

ED Records Schedule

SCHEDULE LOCATOR NO.: 066

APPROVED DATE: 11/09/2010

TITLE: Program Management Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: N1-441-10-1

DESCRIPTION:

These files contain materials documenting the ongoing management of programs, and routine projects for various offices within the Department. The records relate to both mission and operational programs maintained by various organizational units within the Department. The records include, but are not limited to: correspondence; memoranda; internal and external training materials; staff meeting records, such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials; and project control files showing assignments, progress, and completion of projects.

This record series EXCLUDES records covered under separate records schedules such as policy statements and directives, contract records, and organizational and program development records.

DISPOSITION INSTRUCTIONS:

a. Record Copy

1. Enterprise Management Support System (EMSS) master data files

This Federal Student Aid system is accessible via the Department's Intranet. The EMSS manages project scorecards and changes, financial information, and allows for portfolio management. System data includes staff name, email address, business unit, project related information including budget and status, and enterprise change management information.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

2. Operations Vulnerability Management System (OVMS) master data files

This Federal Student Aid system provides the office with controls and oversight information used to ensure FSA's operations and programs comply with applicable laws and regulations. OVMS captures FSA vulnerabilities and is used to create software

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inventories, corrective action plans, and milestones. The system tracks workflow and reporting and monitors, prioritizes, and remediates vulnerabilities.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

3. Migrant Student Information Exchange (MSIX) master data files

The MSIX system links existing state Migrant Education Program component systems allowing the exchange of migrant students' information for the purposes of enrollment, grade/course placement, and credit accrual. The system is used for the collection and management of migrant student data and provides analytic and reporting tools. System data includes counts of the number of migrant students on a statewide and national basis and data about individual migrant students.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

4. Office of Inspector General Management (OIG) Information System (MIS) master data files

The Office of Inspector General uses the MIS database to track data related to OIG's budget, projects, and personnel. System data includes tracking information about controlled correspondence, audits, investigations, hotline requests, FOIA requests, employee travel and training, and the inventory.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

5. Equity in Athletics Disclosure Web-based Data Tool master data files

This database contains athletics data submitted annually to the Office of Postsecondary Education as required by the Equity in Athletics Disclosure Act (EADA). Submitters include all co-educational postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs) and that have an intercollegiate athletics program. System data includes state in which the institution resides, number of enrolled students, athletic conference membership, and statistical information related to athletic programs at the institution level.

TEMPORARY

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6. Office of Special Education Programs (OSEP) Customer Service Information System master data files

This system tracks complaints from parents, advocates, state personnel and other third parties who contact OSEP with inquiries or complaints related to special education. System data includes customer demographic data, as well as information on the content of the complaints and inquiries.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

7. Data Accountability Center (DAC) Data Analysis System master data files

This database contains data reported annually by states under the Individuals with Disabilities Education Act (IDEA), Section 618. System data includes aggregate level state reported data about children with disabilities. The data is used in the Office for Special Education Programs' annual report to Congress.

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Cut off files annually. Destroy/delete 5 years after file cutoff

8. Office of Special Education Programs (OSEP) Personnel Preparation Performance Reporting System (PPD) master data files.

The OSEP PPD system supports analysis, production of deliverables and reports, and other project management functions. System data includes the number and characteristics of professionals trained and grant outcomes such as training completion, certification, and employment. Data is used to assess program effectiveness and efficiency and to meet the reporting requirements of the Government Performance and Results Act of 1993 and OMB's Program Assessment Rating Tool (PART) process. The system also contains system management information, statistical data, and project management files and data.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

9. Earned Value Management (EVM) System master data files

The Earned Value Management (EVM) System is a project management (system) used by the office of Federal Student Aid for measuring project progress in an objective

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manner. EVM is used to combine measurements of project scope, schedule, and cost. EVM also provides an early warning if there are project performance problems.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

10. Office of Postsecondary Education (OPE) Project Tracker master data files

The Project Tracker captures information about OPE's Policy, Planning, and Innovation Office's projects and tasks. The system tracks projects and maintains an archive of project and policy documents.

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Cut off files annually. Destroy/delete 5 years after file cutoff

11. Case Activity Management System (CAMS) master data files

The Case and Activity Management System is a web-based activity management system used to process the Office for Civil Rights Program Legal Group's (PLG) daily activities. System data includes data on internal and external activities, proactive activities such as significant technical assistance, and parental partnerships. CAMS is used as a tracking tool to manage PLG's workload and to generate reports for management purposes in monitoring of work assignments, preparing budget requests, FOIA requests, requests from Congress, requests from the Department and other government agencies, and requests from the public.

TEMPORARY

Cut off files annually. Destroy/delete 5 years after file cutoff

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

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Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

In this context, senior officials are defined as heads of Department Principal Offices and other officials when acting in those capacities.

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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:

ED 066 a. Program Management Files Held by Senior Officials as Defined in "Implementation Guidance" supersedes:

- N1-441-08-17, Item a (ED 066, Item a)
- N1-441-97-1, Item 1.a (ED/RDS Part 9, Item 1.a)
- N1-441-97-1, Item 5 (ED/RDS Part 9, Item 5)
- N1-441-97-1, Item 11 (ED/RDS Part 9, Item 11)
- NC-12-75-1, Item 2.a (ED/RDS Part 9, Item 22)

ED 066 b. Program Management Files Held by Those Other Than Senior Officials as Defined in "Implementation Guidance" supersedes:

- N1-441-08-17, Item b (ED 066, Item b)
- N1-441-96-2, Item 13, (ED/RDS Part 2, Item 5)
- N1-441-96-2, Item 7.b (ED/RDS Part 6, Item 4.b)

ED 066 c. Records Documenting Significant Department Programs supersedes:

- N1-441-97-1, Item 1.a (ED/RDS Part 9, Item 1.a)
- NC-12-75-1, Item 2.a (ED/RDS Part 9, Item 22)

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

Privacy Act 18-14-04 Migrant Student Information Exchange (MSIX)
Privacy Act 18-10-04 Hotline Complaint Files of the Inspector General
Privacy Act 18-16-01 OSEP Customer Tracking Service System

LINE OF BUSINESS: Administration