

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-441-09-003**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item b remains 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### **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item a1 was superseded by GRS 2.4, item 090 (DAA-GRS-2016-0015-0011)

Item a2 was superseded by GRS 2.4, item 090 (DAA-GRS-2016-0015-0011)

Item a3 was superseded by GRS 2.4, item 090 (DAA-GRS-2016-0015-0011)

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions below)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <div style="font-size: 1.2em; font-family: cursive;">N1-441-09-3</div>	
<b>1 FROM (Agency or establishment)</b> <div style="font-family: cursive;">Department of Education</div>		<b>DATE RECEIVED</b> <div style="font-size: 1.2em; font-family: cursive;">2-5-2009</div>	
<b>2. MAJOR SUBDIVISION</b> <div style="font-family: cursive;">Office of Management</div>		<b>NOTIFICATION TO AGENCY</b>	
<b>3 MINOR SUBDIVISION</b> <div style="font-family: cursive;">Regulatory Information Management Services</div>		<p style="font-size: 0.8em;">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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p>	
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> <div style="font-family: cursive;">Lee Eiden</div>	<b>5. TELEPHONE</b> <div style="font-family: cursive;">202-401-0544</div>	<b>DATE</b> <div style="font-size: 1.2em; font-family: cursive;">13 July 10</div>	<b>ARCHIVIST OF THE UNITED STATES</b> <div style="font-size: 1.2em; font-family: cursive;">[Signature]</div>
<b>6 AGENCY CERTIFICATION</b> <p>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 <u>2</u> 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,</p> <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> is not required,</span> <span><input type="checkbox"/> is attached, or</span> <span><input type="checkbox"/> has been requested.</span> </div>			
<b>DATE</b> <div style="font-family: cursive;">1/28/2009</div>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <div style="font-size: 1.2em; font-family: cursive;">[Signature]</div>	<b>TITLE</b> <div style="font-size: 0.8em;">(Acting) Director, Records Management &amp; Privacy Division/Departmental Records Officer</div>	
<b>7 ITEM NO</b>	<b>8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>	<b>9 GRS OR SUPERSEDED JOB CITATION</b>	<b>10 ACTION TAKEN (NARA USE ONLY)</b>
<b>1</b>	<b>ED 235 Student Loan Repayment Benefit Case Files</b>		

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:D57**

**SCHEDULE LOCATOR NO.:** 235

**DRAFT DATE:** 9/11/2007

**TITLE:** Student Loan Repayment Benefit Case Files

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

The authority to offer student loan repayment benefits is one of several flexibilities made available to agencies. It permits the Department to repay federally insured student loans when necessary to attract or retain highly qualified personnel

Records include, but are not limited to: request letters from the selecting official or supervisor with supporting documentation; employee service agreement; justification and approval documentation; position description, employee's demographic information; loan account and repayment information; clearance and certification of funds; and annual reports to the Office of Personnel and Management (OPM)

Additional documentation is generated when there is a dispute regarding the repayment agreement or payout. Additional documentation may include: dispute claim and supporting documentation, resolution letter and related correspondence.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

**DISPOSITION INSTRUCTIONS:**

a. Case Files

1 Non-disputed service agreements

**TEMPORARY**

Destroy/delete 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later.

**ED Records Schedule**  
**ACS Tracking Number: OM: 6-106:D57**

2. Disputed service agreements

**TEMPORARY**

Destroy/delete 6 years and 3 months after the dispute has been resolved, service agreement completed, or repayment, whichever is later.

3. Disapproved requests

**TEMPORARY**

Cut off after requested benefits are denied. Destroy/delete 3 years after cut off.

b. Annual Reports to OPM

**TEMPORARY**

Cut off annually. Destroy/delete 3 years after cut off

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

**TEMPORARY**

Destroy/delete when no longer needed for reference.

*non record*

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

5 U.S.C. 5379  
5 CFR Part 537.110

**SPECIFIC RESTRICTIONS:**

Privacy Act 18-05-15 Student Loan Repayment Benefits Case Files

**LINE OF BUSINESS:** Departmental/Administration