

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>N1-44-92-1</i>	DATE RECEIVED <i>2-28-92</i>
1. FROM (Agency or establishment) U.S. Department of Education		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Office of Postsecondary Education			
3. MINOR SUBDIVISION Pell Grant Program Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Gary Crayton	5. TELEPHONE EXT. (202) 708-9145	DATE <i>12/9/92</i>	ARCHIVIST OF THE UNITED STATES
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>2-14-92</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE Norma Fenwick	D. TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	SEE THE ATTACHED	ED/RDS Part 10, 3a NCI-12-81-1 GRS-3/13 GRS-3/14	
<i>Copies sent to agency, NN-W, NNT, NCF 12/17/92</i>			

Office of Postsecondary Education

AUTHORITY: 20 U.S.C. 1070a, (Student Assistance, Part A of Title IV of the Higher Education Act of 1965, as amended

PURPOSE : Pell Grant Program awards grants to help financially needy students meet the cost of their postsecondary education.

FILE ARRANGEMENT: Numerical by Grant Number

ESTIMATED ANNUAL VOLUME: 350 cubic feet

1. PELL GRANT PROGRAM RECORDS;

a. STUDENT RECORDS:

The student records series includes : application, payment voucher (report portion of student aid report), (SAR) multiple data entry (CSX, USAF & CSS ACT), correspondence and related documents.

DISPOSITION: Transfer to a Federal records center after final payment to grantee, DESTROY 15 years after final payment, or audit whichever is sooner.

DISPOSAL AUTHORITY: GRT-1a.
NARA JOB #/

b. INSTITUTION RECORDS:

This file series documents the participation of an institution in the Pell Grant Program. records include: Statement of Account(SOA), institutional payment summary, original payment voucher, processed payment document, recipient data exchange record, electronic payment voucher, electronic transmittals, student eligibility and validation rosters and progress reports.

DISPOSITION: Transfer to a Federal records center after final payment to grantee, Destroy 15 years after final payment, or audit, whichever is sooner.

DISPOSAL AUTHORITY: GRT-1b
NARA JOB #/

*Arranged by grant number.
Est. Vol. = 1500 cu.ft./yr*

*Arranged by ID number.
Estimated volume = 5 cu.ft.*

Aug. 3
Records Officer, Norma Fenwick,
agreed to withdraw this item
from the schedule and resubmit
separately at a later date.
NAF

c. SYSTEM DOCUMENTATION RECORDS:

System documentation, processing cycle and instructions, system testing dump records,

WITHDRAWN

DISPOSITION: Transfer to a Federal records center, after system testing.
Destroy 5 years after testing.

DISPOSAL AUTHORITY: GRT-1c
NARA JOB #/

d. PELL GRANT PROGRAM HISTORY:

1 cubic foot per year. Arranged by subject.
Documentation of program legislation, budget histories, policy papers, congressional correspondence impacting on program activities, organization charts, and program management studies.

DISPOSITION: PERMANENT, Transfer to a Federal records center when 3 years old, ^{transfer} offer to the National Archives when 10 years old.

DISPOSAL AUTHORITY: GRT-1d
NARA JOB #/

e. DUPLICATE (NON-RECORD/WORKING COPY) of PELL GRANT;

Working and reference copies maintained in offices other than the official Pell Grant office for signing/awarding and terminating the grant transaction.

DISPOSITION: Destroy when the official record copy is transferred to the FRC.

DISPOSAL AUTHORITY: GRT-1e
NARA JOB #/

f. UNSUCCESSFUL PELL GRANT APPLICATIONS:

Application, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.

DISPOSITION: Transfer to a Federal records center 120 days after rejection or withdrawal. Destroy ~~when~~ 3 years after date of rejection.

DISPOSAL AUTHORITY: GRT-1f
NARA JOB #/

*Arranged alphabetically.
Est. vol. = 100 cu. ft.*

g. PELL GRANT ADMINISTRATION RECORDS:

Correspondence and/or subject files relating to routine operations and daily activities in administration of the pell grant program.

DISPOSITION: Destroy when 2 years old.

DISPOSAL AUTHORITY: GRT-1g.
NARA JOB #/

Est. vol. = 50 cubic feet