

ED Records Schedule

SCHEDULE LOCATOR NO: 273

APPROVED DATE: 1/8/2016

TITLE: FSA Access and Identity Management System (AIMS)

PRINCIPAL OFFICE: Federal Student Aid (FSA)

NARA DISPOSITION AUTHORITY: DAA-0441-2015-0001

DESCRIPTION:

The Access and Identity Management System (AIMS) or (formerly Security Architecture (SA)), project was initiated to facilitate FSA's modernization and integration strategy. AIMS is comprised of tools and technologies that ensure secure operation of the systems across the enterprise. In particular, AIMS provides tools, technologies, and protocols for identity and access management. AIMS provide consistent access control, authorization, and auditing across the systems protected by AIMS in the FSA enterprise.

AIMS provide centralized security policy enforcement for access to web-based applications at FSA. Program records contain user account information - last 4 of SSN, DOB, and name. As such, it is continually updated based on changes to a user's profile and system usage information. Account information is updated as long as the user is active on their account. Account information is retained in perpetuity, so that duplicate accounts are avoided. Accounts undergo a quarterly sanitization for inactive status, where they are locked until users return to unlock them. Accounts are disabled after a year of disuse and can be re-enabled by an administrator upon a user return. Accounts are archived after approximately two years and can be reconstituted only after verification and action by ISSO and business unit.

DISPOSITION INSTRUCTIONS:

TEMPORARY

Cut off files annually. Destroy 6 years after 2-year archival period, or notification of death, or when no longer needed for investigative or security purposes, whichever is sooner.

IMPLEMENTATION GUIDANCE:

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) 1965, as amended.

Subpart M of Section 668 of the Code of Federal Regulations (CFR)

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Loans