrument of transfer is delivered to the grantee. Transfer case files to NARA 31 years after cutoff in 5-year blocks when the most recent record is 5 years old. Transfer electronic case files with any related documentation and external finding aids in accordance with 36 CFR 1228.270 or standards applicable at the time. Transfer records to a certified records storage facility if volume warrants.

b. Working Files

All remaining records, including: letters of transmittal, memorandums to file, and facilitative correspondence, and other routine materials.

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TEMPORARY

Cut off one year after the instrument of transfer is delivered to the grantee. Retain with case file for 31 years after cutoff. Department of Education (headquarters and regional office) staff will screen and destroy/delete temporary material 31 years after cutoff. Transfer records to a certified records storage facility if volume warrants.

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

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

- a. Federal Real Property Assistance (FRPA) Case Files supersedes:

N1-441-93-5, Item 1a (ED/RDS Part 7, Item 3a.1)

N1-441-93-5, Item 1c (ED/RDS Part 7, Item 3a.3)

- b. All Remaining Records, Including: Letters of Transmittal, Memorandums to File, Facilitative Correspondence, and other Routine Material supersedes:

N1-441-93-5, Item 1b (ED/RDS Part 7, Item 3a.2)

SPECIFIC LEGAL REQUIREMENTS:

Federal Property and Administrative Services Act of 1949, as amended, 40 USC § 550 et seq., 34 CFR 12

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Grants