

ED Records Schedule

SCHEDULE LOCATOR NO.: 235

APPROVED DATE: 05/13/2010

TITLE: Student Loan Repayment Benefit Case Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: N1-441-09-03

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

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.

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