

Request for Records Disposition Authority

Records Schedule Number DAA-0441-2017-0002

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 FSA Health Education Assistance Loan (HEAL) Program Online Processing System (HOPS)

Internal agency concurrences will be provided No

Background Information As of September 2014, The Health Education Assistance Loan (HEAL) Program - a program of Federal insurance of educational loans to graduate students in the fields of medicine, osteopathic medicine, dentistry, veterinary medicine, optometry, podiatric medicine, pharmacy, public health, chiropractic, health administration and clinical psychology. The basic purpose of the program is to encourage lenders to make loans to students in these fields who desire to borrow money to pay for their educational costs. In addition, certain nonstudents (such as doctors serving as interns or residents) can borrow in order to pay the current interest charges accruing on earlier HEAL loans. By taking a HEAL loan, the borrower is obligated to repay the lender or holder the full amount of the money borrowed, plus all interest which accrues on the loan.(b) HEAL loans may be made by schools, banks, credit unions, State agencies, and other institutions eligible as lenders under § 60.30.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0441-2017-0002

Sequence Number	
1	FSA Health Education Assistance Loan (HEAL) Program Online Processing System (HOPS)
1.1	HEAL Program Online Processing System (HOPS) Disposition Authority Number: DAA-0441-2017-0002-0001

Records Schedule Items

Sequence Number																	
1	<p>FSA Health Education Assistance Loan (HEAL) Program Online Processing System (HOPS)</p> <p>The Health Education Assistance Loan (HEAL) Program - a program of federal insurance of educational loans to graduate students in the fields of medicine, osteopathic medicine, dentistry, veterinary medicine, optometry, podiatric medicine, pharmacy, public health, chiropractic, health administration and clinical psychology was transferred to the Department of Education in September 2014. This system is used to process claims for borrowers that default, and it is being maintained for the remaining lenders.</p>																
1.1	<p>HEAL Program Online Processing System (HOPS)</p> <p>Disposition Authority Number DAA-0441-2017-0002-0001</p> <p>HOPS is an automated system that tracks and maintains HEAL-related loan information. HEAL information consists of: Borrowers; Loans; Claims; Litigations against defaulted loans; Lenders; and Educational Institutions receiving loan funds. Loan servicing organizations use HOPS information to update and verify the accuracy or status of loan guarantees.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Annually upon final payment or discharge of loan.</td></tr><tr><td>Retention Period</td><td>Destroy 7 year(s) after cutoff</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	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	Cutoff Instruction	Annually upon final payment or discharge of loan.	Retention Period	Destroy 7 year(s) after cutoff	GAO Approval	Not Required
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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
04/14/2017	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
07/06/2017	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
07/18/2017	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
10/31/2017	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist