REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-065-07-19

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 9/14/07

1. FROM (Agency or establishment)

DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION

FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION

HUMAN RESOURCES DIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Teresa C. Sharkey, CRM	**202-324-1613**	12/19/07	[illegible]

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 ___4___ page(s) are not needed now for the business for 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/12/07	William L. Hooton	ASSISTANT DIRECTOR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached pages provide disposition instructions for records relating to the Student Loan Repayment Program (SLRP), which is a system used to manage the repayment of FBI employees' student loans.		
he 1/8/08	Copies sent to agency, NWMW, & NIR		

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	Student Loan Repayment Program (SLRP) System The Federal Bureau of Investigation's (FBI's) Human Resources Division (HRD) is responsible for the Student Loan Repayment Program (SLRP). In 2002, HRD established the program based on a new federal regulation that authorizes the repayment of certain federally-insured student loans of FBI employees. In 2007, HRD had the process automated, which resulted in the development of the SLRP system. The process begins with an employee completing an application for SLRP benefits via an online form. Once the application has been successfully submitted, an e-mail alert is sent to the employee's supervisor for their review and recommendation for approval or denial. The system then sends an e-mail alert to the designated division/office head for review and recommendation for approval or denial. Ultimately, the HRD reviews, approves or denies each application and processes for repayment as appropriate. **A. INPUTS** Inputs are primarily keyed in via the online SLRP application form and include, but are not limited to, entry of applicant information (e.g., Bureau name; social security number; division or field office name; position title; cost code; and office telephone number); immediate supervisor contact information (e.g., Bureau name, telephone number); SLRP history information (e.g., confirmation or denial of the employee having previously received SLRP benefits); and student loan information (e.g., loan type, lender name, lender's address, lender's telephone number, current outstanding loan balance amount of SLRP benefits requested). DISPOSITION: see "Data Files". **B. DATA FILES** Data files include application information and data and metadata related to the workflow process of each application, which is ultimately approved or denied. Application information includes the data input, as described in the Inputs. Workflow process data and metadata exist for each application and include, but are not limited to, the status or state of each application (e.g., Awaiting Supervisor Approval); the date and time an application changes its status; and any designated division/office head's remarks about an application.		

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	1. Denied Applications/Extensions Data File Cut-off: when an application/extension has been denied and the application is no longer eligible for an extension. DISPOSITION: Delete/Destroy 3 years after data file cut-off. **2. Approved Applications/Extensions** Data File Cut-off: when an application/extension has been approved and the application is no longer eligible for an additional extension. DISPOSITION: Delete/Destroy 3 years after data file cut-off. **C. OUTPUTS** **Statistical Reports** This information includes, but is not limited to, data that is exported into a Microsoft *Excel* spreadsheet for reporting purposes and queried information used to generate reports. DISPOSITION: Delete/Destroy when two years old or when no longer of administrative value, whichever is later. **D. DOCUMENTATION** Includes system specifications, file specifications, codebooks, user guides, and output specifications. DISPOSITION: Delete/Destroy when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is later. **E. RELATED RECORDS** **1. Hard Copy (Paper) Application Files** These files include, but are not limited to, the application and supporting documentation, such as correspondence, forms and the signed SLRP Service Agreement for employees who entered the program in 2003-2006. **a. Denied Applications/Extensions** File Cut-off: when an application/extension has been denied and the application is no longer eligible for extension. DISPOSITION: Delete/Destroy 3 years after file cut-off.		

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	b. Approved Applications/Extensions File Cut-off: when an application/extension has been approved and the application is no longer eligible for an additional extension. DISPOSITION: Delete/Destroy 3 years after file cut-off. **2. Application Tracking Files** These files include, but are not limited to, Microsoft *Excel* spreadsheets that track information relating to individual loans or track information on a more broad level such as by employee name. DISPOSITION: Delete/Destroy when 2 years old or when no longer of administrative value. **3. Supporting Documentation, HRD Files** These files include any e-mails, supporting documents or other records related to the processing of an application. **a. Denied Applications/Extensions** File Cut-off: when the related application/extension has been denied and the application is no longer eligible for extension. DISPOSITION: Delete/Destroy 3 years after file cut-off. **b. Approved Applications/Extensions** File Cut-off: when the related application/extension has been approved and the application is no longer eligible for an additional extension. DISPOSITION: Delete/Destroy 3 years after file cut-off. **4. Supporting Documentation, Immediate Supervisor Files** These files include a copy of any records reviewed or created in the process of reviewing an application. **a. Denied Applications/Extensions** File Cut-off: when the related application/extension has been denied and the application is no longer eligible for extension. DISPOSITION: Delete/Destroy 3 years after file cut-off.		

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	b. Approved Applications/Extensions File Cut-off: when the related application/extension has been approved and the application is no longer eligible for an additional extension. DISPOSITION: Delete/Destroy 3 years after file cut-off. **5. DOJ Annual Reports** These files include annual reports prepared for the DOJ. DISPOSITION: Delete/Destroy when three years old or when no longer of administrative value, whichever is later. **6. System Backup Files** Backup tapes, or other backup devices, maintained for potential system restoration in the event of a system failure or other unintentional loss of data. DISPOSITION: Delete/Destroy incremental backups when superseded by a full backup or when 90 days old. DISPOSITION: Delete/Destroy full backups when a more current full backup has been successfully captured or when 90 days old. **7. Security Audit Logs** Audits related to database-specific events, including logins, accesses, and administrative activities. DISPOSITION: Delete/Destroy when four (4) years old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.		