

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions below)</i>	
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

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-441-09-25</i>	
DATE RECEIVED <i>7-16-2009</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>14 Feb 2011</i>	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 3 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 <i>7/15/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Jill Shraver 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 265 Computer Matching Agreement Files		

ED Records Schedule
ACS Tracking Number: OM:6-106:A79

SCHEDULE LOCATOR NO.: 265

DRAFT DATE: 4/28/2009

TITLE: Computer Matching Agreement Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY:

DESCRIPTION:

These files contain Computer Matching Agreements (CMAs), which serve as verifying instruments between the Department of Education and other federal agencies, and supporting documentation for computerized comparison of two or more automated systems of records, or system of records with non-federal records, for the purpose of establishing or verifying that the recipients of federal benefits are in fact eligible to receive such benefits or for recouping delinquent debts under federal benefit programs. A CMA is also required for computerized comparison of two or more automated federal personnel or payroll system of records or a system of federal personnel or payroll records with non-federal records.

CMA files include the purpose and legal authority for conducting the CMA, justification for the CMA and the anticipated results, including a specific estimate of any savings; a description of the records that will be matched, including each data element that will be matched, and the projected starting and completion dates of the matching CMA. CMA files include transmittals to the Data Integrity Board (DIB) and DIB approvals or disapprovals and associated signatures of the Chairman.

Also included are records documenting pilot matches or one-time matches with other federal agencies, including the required Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) between the agencies.

This record series EXCLUDES records covered under separate records schedules such as rule making case files, operational, interagency, international, or internal committees, task forces or working group records and program management files.

ED Records Schedule
ACS Tracking Number: OM:6-106:A79

DISPOSITION INSTRUCTIONS:

a. Computer Matching Agreement and Pilot or One-time Matching Files

Records include agreements, reports and CMA transmittal letters to Congress and Office of Management and Budget (OMB), cost benefit analyses, program procedures, prohibitions, justifications, agreement oversight activities, agreement audit records, closeout documentation for completed agreements, and ad hoc reports.

TEMPORARY

Cut off one year after termination of agreement and destroy/delete 5 years after cut off

~~b. Privacy Act Report Files [GRS 14, Item 25]~~

~~Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.~~

~~**TEMPORARY**~~

~~Destroy when 2 years old.~~

GRS 14

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

~~**TEMPORARY**~~

~~Delete/destroy when no longer needed for reference~~

*Non record
duplicates*

IMPLEMENTATION GUIDANCE:

Records related to the charter, appointments, and membership of the ED Data Integrity Board are covered by ED 115 Operational, Interagency, International, or Internal committees, Task forces or Working Groups

ARRANGEMENT / ANNUAL ACCUMULATION: