REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION Date received 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 Date received 9/14/67 1 FROM (Agency or establishment) NOTFICATION TO AGENCY DEPARTMENT OF JUSTICE In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, inducing amendments, is approved or withdrawn in column 10. 3 MINOR SUBDIVISION In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, inducing amendments, is approved or withdrawn in column 10. HUMAN RESOURCES DIVISION A. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE NUMBER A. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE NUMBER DATE Teresa C. Sharkey, CRM 202-324-1613 DATE 6. AGENCY CERTIFICATION 1 hactod and the attachedapage(3) are not needed now for the business for this agency or will not be needed after the retention period 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, Ø is not required is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE ITHE 9/12/01 SUBATURE OF AGENCY REPRESENTATIVE ITHE 7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUBPRESEDED JOB 10. ACTION TAKEN (NARA USE ONLY) </th <th>' a •</th> <th></th> <th></th> <th>· .</th> <th></th> <th></th> <th></th>	' a •			· .			
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	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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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	1. Denied Applications/Extensions		1
	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 <i>Excel</i> 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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7. ITEM NO.	8. [DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
		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 <i>Excel</i> 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		
	ň	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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8. DESCRIPTION OF ITEM AND PROPO	9. GRS OR DSED DISPOSITION SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
b. Approved Applications/Ex	ktensions	
has been approved and the eligible for an additional exte	application is no longer ension.	
5. DOJ Annual Reports		
These files include annual report DOJ.	ts prepared for the	
6. System Backup Files		
potential system restoration in th	ne event of a system	
7. Security Audit Logs		
or when no longer needed for a	dministrative, legal,	
	 b. Approved Applications/Ex- File Cut-off: when the relate has been approved and the eligible for an additional ext DISPOSITION: Delete/Desi cut-off. 5. DOJ Annual Reports These files include annual repor DOJ. DISPOSITION: Delete/Destroy when no longer of administrative later. 6. System Backup Files Backup tapes, or other backup of potential system restoration in th failure or other unintentional loss DISPOSITION: Delete/Destroy when superseded by a full back DISPOSITION: Delete/Destroy more current full backup has be captured or when 90 days old. 7. Security Audit Logs Audits related to database-spec logins, accesses, and administration DISPOSITION: Delete/Destroy or when no longer needed for a 	 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION 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 full backups when a more current full backup has been successfully captured or when 90 days old.