

ED Records Schedule

SCHEDULE LOCATOR NO.: 102

APPROVAL DATE: 09/21/2010

TITLE: Recognition Programs Files

PRINCIPAL OFFICE: Office of Communications & Outreach (OCO)

NARA DISPOSITION AUTHORITY: N1-441-09-6

DESCRIPTION:

The Department of Education has numerous recognition programs whose purpose is to recognize academic achievement of students, teachers and schools. These programs differ from other Department of Education programs in the fact that these programs present non-monetary awards. The most prominent and oldest of these are the U.S. Presidential Scholars Program and the Blue Ribbon Schools Program.

DISPOSITION INSTRUCTIONS:

a. U.S. Presidential Scholars Program Records

Final documentation related to the U.S. Presidential Scholars Program. Records required to be created by Executive Order 11155 include lists of Scholars and lists of Distinguished Teachers. Contingent upon funding, non-required records may include National Recognition Week (NRW) agendas, video footage of NRW events, NRW-related publications (e.g., Performing Arts Scholar playbills, Visual Arts Scholar exhibition announcements), digital photographs taken at Program-related events, annual yearbooks, Presidential messages, representative copies of award certificates, lists of sponsors, and records pertaining to related/partner organizations.

1. Award records

Lists of Scholars and Distinguished Teachers, Presidential messages, representative copies of award certificates, lists of sponsors, and records pertaining to related/partner organizations.

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

2. DVDs documenting National Recognition Week events

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

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3. U.S. Presidential Scholars Program publications

Publications may include but are not limited to annual yearbooks, Performing Arts Scholar playbills, and Visual Arts Scholar exhibition announcements.

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

4. Digital photographs documenting U.S. Presidential Scholars Program events

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

5. U.S. Presidential Scholars Program Electronic Application (PSA Online) master data files

PSA Online is the Presidential Scholars Program's electronic application and competition management system. The system data includes records related to selected participants.

TEMPORARY

Cut off annually upon close of program awards cycle. Destroy/delete 4 years after cutoff.

b. Blue Ribbon Schools Program Records

The Blue Ribbon Schools Program honors public and private elementary, middle, and high schools that have attained higher levels of performance or that have made dramatic gains in student achievement to high levels, especially among disadvantaged students.

Contingent upon funding, final documentation may include guidance document to states, list of schools who received awards for the given year, awards ceremony program booklet and agenda, digital videos and photographs from the ceremony, and representative copies of award certificates.

1. Award records

Guidance documents to states, list of schools that receive an award, awards ceremony agendas, and representative copies of award certificates.

PERMANENT

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2. DVDs documenting Blue Ribbon Schools Program awards ceremonies

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

3. Digital photographs documenting Blue Ribbon Schools Program awards ceremonies

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

4. Blue Ribbon Schools Program publications

Publications may include, but are not limited to the awards ceremony program booklet, which contains a Presidential message.

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

5. No Child Left Behind Blue Ribbon Schools Program master data files

The Office of Communication and Outreach Blue Ribbon Schools Program system is used to document exemplary schools based on criteria from the No Child Left Behind Act of 2001. The system data includes electronic applications, information about the exemplary schools, including demographics and the states' and schools' assessment results.

TEMPORARY

Cut off annually upon close of program awards cycle. Destroy/delete 4 years after cutoff.

- c. President's Education Awards Program Records

Since 1983, the President's Education Awards Program has provided individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. Records include awards certificates and may include Presidential messages.

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d. Other Official Recognition Programs Records

PERMANENT

Cut off annually upon close of program awards cycle. Transfer to NARA after cutoff.

e. Background Recognition Program Records

Records received as part of the application or nomination process, such as essays, transcripts or biographical information. Also included are drafts, working copies or submissions for final publications, awards, photographs or videos.

TEMPORARY

Cut off annually upon close of program awards cycle. Destroy/delete 4 years after cutoff.

h. 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:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

Chronologically (from 1977 to the present)/ 1.33 cf.

PREVIOUS NARA DISPOSITION AUTHORITY

- a. Official Recognition Program Records supersedes:
N1-220-93-15, Item 4 (ED/RDS Part 5, Item 7c)
- b. Background Recognition Program Records supersedes:
N1-220-93-15, Item 1 (ED/RDS Part 5, Item 6)
N1-220-93-15, Item 2b (ED/RDS Part 5, Item 7b)
N1-220-93-15, Item 3 (ED/RDS Part 5, Item 8)

SPECIFIC LEGAL REQUIREMENTS:

Executive Order 11155

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SPECIFIC RESTRICTIONS:

Privacy Act 18-06-03 Presidential Scholars Program - Files of Selected Participants

LINE OF BUSINESS: Administration