

ED Records Schedule

SCHEDULE LOCATOR NO.: 040

APPROVED DATE: 10/26/2009

TITLE: Civil Rights Survey Files

PRINCIPAL OFFICE: Office for Civil Rights (OCR)

NARA DISPOSITION AUTHORITY: N1-441-08-8

DESCRIPTION:

Includes the statistical data submitted to the Office for Civil Rights as well as the final compiled survey file. This data is used in monitoring the compliance status of recipients of federal financial assistance pursuant to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the 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). This record series excludes Adams Surveys.

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 that are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Final Edited Master

PERMANENT

Cut off annually upon completion of final master and transfer to the National Archives.

b. Survey Submissions

1. Annual or bi-annual surveys

TEMPORARY

Cut off annually upon being superseded by the next annual or bi-annual survey. Transfer to a certified records storage facility 5 years after cutoff. Destroy/ delete 15 years after cutoff.

2. One-time surveys

TEMPORARY

ED Records Schedule

Cut off upon completion of project. Transfer to a certified records storage facility 5 years after cutoff. Destroy/delete 15 years after cutoff.

IMPLEMENTATION GUIDANCE:

The final master copy will be in the form of a computer-readable tape or other computer-readable format, such as a CD-ROM, in compliance with NARA requirements for electronic data.

ARRANGEMENT/ANNUAL ACCUMULATION:

Survey description/1 CD per year.

PREVIOUS DISPOSITION AUTHORITY:

NC1-12-81-1, Item 7 (ED/RDS Part 4, Item 7)
NC1-12-81-1, Item 16a (ED/RDS Part 4, Item 16a)
NC1-12-81-1, Item 16b (ED/RDS Part 4, Item 16b)
NC1-12-81-1, Item 16c (ED/RDS Part 4, Item 16c)

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
Title II of the Americans with Disabilities Act of 1990
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:

LINE OF BUSINESS: Compliance