

Part 3 - Research Projects and Management Study Records

The following schedules are for files created for and by the Department of Education as a result of educational research and development activities.

Research and development is accomplished by Department personnel and by private commercial or research organizations whose services are rendered through contracts and grants. Whenever a contractor or grantee is used, the contractor/grantee is required to furnish the results of the research to the Department in the form of technical reports, experimental data or comparable media. All records furnished by the contractor or grantee pursuant to terms of the contract or grant become the property of the Department and the provisions of these schedules apply to such records.

ED/RDS

ITEM

NO.

DESCRIPTION OF RECORDS

DISPOSAL

AUTHORITY

1. **R&D Technical Report Files.**

An official file copy of each technical report or unpublished manuscript of report prepared in connection with a project, article reprint, final narrative reports, statistical and graphic compilations, summarizations, and analysis.

Disposition: Transfer to the National Archives when 10 years old.

NARA Job No.
NC-12-75-1
Item 12

2. **Research Project and Management Study.**

Records relating to management study projects; statistical analyses of ED programs or state and local educational systems; and grant or contract research and statistical studies. Final project reports may take the form of published or unpublished narratives and statistical reports; audiovisual production (films).

- a. Project Design and Procedure Descriptions, when included in final project report.

Disposition: Destroy on issuance of final report.

NARA Job No.
NC-12-75-1
Item 8a

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DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

- b. Project Design and Procedure Descriptions, not included in final project report.

Disposition: **PERMANENT.** Retain with report. Transfer to the National Archives when 10 years old.

NARA Job No.
NC-12-75-1
Item 8b

3. Project Design Correspondence.

- a. Project correspondence, which alters the scope or basic purpose of the project.

Disposition: **PERMANENT.** Retain with final report. Transfer to the National Archives when 10 years old.

NARA Job No.
NC-12-75-1
Item 9a

- b. Project correspondence, which serves to administer the project, including progress reports.

Disposition: Destroy 2 years after completion of the project.

NARA Job No.
NC-12-75-1
Item 9b

- c. Routine Procurement Files.

Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and repayment (other than those covered in items 1 and 12) [See note following this item.]

- (a) Procurement or purchase organization copy, and related papers.

- (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Destroy 6 years and 3 months after final payment.

GRS 3, Item 3a(1)

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- (2) Transactions of \$25,000 or less and construction contracts under \$2,000.

Disposition: Destroy 3 years after final payment.

GRS 3, Item 3a(2)

- (b) Obligation copy.

Disposition: Destroy when funds are obligated.

GRS 3, Item 3b

4. Complete Survey Forms.

These are forms used to collect data for statistical studies.

- a. Survey forms for recurring reports.

Disposition: Hold until completion of the next subsequent report, then destroy.

NARA Job No.
NC-12-75-1
Item 10a

- b. Survey forms for nonrecurring reports.

NARA Job No.
NC-12-75-1
Item 10b

5. Final Project Reports.

- a. A complete set of all published or unpublished reports, including management, technical, and statistical reports.

Disposition: **PERMANENT.** Transfer to the National Archives when 10 years old.

NARA Job No.
NC-12-75-1
Item 12a

- b. Audiovisual Projects--Record set of all films produced by or for ED including final script and names of individuals involved in production.

NARA Job No.
NC-12-75-1
Item 12b

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6. Schools and Staffing Surveys.

Public use and restricted use data files and documentation, 1987 - . Several surveys containing data collected from public and private schools, school administrators and teachers. School data include information on enrollment, staffing, community type, school type, religious affiliation, length of school year and school day, minority students and teachers, support services, tuition, admission requirements, students graduated, experience and education of teachers, new and former teachers, and use of volunteers. Administrator data include information on demographic characteristics, education, experience and perception of school climate. Teacher data include information on demographic characteristics, education, experience, teaching assignment, certification, perceptions of school climate, teacher's job, teaching load and salary.

Disposition: **PERMANENT.** Transfer public use and restricted use data files to the National Archives upon official release of the file.

NARA Job No.
NI-441-95-2
Item 3