

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions below)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) U S Department of Education	
2 MAJOR SUBDIVISION Office of Management	
3 MINOR SUBDIVISION Regulatory Information Management Services	
4 NAME OF PERSON WITH WHOM TO CONFER Sherry D Smith	5 TELEPHONE (202) 401-0902

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-441-09-16	
DATE RECEIVED 6/10/2009	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 5/20/11	ARCHIVIST OF THE UNITED STATES 

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 3 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,

is not required,       is attached, or       has been requested

DATE 6/4/2009	SIGNATURE OF AGENCY REPRESENTATIVE  Jill Spawer for Sherry Smith	TITLE Director, Records Management & Privacy Division/ Departmental Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	ED 075 FSA Loan Servicing, Consolidation, and Collections Records		

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:L74**

**SCHEDULE LOCATOR NO.:** 075

**DRAFT DATE:** 1/28/2010

**TITLE:** FSA Loan Servicing, Consolidation, and Collections Records

**PRINCIPAL OFFICE:** Federal Student Aid (FSA)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

These records document business operations that support the servicing, consolidation, and collection of Title IV federal student aid obligations. These records relate to the post-enrollment period of student aid, including servicing of direct loans, consolidation of direct loans, managing and recovering defaulted debts assigned to the Department from Federal Family Education Loan (FFEL) and other lenders, rehabilitated loans, and any other type of Title IV student aid obligation.

This schedule provides a common disposition for records that comprise a variety of material and media, including but not limited to demographic and financial data on individual borrowers, institutional data on schools, guarantors, lenders, private collection agencies, records of financial transactions, payments, collections, account balancing and reconciliation, and reporting, records pertaining to customer interactions, and related correspondence and documents.

**DISPOSITION INSTRUCTIONS:**

a FSA Loan Servicing, Consolidation, and Collections Records

1 Direct Loan Servicing System (DLSS) master data files

DLSS is a system that manages the Direct Loan repayment process. DLSS is used to set up loan servicing accounts and manage loan repayment. DLSS bills the borrower (or sends coupons) and the borrower submits monthly payments to the servicer who enters payment information into DLSS.

**TEMPORARY**

Cut off annually upon payment or discharge of loan. Destroy/delete 15 years after cut off.

2 Direct Loan Consolidation System (DLCS) master data files

DLCS is used by students, lenders and schools to assist in consolidation process. Borrowers are able to apply, check eligibility, calculate, and sign/download promissory

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:L74**

notes for direct loan consolidation Lenders and servicers can access electronic verification certification and Loan Holder Services online

**TEMPORARY**

Cut off annually upon payment or discharge of loan Destroy/delete 15 years after cut off

3 Conditional Disability Discharge Tracking System (CDDTS) master data files

The CDDTS is used to apply loan disability discharge to those who meet the requirements set forth by Title IV of the Higher Education Act of 1965, as amended The system holds student borrower loan data, limited payment history data, demographic data, disability certification data, and income verification The system generates a discharge roster for borrowers qualified for final discharge and reinstatement roster for borrowers not meeting the discharge requirements

**TEMPORARY**

Cut off annually upon payment or discharge of loan Destroy/delete 15 years after cut off

4 The Federal Family Educational Loan Program (FFELP), Debt Management and Collection System (DMCS) master data files

The DMCS collects defaulted federal student aid obligations including National Federal Direct Loans The system contains software tools that enable defaulted student borrowers to enter into repayment agreements with the Department These tools include Administrative Wage Garnishment, The Federal Defaulter Program, the Treasury Offset Program, the National Directory of New Hires, and the use of private collection agencies

**TEMPORARY**

Cut off annually upon payment or discharge of loan Destroy/delete 15 years after cut off

5 Credit Management Data Mart (CMDM) master data files

The CMDM provides various reports and data extracts that the auditors have requested on the Direct Loan Program Extensive data mining of the Direct Loan portfolio is conducted on CMDM, a critical tool used for delinquency/default management

**TEMPORARY**

Cut off annually upon payment or discharge of loan Destroy/delete 15 years after cut off

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:L74**

6 Title IV Additional Servicers System (TIVAS) master data files

This system contains records on federal student borrowers who have applied for and received loans under the William D Ford Federal Direct Loan Program, the Federal Family Education Loan (FFEL) Program, and the Federal Perkins Loan Program

**TEMPORARY**

Cut off annually upon payment or discharge of loan Destroy/delete 15 years after cut off

~~b Duplicate Copies Regardless of Medium 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:**

Related schedule ED 083 Personal Identification Number (PIN) Registration System

Follow the disposition instructions in ED 086 for system software, input/source records, output and reports, and system documentation

**ARRANGEMENT / ANNUAL ACCUMULATION:**

**PREVIOUS DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

Title IV of the Higher Education Act (HEA) of 1965, as amended

**SPECIFIC RESTRICTIONS:**

Privacy Act 18-11-05 Title IV Program Files  
Privacy Act 18-11-08 Student Account Manager System

**BUSINESS LINE:** Loans