

ED RECORDS SCHEDULE

SCHEDULE LOCATOR NO.: 083

APPROVED DATE: 05/03/2010

TITLE: Personal Identification Number (PIN) Registration System

PRINCIPAL OFFICE: Federal Student Aid (FSA)

NARA DISPOSITION AUTHORITY: N1-441-09-26

DESCRIPTION:

The PIN Registration System is the primary source for authentication and registration of electronic IDs to conduct e-business. The PIN system assigns and maintains these authentication credentials which in turn are utilized by Federal Student Aid feeder systems to authenticate users (e.g., students, parents, and borrowers) prior to allowing access to those systems. The Information contained in the system is the name, social security number (SSN), date of birth, address (mailing and/or email), and challenge questions and responses of PIN registrants. PINs can be changed by registrants to a four digit number of their choosing. A PIN is made inactive if it is not used for 18 consecutive months.

The PIN system authorizes access to ED federal student aid systems such as the following:

- Free Application for Federal Student Aid (FAFSA) on the Web (www.fafsa.ed.gov)
- Direct Loan Origination (www.ed.gov/offices/OSFAP/DirectLoan/index.html)
- National Student Loan Data System (NSLDS) (www.nsls.ed.gov)
- Direct Loan Servicing (www.dlservicer.ed.gov)
- Direct Consolidation Loans Web site (www.loanconsolidation.ed.gov)
- Federal Student Authentication Network (STAN) (FSAIC IVRU)
- TEACH Grant Agreement to Serve (ATS) (www.teach-ats.ed.gov)

Additionally, a PIN can be used to electronically sign various applications for student aid, including the Free Application for Federal Student Aid (FAFSA), the Renewal FAFSA, and to initiate loan deferments or forbearance requests. The PIN system can also be utilized to electronically sign Master Promissory Notes.

DISPOSITION INSTRUCTIONS:

a. Personal Identification Number (PIN) Registration System Master Data Files

1. PIN records documenting access to ED student financial aid systems

TEMPORARY

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

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2. PIN records documenting electronic signatures of ED federal student aid applications or Master Promissory Notes

TEMPORARY

Cut off one year after date of signature. Destroy/delete 75 years after cut off.

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

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDENACE:

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

ARRANGEMENT / ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

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

SPECIFIC RESTRICTIONS:

Privacy Notice 18-11-12 The Department of Education (ED) PIN (Personal Identification Number) Registration System

LINE OF BUSINESS: Loans