

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 265

**APPROVED DATE:** 2/14/2011

**TITLE:** Computer Matching Agreement Files

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** N1-441-09-25

### **DESCRIPTION:**

These files contain Computer Matching Agreements (CMAs), which serve as verifying instruments between the Department of Education and other federal agencies, and supporting documentation for computerized comparison of two or more automated systems of records, or system of records with non-federal records, for the purpose of establishing or verifying that the recipients of federal benefits are in fact eligible to receive such benefits or for recouping delinquent debts under federal benefit programs. A CMA is also required for computerized comparison of two or more automated federal personnel or payroll system of records or a system of federal personnel or payroll records with non-federal records.

CMA files include the purpose and legal authority for conducting the CMA; justification for the CMA and the anticipated results, including a specific estimate of any savings; a description of the records that will be matched, including each data element that will be matched; and the projected starting and completion dates of the matching CMA. CMA files include transmittals to the Data Integrity Board (DIB) and DIB approvals or disapprovals and associated signatures of the Chairman.

Also included are records documenting pilot matches or one-time matches with other federal agencies, including the required Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) between the agencies.

This record series EXCLUDES records covered under separate records schedules such as rule making case files, operational, interagency, international, or internal committees, task forces or working group records and program management files.

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### **DISPOSITION INSTRUCTIONS:**

a. Computer Matching Agreement and Pilot or One-time Matching Files

Records include agreements, reports and CMA transmittal letters to Congress and Office of Management and Budget (OMB), cost benefit analyses, program procedures, prohibitions, justifications, agreement oversight activities, agreement audit records, closeout documentation for completed agreements, and ad hoc reports.

#### **TEMPORARY**

Cut off one year after termination of agreement and destroy/delete 5 years after cut off.

b. Privacy Act Report Files [GRS 14, Item 25]

Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.

#### **TEMPORARY**

Destroy when 2 years old.

c. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

#### **TEMPORARY**

Delete/destroy when no longer needed for reference.

### **IMPLEMENTATION GUIDANCE:**

Records related to the charter, appointments, and membership of the ED Data Integrity Board are covered by ED 115 Operational, Interagency, International, or Internal committees, Task forces or Working Groups.

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

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

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### **SPECIFIC LEGAL REQUIREMENTS:**

Public Law 100-503 – Computer Matching and Privacy Protection Act of 1988

34 C.F.R. Part 5b.

Privacy Act of 1974, as amended, 5 U.S.C. § 552a(a) (8)-(13), (e)(12), (o), (p), (q), (r), and (u) (2000)

Executive Order 9397, as amended

OMB Final Guidance Interpreting the Provisions of Public Law 100-503, the Computer Matching and Privacy Protection Act of 1988 (54 F.R. 25818, June 19, 1989)

OMB Circular A-130

**LINE OF BUSINESS:** Administration