

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 252

**APPROVED DATE:** 1/13/2009

**TITLE:** Civil Rights Case Files

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:** N1-441-08-4

### **DESCRIPTION:**

Records consist of civil rights cases docketed for hearing and resolution by the Office of Administrative Law Judges and the Civil Rights Reviewing Authority (CRRA). Records include, but are not limited to: case files involving complaints of discrimination and reviews of elementary, secondary and higher education programs to determine if these programs are in compliance with Federal laws, which prohibit discrimination on the basis of race, color, national-origin, sex, age, and physical and mental disabilities in Federal-assisted programs.

Each docket file contains all documents, motions, briefs, exhibits, transcripts of hearings, orders, decisions, and correspondence pertaining to each case.

As these records may be maintained in 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

#### **TEMPORARY**

Cut off annually upon close of case and completion of monitoring. Destroy/delete 20 years after cutoff.

- b. 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 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

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**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001).

**SPECIFIC RESTRICTIONS:**

Privacy Notice 18-05-04 Discrimination Complaints Records System

**LINE OF BUSINESS:** Administration/ Departmental