

ED Records Schedule

SCHEDULE LOCATOR NO.: 016

APPROVED DATE: 8/2/2005

TITLE: Assurance of Compliance Statements

PRINCIPAL OFFICE: Office for Civil Rights

NARA DISPOSITION AUTHORITY: N1-441-05-1/2

DESCRIPTION:

Signed Assurance forms from the responsible official of an applicant for federal financial assistance binding the applicant to compliance with federal civil rights laws governing federally assisted programs and activities. These documents are used in court and administrative proceedings to establish that a party is legally bound to comply with these federal civil rights laws.

DISPOSITION INSTRUCTIONS:

a. Record Copy

PERMANENT

Cut off file annually after repeal of enabling legislation. Transfer to National Archives one year after cutoff.

b. Electronic version of records created by electronic mail or word processing systems

TEMPORARY

Delete when recordkeeping copy is generated or when no longer needed for reference or updating, whichever is sooner.

IMPLEMENTATION GUIDANCE:

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.

ARRANGEMENT/ANNUAL ACCUMULATION:

1 box per year; arranged by legal entity

FORMAT: Paper

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

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NC1-12-81-1, Item 6 [ED/RDS Part 4, Item 6]

SPECIFIC LEGAL REQUIREMENTS:

Title VI of the Civil Rights Act of 1964

Title IX of the Higher Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

The Age Discrimination Act of 1975

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:

BUSINESS LINE: Compliance