

Request for Records Disposition Authority

Records Schedule Number **DAA-0513-2012-0005**
 Schedule Status **Approved**

Agency or Establishment **Indian Health Service**
 Record Group / Scheduling Group **Records of the Indian Health Service**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Division of Health Professions Support**
 Minor Subdivision **Loan Repayment Branch**
 Schedule Subject **Loan Recipient Database**
 Internal agency concurrences will be provided **Yes**

Background Information **The LRD is a web-based tracking and reporting application written in ColdFusion with a MS SQL database backend LRD captures and stores information on all new applicants and current loan recipients The application also stores loan repayment related activities including but not limited to service obligations, educational and professional data, and employment history Applicants compete for a contract to receive loan repayment by filling out a paper form or submitting data electronically Loan repayment analysts manually enter data from paper applications in the database Online applicants are asked preliminary questions to gauge whether they are eligible for a loan prior to entering their data Each applicant is assigned a LRP analyst to ensure that all required documentation is provided Data from the system may be disclosed to the National Student Clearinghouse using the Loan Locator Internet System or similar system to assist in the verification of loan data submitted by LRP applicants The database was launched in 2008 LRP is covered by IHS System of Records Notice (SORN) 09-17-0002**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

Outline of Records Schedule Items for DAA-0513-2012-0005

Sequence Number	
1	Inputs Disposition Authority Number DAA-0513-2012-0005-0001
2	Outputs Disposition Authority Number DAA-0513-2012-0005-0002
3	Master File Disposition Authority Number DAA-0513-2012-0005-0003
4	System documentation Disposition Authority Number DAA-0513-2012-0005-0004
5	System Backups and Tape Library Records Disposition Authority Number DAA-0513-2012-0005-0005

Records Schedule Items

Sequence Number	
1	<p>Inputs</p> <p>Disposition Authority Number DAA-0513-2012-0005-0001</p> <p>Data in the LRD is derived from the Indian Health Service Loan Repayment Program application form (OMB Approval No 0917-0014) and supporting documentation. It includes but is not limited to the following information: Individual's name, Social Security Number, Address, Date of Birth, Telephone Number, E-mail Address, Employment Verification, Contracts (e.g., service and loan repayment agreements), Educational and Professional History, Medical Specialty, and Loan Documentation.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Withdrawn Status Explanation Records are covered by GRS 20, item 2a4</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Outputs</p> <p>Disposition Authority Number DAA-0513-2012-0005-0002</p> <p>The outputs consist of ad hoc printouts used for reference purposes. Examples of reports yielded by LRD are: Awards Breakdown Report, Funded and Unfunded Report, Obligation Document Report, Register/Ledger Report and Awards by Recipient Report.</p>

3	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	Withdrawn Status Explanation	Records are covered by GRS 20, item 16
	Disposition Instruction	
	Retention Period	Destroy/delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
	Additional Information	
	GAO Approval	Not Required
	Master File	
	Disposition Authority Number	DAA-0513-2012-0005-0003
	Types of data elements may include applicants, discipline, medical specialty, existing loan obligations, competition year, education, professional training, references, practice time allocation, loan balances, payments, employment, and tax data	
	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	
Disposition Instruction		
Cutoff Instruction	Cut off at end of calendar year in which final payment has been received, when obligatory service requirement has been completed or when anticipated litigation, an unresolved audit finding, investigation,	

		claim, or other similar action has reached final resolution
	Retention Period	Destroy 6 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
4	System documentation	
	Disposition Authority Number	DAA-0513-2012-0005-0004
	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	No
	Withdrawn Status Explanation	Records are covered by GRS 20, item 11a1
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
5	System Backups and Tape Library Records	
	Disposition Authority Number	DAA-0513-2012-0005-0005
	Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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

Withdrawn Status Explanation	Records are covered by GRS 24, items 4a1 and 4a2
Disposition Instruction	
Retention Period	(a) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later (b) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later
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
05/23/2012	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
08/22/2012	Submit for Concurrence	Andrea Riley	Supervisory Records Specialist	National Archives and Records Administration - Records Management Services
08/30/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/04/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist