

## Request for Records Disposition Authority

Records Schedule Number      DAA-0441-2016-0001  
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                FSA Person Authentication Service (PAS) Records  
Internal agency concurrences will be provided      No

Background Information              Federal Student Aid (FSA) administers programs that are designed to provide financial assistance to students enrolled in postsecondary education institutions as well as collecting outstanding student loans. The Person Authentication Service (PAS) is the primary source for authentication and registration of electronic IDs to conduct e-business. PAS replaces the Personal Identification Number (PIN) Registration System. The PIN data was transferred over to PAS in May 2015.

ED Internal Schedule Number Reference: ED 278 - FSA Person Authentication Service (PAS) Records

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0441-2016-0001

Sequence Number	
1	<b>PERSON AUTHENTICATION SERVICE (PAS) RECORDS</b>
1.1	<b>Person Authentication Service (PAS) Master Data Files</b>
1.1.1	<b>PAS registration information and account management information Disposition Authority Number: DAA-0441-2016-0001-0001</b>
1.1.2	<b>PAS activity logs for access to Department of Education (ED) student financial aid systems. Disposition Authority Number: DAA-0441-2016-0001-0002</b>
1.1.3	<b>PAS records documenting electronic signatures of Department of Education (ED) federal student aid applications. Disposition Authority Number: DAA-0441-2016-0001-0003</b>
1.1.4	<b>PAS records documenting electronic signatures of Master Promissory Notes Disposition Authority Number: DAA-0441-2016-0001-0004</b>

## Records Schedule Items

Sequence Number													
1	<p><b>PERSON AUTHENTICATION SERVICE (PAS) RECORDS</b>                      The Person Authentication Service (PAS) is the primary source for authentication and registration of electronic IDs to conduct e-business. PAS 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 username, password, social security number (SSN), date of birth, address (mailing and/or email), telephone number and challenge questions and responses of for all students, borrowers and parents. The FSA ID or PAS credentials (e.g. username, password) and contact information can be changed by registrants at any time using the account management functionality. FSA ID accounts are designed to be kept over the lifetime of the user. In addition, PAS also logs access and account management activities to protect users against fraud and to assist the Office of Inspector General in any investigations into fraud or illegal activity. PAS authorizes access to Department of Education (ED) federal student aid systems such as the following: • Free Application for Federal Student Aid (FAFSA) on the Web (<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>) • Direct Loan Origination (<a href="http://www.ed.gov/offices/OSFAP/DirectLoan/index.html">www.ed.gov/offices/OSFAP/DirectLoan/index.html</a>) • National Student Loan Data System (NSLDS) (<a href="http://www.nsls.ed.gov">www.nsls.ed.gov</a>) • Direct Loan Servicing (<a href="http://www.diservicer.ed.gov">www.diservicer.ed.gov</a>) • Direct Consolidation Loans Web site (<a href="http://www.loanconsolidation.ed.gov">www.loanconsolidation.ed.gov</a>) • Federal Student Authentication Network (STAN) (FSAIC IVRU) • TEACH Grant Agreement to Serve (ATS) (<a href="http://www.teach-ats.ed.gov">www.teach-ats.ed.gov</a>) • Studentaid.gov • Studentloans.gov Additionally, PAS 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. PAS credentials can also be utilized to electronically sign Master Promissory Notes. LINE OF BUSINESS: Loans.</p>												
1.1	<p>Person Authentication Service (PAS) Master Data Files</p>												
1.1.1	<p>PAS registration information and account management information</p> <table border="0"> <tr> <td data-bbox="349 1534 730 1564">Disposition Authority Number</td> <td data-bbox="730 1534 1494 1564">DAA-0441-2016-0001-0001</td> </tr> <tr> <td data-bbox="349 1602 730 1632">Final Disposition</td> <td data-bbox="730 1602 1494 1632">Temporary</td> </tr> <tr> <td data-bbox="349 1653 730 1683">Item Status</td> <td data-bbox="730 1653 1494 1683">Active</td> </tr> <tr> <td data-bbox="349 1704 730 1734">Is this item media neutral?</td> <td data-bbox="730 1704 1494 1734">No</td> </tr> <tr> <td data-bbox="349 1755 730 1785">Explanation of limitation</td> <td data-bbox="730 1755 1494 1785">Electronic Records Only</td> </tr> <tr> <td data-bbox="349 1806 730 1934">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td data-bbox="730 1806 1494 1934">Yes</td> </tr> </table>	Disposition Authority Number	DAA-0441-2016-0001-0001	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	Electronic Records Only	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Disposition Authority Number	DAA-0441-2016-0001-0001												
Final Disposition	Temporary												
Item Status	Active												
Is this item media neutral?	No												
Explanation of limitation	Electronic Records Only												
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes												

	<p>Do any of the records covered by this item exist as structured electronic data?</p>	<p>Yes</p>
	<p><b>Disposition Instruction</b></p>	
	<p>Cutoff Instruction</p>	<p>Cutoff Annually.</p>
	<p>Retention Period</p>	<p>Destroy 75 year(s) after date of enumeration, or when no longer needed for Agency business, whichever is sooner.</p>
	<p><b>Additional Information</b></p>	
	<p>GAO Approval</p>	<p>Not Required</p>
<p>1.1.2</p>	<p>PAS activity logs for access to Department of Education (ED) student financial aid systems.</p>	
	<p>Disposition Authority Number</p>	<p>DAA-0441-2016-0001-0002</p>
	<p>Final Disposition</p>	<p>Temporary</p>
	<p>Item Status</p>	<p>Active</p>
	<p>Is this item media neutral?</p>	<p>No</p>
	<p>Explanation of limitation</p>	<p>Electronic Records Only</p>
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p>	<p>Yes</p>
	<p>Do any of the records covered by this item exist as structured electronic data?</p>	<p>Yes</p>
	<p>GRS or Superseded Authority Citation</p>	<p>N1-441-09-026 / 1</p>
	<p><b>Disposition Instruction</b></p>	
	<p>Cutoff Instruction</p>	<p>Cutoff Annually.</p>
	<p>Transfer to Inactive Storage</p>	<p>Keep in the Virtual Tape Library (VDC) for 3 years.</p>
	<p>Retention Period</p>	<p>Destroy 5 year(s) after annual cutoff.</p>
	<p><b>Additional Information</b></p>	
	<p>GAO Approval</p>	<p>Not Required</p>
<p>1.1.3</p>	<p>PAS records documenting electronic signatures of Department of Education (ED) federal student aid applications.</p>	
	<p>Disposition Authority Number</p>	<p>DAA-0441-2016-0001-0003</p>

	<b>Final Disposition</b>	<b>Temporary</b>
	<b>Item Status</b>	<b>Active</b>
	<b>Is this item media neutral?</b>	<b>No</b>
	<b>Explanation of limitation</b>	<b>Electronic Records Only</b>
	<b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>	<b>Yes</b>
	<b>Do any of the records covered by this item exist as structured electronic data?</b>	<b>Yes</b>
	<b>GRS or Superseded Authority Citation</b>	<b>N1-0441-09-026 / 2</b>
	<b>Disposition Instruction</b>	
	<b>Cutoff Instruction</b>	<b>Cutoff Annually.</b>
	<b>Retention Period</b>	<b>Destroy 75 year(s) after date of enumeration, or when no longer needed for Agency business, whichever is sooner.</b>
	<b>Additional Information</b>	
	<b>GAO Approval</b>	<b>Not Required</b>
1.1.4	<b>PAS records documenting electronic signatures of Master Promissory Notes</b>	
	<b>Disposition Authority Number</b>	<b>DAA-0441-2016-0001-0004</b>
	<b>Final Disposition</b>	<b>Temporary</b>
	<b>Item Status</b>	<b>Active</b>
	<b>Is this item media neutral?</b>	<b>No</b>
	<b>Explanation of limitation</b>	<b>Electronic Records Only</b>
	<b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>	<b>Yes</b>
	<b>Do any of the records covered by this item exist as structured electronic data?</b>	<b>Yes</b>
	<b>GRS or Superseded Authority Citation</b>	<b>: N1-441-09-026 / 2</b>
	<b>Disposition Instruction</b>	
	<b>Cutoff Instruction</b>	<b>Cutoff Annually.</b>

Retention Period	Destroy 75 year(s) after date of enumeration, or when no longer needed for Agency business, 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
04/12/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
04/12/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/14/2017	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
04/14/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
04/18/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/06/2017	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
06/06/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
06/27/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/21/2017	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
07/21/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
07/26/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/02/2017	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
08/02/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS

08/08/2017	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/09/2017	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
08/09/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
09/26/2017	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist