

Request for Records Disposition Authority

Records Schedule Number DAA-0441-2017-0004
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 National Student Loan Data System (NSLDS)
Internal agency concurrences will be provided No

Background Information Department of Education Schedule N1-441-09-20 (National Student Loan Data System (NLSDS) - ED 051) is being revised to increase the records retention period from 15 to 30 years.

Related schedule DAA-0441-2016-0001 (ED 278) FSA Person Authentication Service (PAS) Records (formerly the Personal Identification Number (PIN) Registration System).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0441-2017-0004

Sequence Number	
1	National Student Loan Data System (NSLDS) - ED 051
1.1	National Student Loan Data System Master Data Files Disposition Authority Number: DAA-0441-2017-0004-0001

Records Schedule Items

Sequence Number	
1	<p>National Student Loan Data System (NSLDS) - ED 051</p> <p>The National Student Loan Data System (NSLDS) is the national database of information about loans and grants awarded to students under Title IV of the Higher Education Act of 1965. NSLDS provides a centralized, integrated view of Title IV loans and grants during their complete life cycle, from aid approval through disbursement, repayment, delinquency, and closure. The NSLDS contains records on borrowers who have applied for and received loans under the William D. Ford Federal Direct Loan Program, the Federal Family Education Loan (FFEL) Program, the Federal Insured Student Loan (FISL) Program, and the Federal Perkins Loan Program (including National Defense Student Loans, National Direct Student Loans, Perkins Expanded Lending and Income Contingent Loans). The NSLDS also contains records on recipients of Federal Pell Grants and persons who owe an overpayment on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant or Federal Perkins Loans. The principal functions of NSLDS are: helping schools determine the eligibility of students for Title IV aid; calculating performance measurement of schools (cohort default rates) to determine whether schools continue their participation in Title IV programs; collecting, organizing, storing, and making available detailed comprehensive data about Title IV aid recipients and the items of aid they receive; tracking enrollment of all Title IV borrowers and disseminating the information to all loan holders; supplying the basis for paying Account Maintenance Fees (AMF) and Loan Processing and Issuance Fees (LPIF) to guaranty agencies; supporting the reasonability checking of invoices submitted to Department of Education (ED) by FFEL participants; and supplying data to ED offices, other government agencies and various non-government entities for their use in a wide variety of functions such as, program management and oversight, audit program review planning, research and policy development, and budget analysis and development.</p>
1.1	<p>National Student Loan Data System Master Data Files</p> <p>Disposition Authority Number DAA-0441-2017-0004-0001</p> <p>NSLDS contains student loan data on Title IV programs and grants during their complete life cycle, from aid approval through disbursement, repayment, delinquency, and closure. Examples include: award data, loan amount, student name, loan period, type of loan, repayment cycle, balance and other data related to managing a student loan account. (Note: Specific Restrictions: Privacy Act 18-11-06 National Student Loan Data Systems (NSLDS))</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p>

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
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-441-09-020 / A
Disposition Instruction	
Cutoff Instruction	Cutoff annually when account is paid-in-full.
Retention Period	Destroy 30 year(s) after Cutoff
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
02/27/2018	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
03/02/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/11/2018	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
04/11/2018	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
05/22/2018	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
05/23/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
05/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist