

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S Department of Education	
2 MAJOR SUBDIVISION Office of Management	
3 MINOR SUBDIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D. Smith	5 TELEPHONE (202) 401-0902

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER NI-441-09-17	
DATE RECEIVED 6/10/2009	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 6/10/09	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**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 2 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,

is not required,       is attached, or       has been requested

DATE 6/4/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Jill Shaver for Sherry Smith	TITLE Director, Records Management & Privacy Division/ Departmental Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	ED 076 Program Improvement – Pilot Projects		

**ED Records Schedule**  
**ACS Tracking Number: OM-6:106:A34**

**SCHEDULE LOCATOR No.:** 076

**DRAFT DATE** 06/01/2009

**TITLE.** Program Improvement – Pilot Projects

**PRINCIPAL OFFICE.** Federal Student Aid (FSA)

**NARA DISPOSITION AUTHORITY**

**DESCRIPTION**

Records relating to pilot projects or innovation programs, which explore new technologies, administrative, process modifications etc to improve the administration or enhance the integrity of a program's processes or procedures. Frequently, a pilot is conducted on a small scale to determine the feasibility of full-scale implementation. For example, the Federal Student Aid Experimental Sites Program is intended to continually encourage institutions to develop innovative strategies to improve the administration of the Title IV Federal Student Assistance Program. Records include but are not limited to proposals, agreements, analysis reports, waivers or exemptions from legislation, and other related documentation.

**DISPOSITION INSTRUCTIONS:**

a Program Improvement-Pilot Projects Files

**TEMPORARY**

Cut off files annually upon close of program. Destroy/delete 10 years after cutoff.

b Experimental Sites Annual Reporting Tool (XSites) Master Data Files

Federal Student Aid's XSites tool is a web-based application that facilitates the reporting of information between schools participating in the Experimental Sites Initiative and FSA. Under the experiments, the schools are given exemptions to specific requirements governing student aid delivery in order to demonstrate how these exemptions can help improve student services and administrative procedures. Participating schools are required to submit an annual report that captures performance-based data, including relevant performance measures or alternatives analysis, for the prior academic year. The Department analyzes this data to evaluate the outcomes of the experiments and their implications on how financial aid policy could be streamlined and simplified. Data is collected in the following general categories: Title IV aid volumes, enrollments, Title IV aid recipients, default rates, experiment conclusions, experiment savings (optional), and experiment specific data (e.g., number of students participating in the loan proration experiment).

**ED Records Schedule**  
**ACS Tracking Number: OM-6:106:A34**

**TEMPORARY**

Cut off files annually upon close of program Destroy/delete 10 years after cutoff

~~• Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy~~

**TEMPORARY**

Destroy/delete when no longer needed for reference

*non record*

**IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 for system software, input/source records, output and reports, and system documentation

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration