

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-441-92-001**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 06/14/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1d, 1f, and 1g remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1a was superseded by N1-441-09-023, items 1a, 1b, 1c, and 1d

Item 1b was superseded by N1-441-09-015, item 1a1

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-44-92-1

DATE RECEIVED

2-28-92

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. Department of Education

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

12/1/92

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

2-14-92

C. SIGNATURE OF AGENCY REPRESENTATIVE

Norma Fenwick

D. TITLE

Records Officer

7  
ITEM  
NO8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9 GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

SEE THE ATTACHED

ED/RDS  
Part 10,  
3a  
NCI-12-81-1

GRS-3/13

GRS-3/14

Copies sent to agency, NW-W, NNT, NCF 12/17/92

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.

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

**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.

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

**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 #/

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, <sup>Transfer</sup> 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*