

Request for Records Disposition Authority

Records Schedule Number DAA-0441-2013-0002
Schedule Status Approved

Agency or Establishment Department of Education
Record Group / Scheduling Group General Records of the Department of Education
Records Schedule applies to Major Subdivision
Major Subdivision Federal Student Aid (FSA)
Schedule Subject ED 072 - FSA Application, Origination, and Disbursement Records
Internal agency concurrences will be provided No

Background Information

IMPLEMENTATION GUIDANCE:

Related schedule: ED 083 Personal Identification Number (PIN) Registration System.

Follow the disposition instructions in ED 086 Information System Supporting Materials for system software, input/source records, output and reports, and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

N1-441-09-023 (ED 072)

SPECIFIC LEGAL REQUIREMENTS:

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

SPECIFIC RESTRICTIONS:

Privacy Act 18-11-01 - Federal Student Aid Application File
Privacy Act 18-11-03 - Student Financial Assistance Validation File
Privacy Act 18-11-05 - Title IV Program Files
Privacy Act 18-11-07 - Student Financial Assistance Collection Files
Privacy Act 18-11-08 - Student Account Manager System
Privacy Act 18-11-13 - Student Authentication Network Audit File
Privacy Act 18-11-15 - Return of Title IV Funds on the Web

LINE OF BUSINESS: Loans

Outline of Records Schedule Items for DAA-0441-2013-0002

| Sequence Number | |
|-----------------|---|
| 1 | ED 072 - FSA Application, Origination, and Disbursement Records |
| 1.1 | Student Application Records |
| 1.1.1 | Free Application for Federal Student Aid (FAFSA), including FAFSA On-the-Web master data files Disposition Authority Number: DAA-0441-2013-0002-0001 |
| 1.1.2 | Central Processing System (CPS) master data files Disposition Authority Number: DAA-0441-2013-0002-0002 |
| 1.1.3 | Multi-Year Applicant Database (MYAD) master data files Disposition Authority Number: DAA-0441-2013-0002-0003 |
| 1.1.4 | eCampus Based/Campus Based System (eCBS) master data files Disposition Authority Number: DAA-0441-2013-0002-0004 |
| 1.2 | Loan Origination and Disbursement Records |
| 1.2.1 | Master Promissory Notes (MPNs), including Electronic Master Promissory Notes (eMPN) master data files |
| 1.2.1.1 | Paid-off Loans MPNs and eMPNs master data files. Disposition Authority Number: DAA-0441-2013-0002-0005 |
| 1.2.1.2 | Defaulted Loans MPNs and eMPN master data files. Disposition Authority Number: DAA-0441-2013-0002-0006 |
| 1.2.2 | Common Origination and Disbursement (COD) System master data files Disposition Authority Number: DAA-0441-2013-0002-0007 |
| 1.2.3 | Common Origination and Disbursement Data Archive (CODDA) master data files Disposition Authority Number: DAA-0441-2013-0002-0008 |
| 1.2.4 | Direct Loan Origination/Consolidation System (DLOCS) master data files Disposition Authority Number: DAA-0441-2013-0002-0009 |
| 1.2.5 | Agreement to Serve (ATS) master data files Disposition Authority Number: DAA-0441-2013-0002-0010 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>ED 072 - FSA Application, Origination, and Disbursement Records These records consists of files documenting individual student participation in Title IV Federal Student Financial Assistance Programs, including Federal Direct Student Loans, Federal Family Education Loans (FFEL), Federal Pell Grants, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (SMART) Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, Iraq and Afghanistan Service Grant and Campus-based federal funded programs. Records span the life cycle of student/borrower activities from initial application and eligibility determination through final disbursement of funds. Application records include, but are not limited to, individual student applications, Free Application for Federal Student Aid (FAFSA); renewal applications; analysis of applicant's need and eligibility determination; Student Aid Reports (SAR) and SAR Information Acknowledgements; Institutional Student Information Records (ISIR); TEACH and ACG and related correspondence and documents. Loan origination and disbursement records cover a variety of functions related to the delivery, control and accountability of funds, including financial transactions, reporting, program administration, and communications. Records include, but are not limited to, participant information, Statements of Account (SOA), promissory notes, Agreements to Serve (ATS), award and disbursement data, credit checks, loan counseling, account reconciliation, reports, correspondence, and other related documentation. Files are in hard copy and electronic format, including paper applications, image files, electronic applications submitted via FAFSA on the Web, and data associated with application processing, need analysis computations, eligibility determinations, funds delivery and accountability. (NOTE: Some legacy records may also be on microfiche.)</p> |
| 1.1 | <p>Student Application Records</p> |
| 1.1.1 | <p>Free Application for Federal Student Aid (FAFSA), including FAFSA On-the-Web master data files</p> <p>Disposition Authority Number DAA-0441-2013-0002-0001</p> <p>FAFSA is an application for federal aid that may be filled out annually by current and anticipating university students (both undergraduate and graduate) and sometimes their parents to determine their eligibility for federal student financial aid. The FAFSA may be completed and submitted in hard copy or electronically via FAFSA On-the-Web.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> |

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off Annually upon End of Application Cycle Year.

Retention Period Destroy 15 year(s) after final repayment or audit of student financial obligation, or after student record information is transferred to alternate recordkeeping system (i.e., loan servicing system), whichever is sooner.

Additional Information

GAO Approval Not Required

1.1.2

Central Processing System (CPS) master data files

Disposition Authority Number DAA-0441-2013-0002-0002

The CPS is a centralized system for processing financial aid applications and determining Title IV aid eligibility. The CPS utilizes applicant data from the FAFSA and matches with other government systems to determine applicant eligibility. The system determines need for aid through calculation of the Expected Family Contribution (EFC) and disseminates results to students, schools, and state and guaranty agencies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut Off Annually upon End of Application Cycle Year.

Retention Period Destroy 15 year(s) after final repayment or audit of student financial obligation, or after student record information is transferred to alternate recordkeeping

system (i.e., loan servicing system), whichever is sooner.

Additional Information

GAO Approval Not Required

1.1.3

Multi-Year Applicant Database (MYAD) master data files

Disposition Authority Number DAA-0441-2013-0002-0003

MYAD consolidates active applicant records and provides an integrated view of each student's historical application data. The MYAD allows for cross-year edits on applicant data to more effectively detect potential errors students and their families may have made on their financial aid applications. In addition, the MYAD includes a student table that allows easier student identification across award years and establishes a base for adopting an enterprise-wide Common Student ID (CSID).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off Annually upon end of Application Cycle Year.

Retention Period Destroy 15 year(s) after final repayment or audit of student financial obligation, or after student record information is transferred to alternate recordkeeping system (i.e., loan servicing system), whichever is sooner.

Additional Information

GAO Approval Not Required

1.1.4

eCampus Based/Campus Based System (eCBS) master data files

Disposition Authority Number DAA-0441-2013-0002-0004

This system provides a web-based Fiscal Operations Report and Application to Participate (FISAP) in the Campus-Based programs to Title IV institutions. The application data is used to compute the amount of funds needed by each school for a particular award year. The Fiscal Operations Report data is used to assess program effectiveness, account for funds expended during an award year, and

as part of the school funding process. eCBS is used to calculate tentative and final award amounts; to post underuse, community service and non-matching waver notices, and to closeout awards. The system is also used for payment of teacher cancellations to schools, operation of the default reduction assistance program, and for deobligation of returned unused funds and redistribution of the returned funds as supplemental awards. eCBS contains FISAP data from 1999 to the present.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off Annually upon End of Application Cycle Year.

Retention Period Destroy 15 year(s) after final repayment or audit of student financial obligation, or after student record information is transferred to alternate recordkeeping system (i.e., loan servicing system), whichever is sooner.

Additional Information

GAO Approval Not Required

1.2 Loan Origination and Disbursement Records

1.2.1 Master Promissory Notes (MPNs), including Electronic Master Promissory Notes (eMPN) master data files

An MPN is a promissory note that can be used to make one or more loans for one or more academic years (up to 10 years). The electronic MPN site allows borrowers to complete and sign an MPN over the web as an alternative to a hardcopy MPN with a wet signature. A Department-issued PIN is required in order for borrowers to complete and submit the eMPN.

1.2.1.1 Paid-off Loans MPNs and eMPNs master data files.

Disposition Authority Number DAA-0441-2013-0002-0005

Final Disposition Temporary

Item Status Active

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|---------|---|--|
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff Annually at End of Fiscal Year. |
| | Retention Period | Destroy 5 year(s) after pay off. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 1.2.1.2 | Defaulted Loans MPNs and eMPN master data files. | |
| | Disposition Authority Number | DAA-0441-2013-0002-0006 |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | Disposition Instruction | |
| | Cutoff Instruction | Cut off Annually at End of Fiscal Year. |
| | Retention Period | Destroy 75 year(s) after the issuance of loan. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 1.2.2 | Comman Origination and Disbursement (COD) System master data files | |
| | Disposition Authority Number | DAA-0441-2013-0002-0007 |
| | COD is a financial transaction system that provides a common platform for schools to originate and disburse Title IV funds. COD is used to book loans, account for awarded grants and to enable the Department to reconcile school cash drawdowns from the Treasury Department to individual student disbursements. | |

This information also is used to ensure the respective schools receive the appropriate amount of dollars during the respective time periods. The information is collected from student applicants and schools participating in the Title IV Higher Education Student Financial Aid Programs to enable the administration of the Federal Title IV grants and loans by the Department. The Title IV loans and grants are used by eligible students to attend those schools.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff Anually upon reconcillation of accounts.

Retention Period Destroy 15 year(s) after final repayment or audit, or after relevant data is transferred to an alternate recordkeeping system (i.e., loan servicing system), whichever is sooner.

Additional Information

GAO Approval Not Required

1.2.3

Common Origination and Disbursement Data Archive (CODDA) master data files

Disposition Authority Number DAA-0441-2013-0002-0008

CODDA is an archive system that stores data processed by COD from 1973-2001. CODDA does not log new data that is incorporated into the COD system and only serves as an archive system. (Refer to Item b.2 of this schedule for information about COD.)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

| | | |
|-------|--|---|
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff Annually upon reconcillation of accounts. |
| | Retention Period | Destroy 15 year(s) after final repayment or audit, or after relevant data is transferred to an alternate recordkeeping system (i.e., loan servicing system), whichever is sooner. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 1.2.4 | Direct Loan Origination/Consolidation System (DLOCS) master data files | |
| | Disposition Authority Number | DAA-0441-2013-0002-0009 |
| | DLOCS supports the delivery of the Direct Loan Program by providing the front end processing of direct student loans with participating institutions of higher educations. The system enables the making of direct student loans to eligible borrowers and then transmits the appropriate booked loan data to the Central Database and Loan Servicing systems. DLOCS receives and processes all loan applications and disbursements and records the receipt of the completed promissory note. This system also provides for the consolidation of multiple student loans into a single direct consolidation loan. | |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| | Do any of the records covered by this item exist as structured electronic data? | Yes |
| | Disposition Instruction | |
| | Cutoff Instruction | Cutoff Annually upon reconcillation of accounts. |
| | Retention Period | Destroy 15 year(s) after final repayment or audit, or after relevant data is transferred to an alternate recordkeeping system (i.e., loan servicing system), whichever is sooner. |
| | Additional Information | |

1.2.5

GAO Approval Not Required

Agreement to Serve (ATS) master data files

Disposition Authority Number DAA-0441-2013-0002-0010

This system contains Teacher Education Assistance for College and Higher Education (TEACH) Grant Program Agreements to Serve (ATS). TEACH Grants were established by the College Cost Reduction and Access Act of 2007 and are for students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. An ATS is a legally binding document that explains an applicant's TEACH Grant service obligation, the conditions under which a TEACH Grant may be converted to a Direct Unsubsidized Loan, and describes the repayment terms and conditions that apply if a TEACH Grant is converted to a loan.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff Annually upon reconcillation of accounts.

Retention Period Destroy 15 year(s) after final repayment or audit, or after relevant data is transferred to an alternate recordkeeping system (i.e., loan servicing system), whichever is sooner.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|--------------------------|------------------|---|--|
| 07/11/2013 | Certify | Kevin Ramseur | Management and Program Analyst | OM - PIRMS |
| 01/06/2014 | Return for Revision | Tom Cotter | Appraiser | National Archives and Records Administration - Records Management Services |
| 01/08/2014 | Submit For Certification | Kevin Ramseur | Management and Program Analyst | OM - PIRMS |
| 01/08/2014 | Certify | Kevin Ramseur | Management and Program Analyst | OM - PIRMS |
| 04/08/2014 | Submit for Concurrence | Tom Cotter | Appraiser | National Archives and Records Administration - Records Management Services |
| 04/09/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 04/09/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 04/14/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |