

ED Records Schedule

SCHEDULE LOCATOR NO.: 189

APPROVED DATE: 02/15/2011

TITLE: Accreditation Case Files

PRINCIPAL OFFICE: Office of Postsecondary Education (OPE)

NARA DISPOSITION AUTHORITY: N1-441-09-19

DESCRIPTION:

This schedule relates to records submitted to the Department from accrediting agencies seeking initial or renewed recognition from the Secretary of Education. For the recognition process, the Accrediting Agency Evaluation Branch reviews the accrediting agency's application and supporting documentation to determine if they are a reliable authority concerning the quality of education or training provided by the institutions they accredit.

DISPOSITION INSTRUCTIONS:

a. Accreditation Case Files

Records include materials submitted from state approval agencies and non-governmental accrediting agencies, petitions, interim reports, accrediting decisions, and annual reports submitted to the Secretary. Also included in the files is correspondence to and from the accrediting agency that contains complaints received from concerned individuals regarding the agency's recognition status.

TEMPORARY

Cut off case file annually upon termination of the accreditation process. Destroy/delete 11 years after cutoff.

b. Denied or Withdrawn Accreditation Case Files

Case files including application and correspondence to and from the agency concerning denial for approval or recognition. Also includes case files for agencies that withdraw from the accreditation process.

TEMPORARY

Cut off case file annually. Destroy/delete 3 years after cutoff.

c. Drafts and Working Papers

Consists of drafts, notes, background material, and reference copies of documents.

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TEMPORARY

Destroy/delete when no longer needed.

d. Accreditation and Advisory Committee Electronic Records System (AACERS) Master Data Files

AACERS is a web-based database that facilitates the electronic submission of petitions and reports from agencies seeking recognition by the Secretary. This system contains an electronic versions of the accreditation case files as described in Items a and b of this schedule. Inactive data and images in AACERS are moved to Penagon (FileNet) to be archived.

TEMPORARY

Cut off case file annually upon termination of the accreditation process. Destroy/delete denied or withdrawn case files 3 years after cut off. Destroy/delete approved case files 11 years after cut off.

e. 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:

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

ARRANGEMENT / ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

ED 189 a. Accreditation Case Files supersedes:

N1-441-98-1 (ED/RDS Part 10, Item 18.a)

N1-441-98-1 (ED/RDS Part 10, Item 19)

ED 189 b. Denied or Withdrawn Accreditation Case Files supersedes:

N1-441-98-1 (ED/RDS Part 10, Item 18.b)

ED 189 c. Drafts and Working Papers supersedes:

N1-441-98-1 (ED/RDS Part 10, Item 18.c)

SPECIFIC LEGAL REQUIREMENTS:

34 C.F.R. §602, The Secretary's Recognition of Accrediting Agencies

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SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration