

## **ED Records Schedule**

**SCHEDULE LOCATOR No.:** 076

**APPROVED DATE:** 08/16/2010

**TITLE:** Program Improvement – Pilot Projects

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

**NARA DISPOSITION AUTHORITY:** N1-441-09-17

### **DESCRIPTION:**

Records relating to pilot projects or innovation programs, which explore new technologies, administrative, process modifications etc. to improve the administration or enhance the integrity of a program's processes or procedures. Frequently, a pilot is conducted on a small scale to determine the feasibility of full-scale implementation. For example, the Federal Student Aid Experimental Sites Program is intended to continually encourage institutions to develop innovative strategies to improve the administration of the Title IV Federal Student Assistance Program. Records include but are not limited to proposals, agreements, analysis reports, waivers or exemptions from legislation, and other related documentation.

### **DISPOSITION INSTRUCTIONS:**

a. Program Improvement-Pilot Projects Files

#### **TEMPORARY**

Cut off files annually upon close of program. Destroy/delete 10 years after cutoff.

b. Experimental Sites Annual Reporting Tool (XSites) Master Data Files

Federal Student Aid's XSites tool is a web-based application that facilitates the reporting of information between schools participating in the Experimental Sites Initiative and FSA. Under the experiments, the schools are given exemptions to specific requirements governing student aid delivery in order to demonstrate how these exemptions can help improve student services and administrative procedures. Participating schools are required to submit an annual report that captures performance-based data, including relevant performance measures or alternatives analysis, for the prior academic year. The Department analyzes this data to evaluate the outcomes of the experiments and their implications on how financial aid policy could be streamlined and simplified. Data is collected in the following general categories: Title IV aid volumes, enrollments, Title IV aid recipients, default rates, experiment conclusions, experiment savings (optional), and experiment specific data (e.g., number of students participating in the loan proration experiment).

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### **TEMPORARY**

Cut off files annually upon close of program. Destroy/delete 10 years after cutoff.

- c. 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.

### **IMPLEMENTATION GUIDANCE:**

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

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration