
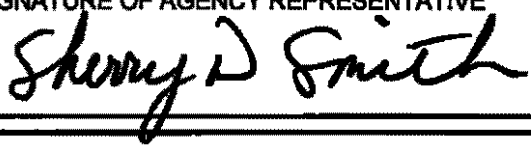


# INACTIVE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions below)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408		JOB NUMBER NI-441-09-26	DATE RECEIVED 9/17/2009
1. FROM (Agency or establishment) U.S. Department of Education		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Management		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Regulatory Information Management Services			
4. NAME OF PERSON WITH WHOM TO CONFER Sherry D. Smith	5. TELEPHONE (202) 401-0902	DATE 3/14/10	ARCHIVIST OF THE UNITED STATES 
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/14/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director, Records Management & Privacy Division/ Departmental Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	ED 083 Personal Identification Number (PIN) Registration System		

**ACTIVE - ALL ITEMS SUPERSEDED**  
**ED RECORDS SCHEDULE**  
**ACS Tracking Number: OM:6-106:L78**

**SCHEDULE LOCATOR NO.: 083**

**DRAFT DATE: 12/28/2009**

**TITLE: Personal Identification Number (PIN) Registration System**

**PRINCIPLE OFFICE: Federal Student Aid**

**NARA DISPOSITION AUTHORITY: PENDING NARA APPROVAL**

**DESCRIPTION:**

The PIN Registration System is the primary source for authentication and registration of electronic IDs to conduct e-business. The PIN system assigns and maintains these authentication credentials which in turn are utilized by Federal Student Aid feeder systems to authenticate users (e.g., students, parents, and borrowers) prior to allowing access to those systems. The information contained in the system is the name, social security number (SSN), date of birth, address (mailing and/or email), and challenge questions and responses of PIN registrants. PINs can be changed by registrants to a four digit number of their choosing. A PIN is made inactive if it is not used for 18 consecutive months.

The PIN system authorizes access to ED federal student aid systems such as the following:

- Free Application for Federal Student Aid (FAFSA) on the Web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Direct Loan Origination ([www.ed.gov/offices/OSFAP/DirectLoan/index.html](http://www.ed.gov/offices/OSFAP/DirectLoan/index.html))
- National Student Loan Data System (NSLDS) ([www.nsls.ed.gov](http://www.nsls.ed.gov))
- Direct Loan Servicing ([www.dlservicer.ed.gov](http://www.dlservicer.ed.gov))
- Direct Consolidation Loans Web site ([www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov))
- Federal Student Authentication Network (STAN) (FSAIC IVRU)
- TEACH Grant Agreement to Serve (ATS) ([www.teach-ats.ed.gov](http://www.teach-ats.ed.gov))

Additionally, a PIN can be used to electronically sign various applications for student aid, including the Free Application for Federal Student Aid (FAFSA), the Renewal FAFSA, and to initiate loan deferments or forbearance requests. The PIN system can also be utilized to electronically sign Master Promissory Notes.

**DISPOSITION INSTRUCTIONS:**

**a. Personal Identification Number (PIN) Registration System Master Data Files**

**1. PIN records documenting access to ED student financial aid systems**

**TEMPORARY**

Cut off annually. Destroy/delete two years after cut off.

Superseded by Job / Item number:

**DAA-0441-2016-0001-0002**

Date (MM/DD/YYYY):

**09/29/2017**

ED RECORDS SCHEDULE  
ACS Tracking Number: OM:6-106:L78

2. PIN records documenting electronic signatures of ED federal student aid applications or Master Promissory Notes

**TEMPORARY**

Generated by Job / Item number:  
DAA-0441-2016-001-0003: Applications  
DAA-0441-2016-001-0004: Master Promissory Notes  
Date (MM/DD/YYYY): 09/29/2017

Cut off one year after date of signature. Destroy/delete 75 years after cut off.

- 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.

*NOT record*

**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.

**ARRANGEMENT / ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

Title IV, of the Higher Education Act (HEA) of 1965, as amended

**SPECIFIC RESTRICTIONS:**

Privacy Notice 18-11-12 The Department of Education (ED) PIN (Personal Identification Number) Registration System

**LINE OF BUSINESS:** Loans