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OF THE ACT:

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS

Program.

individual records of borrowers for this

since the Department maintains

and guaranty agencies are not a source

Federal and State governmental

lenders, schools, examining or treating

from borrowers and their families,

RECORD SOURCE CATEGORIES:

Information is obtained from reports

from borrowers and their families,

lenders, schools, examining or treating

physicians, employers, credit agencies,

Federal and State governmental

agencies, and State or private nonprofit

loan and guaranty agencies. However, lenders

and guaranty agencies are not a source of

information for participants in the

Federal Direct Student Loan Program,

since the Department maintains

individual records of borrowers for this

program.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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Additional System Managers and System Locations

Raytheon/ESystems, 6201 I-30, Greenville,

TX 75402. Assistant Regional Administrator,

U.S. Department of Education, Region IV,

Division of Claims and Collections, Office of

Student Financial Assistance, 61 Forsyth Street,

SW., Rm. 19789, Atlanta, GA. 30303.

Assistant Regional Administrator, U.S.

Department of Education, Region V,

Division of Claims and Collections,

Office of Student Financial Assistance, 111 North Canal Street, Suite 1009,

Chicago, Illinois 60605.

Assistant Regional Administrator, U.S.

Department of Education, Region IX,

Division of Claims and Collections, Office

of Student Financial Assistance, 50 United

Nations Plaza, Room 250, San Francisco,

California 94102.

18–11–08

SYSTEM NAME:

Student Account Manager System.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION(S):

Program Systems Service, Office of

Student Financial Assistance Programs,

U.S. Department of Education, Seventh

and D Streets, SW., Room 4640, ROB–3,

Washington, DC 20202. National

Computer Systems, 2510 North Dodge

Street, Iowa City, Iowa 52240.

Total Systems Services, Inc, 6101

Stone Mill Drive, Columbus, GA;

Golden Retriever System, 8 N. Roosevelt

Avenue, Chandler, AZ 85221.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The Student Account Manager System

contains student financial assistance

records about students and/or borrowers

both who have applied for loans under

any Title IV Federal loan program and

students who have applied for grants

under any Title IV Federal grant

program.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Student Account Manager System

contains records relating to a student

and/or borrower’s originated awards

and disbursements of Title IV financial

assistance. The system contains three
data element types as outlined below:
demographic information, such as

student and/or borrower name, mailing

and permanent address, e-mail address,
current and original Social Security

number, phone number, date of birth,
student account number; loan and grant
funding and award information,

including the Title IV code for the

school(s) for which students and/or

borrowers have requested

determinations of Federal financial

assistance eligibility, the origination
date and I.D., the funding source I.D.,
loan holder, credit limit or award

amount; loan and grant transaction
information, including the transaction
date, posting date, disbursement

amount, acceptance/rejection field,
batch number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Higher Education Act of 1965, Title

IV–A through IV–H, as amended, (20


PURPOSE(S):

This system of records is provided for the

purposes of:

1) Giving students a single point of

contact for information, statements, and

customer service concerning their

Federal student financial assistance

(loans and grants) from various

programs and sources;

2) Providing eligible institutions of

higher education with a standardized

method for the receipt of Title IV

student financial assistance; and

3) Creating summary reports for

Federal loan and grant funding sources

and program offices for loans and grants

delivered through the Student Account

Manager.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Department of Education

(Deartment) may disclose information

contained in a record in this system of

records under the routine uses listed in

this system of records without the

consent of the individual if the

disclosure is compatible with the

purposes for which the record was

collected. These disclosures may be

made on a case-by-case basis or, if the

Department has complied with the

computer matching requirements of the

Act, under a computer matching

agreement.

1) Program purposes. Records may be
disclosed for the following program

purposes:

(a) To report disbursement activity,
disclosures may be made to appropriate

 guaranty agencies, educational and

financial institutions, and Federal

agencies.

(b) To deliver Federal student

assistance funds to the educational

institution at which the student is

enrolled, disclosures may be made to

that educational institution.

2) Disclosure for Use by Other Law

Enforcement Agencies. The Department

may disclose information to any

Federal, State, local, or foreign agency

or other public authority responsible for

enforcing, investigating, or prosecuting

violations of administrative, civil, or

criminal law or regulation if that

information is relevant to any

enforcement, regulatory, investigative,
or prosecutive responsibility within the

receiving entity’s jurisdiction.

3) Enforcement disclosures. In the

event that information in this system of

records indicates, either on its face or in

connection with other information, a

violation or potential violation of any

applicable statute, regulation, or order of

a competent authority, the

Department may disclose the relevant

records to the appropriate agency,

whether foreign, Federal, State, Tribal,
or local, charged with the responsibility of investigating
or prosecuting that violation or charged with enforcing or implementing the statute, or executive order, rule, regulation, or order issued pursuant thereto.

(4) Litigation disclosure and Alternative Dispute Resolution (ADR) Disclosures.

(a) Introduction. In the event that one of the parties listed below is involved in litigation or ADR, or has an interest in litigation or ADR, the Department may disclose certain records to the parties described in paragraphs (b), (c), and (d) of this routine use under the conditions specified in those paragraphs:

(i) The Department of Education, or any component of the Department; or

(ii) Any Department employee in his or her official capacity; or

(iii) Any Department employee in his or her individual capacity if the Department of Justice (DOJ) has agreed to provide or arrange for representation for the employee; or

(iv) Any Department employee in his or her individual capacity where the agency has agreed to represent the employee; or

(v) The United States where the Department determines that the litigation is likely to affect the Department or any of its components.

(b) Disclosure to the DOJ. If the Department determines that disclosure of certain records to the DOJ is relevant and necessary to litigation or ADR, the Department may disclose those records as a routine use to the DOJ.

(c) Administrative disclosures. If the Department determines that disclosure of certain records to an adjudicative body before which the Department is authorized to appear, an individual or entity designated by the Department or otherwise empowered to resolve or mediate disputes is relevant and necessary to the administrative litigation, the Department may disclose those records as a routine use to the adjudicative body, individual, or entity.

(d) Parties, counsels, representatives and witnesses. If the Department determines that disclosure of certain records to a party, counsel, representative or witness in an administrative proceeding is relevant and necessary to the litigation, the Department may disclose those records as a routine use to the party, counsel, representative or witness.

(5) Employment, Benefit, and Contracting Disclosure.

(a) For Decisions by the Department. The Department may disclose a record to a Federal, State, or local agency maintaining personnel records, or other relevant enforcement or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to a Department decision concerning the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

(b) For Decisions by Other Public Agencies and Professional Organizations. The Department may disclose a record to a Federal, State, local, or foreign agency or other public authority or professional organization, in connection with the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit, to the extent that the record is relevant and necessary to the receiving entity’s decision on the matter.

(6) Employee Grievance, Complaint, or Conduct Disclosure. The Department may disclose records in this system of records to another agency of the Federal Government if the record is relevant to one of the following proceedings regarding a present or former employee of the Department: Complaint, grievance, discipline or competence determination proceedings. The disclosure may only be made during the course of the proceeding.

(7) Labor Organization Disclosure. A component of the Department may disclose records to a labor organization if a contract between the component and a labor organization recognized under Title V of the United States Code, Chapter 71, provides that the Department will disclose personal records relevant to the organization’s mission. The disclosures will be made only as authorized by law.

(8) Freedom of Information Act (FOIA) Advice Disclosure. The Department may disclose records to the Department of Justice and the Office of Management and Budget if the Department concludes that disclosure is desirable or necessary for determining whether particular records are required to be disclosed under the FOIA.

(9) Disclosure to the Department of Justice (DOJ). The Department may disclose records to DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this system.

(10) Contract Disclosure. If the Department contracts with an entity for the purposes of performing any function that requires disclosure of records in this system to employees of the contractor, the Department may disclose the records to those employees. Before entering into such a contract, the Department shall require the contractor to maintain Privacy Act safeguards as required under 5 U.S.C. 552a(m) with respect to the records in the system.

(11) Research Disclosure. The Department may disclose records to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of this system of records. The official may disclose records from this system of records to that researcher solely for the purpose of carrying out that research related to the functions or purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect to the disclosed records.

(12) Congressional member disclosure. The Department may disclose information to a member of congress from the record of an individual in response to an inquiry from the member made at the written request of that individual. The Member’s right to the information is no greater than the right of the individual who requested it.

(13) Disclosure to the Office of Management and Budget (OMB) for Credit Reform Act (CRA) Support. The Department may disclose records to OMB as necessary to fulfill CRA requirements.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): The Department may disclose to a consumer reporting agency information regarding a claim by the Department which is determined to be valid and overdue as follows: (1) The name, address, taxpayer identification number and other information necessary to establish the identity of the individual responsible for the claim; (2) the amount, status, and history of the claim; and (3) the program under which the claim arose. The Department may disclose the information specifically provided in this paragraph under 5 U.S.C. 552a(b)(12) and the procedures contained in 31 U.S.C. 3711(e). A consumer reporting agency to which these disclosures may be made is defined at 31 U.S.C. 3701(a)(3).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISCLOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The records at the National Computer Systems (NCS) are maintained on the
Federal Pell Grant recipients then retained in accordance with ED/RDS, Part 10, Item 17. Individual records for unapproved Federal Pell Grant applications will be transferred to a Federal Records Center 120 days after a rejection or withdrawal, and may be destroyed three years after date of rejection or withdrawal (ED/RDS, Part 10, Item 17(a)). Electronic Federal Pell Grant records will be kept online and easily available for 24 months after reconciliation with the funding source, then retained in accordance with ED/RDS, Part 10, Item 17.

SYSTEM MANAGER(S) AND ADDRESS:

NOTIFICATION PROCEDURE:
If an individual wishes to determine whether a record exists regarding him or her in this system of records, the individual may gain access to the system via the Internet or by contacting the system administrator through the Student Account Manager’s customer service e-mail address or toll-free telephone number. (To obtain access to records by telephone, the student must first authorize telephone access through the Student Account Manager’s website using his or her Electronic Access Code.)

RECORD SOURCE CATEGORIES:
Information is obtained from schools, lenders, guaranty agencies, students, borrowers, the Title IV Program Files (Privacy Act system of records number 18-11-001), the Federal Student Aid Application Files Privacy Act system of records number 18-11-005), the Federal Student Aid Application Files Privacy Act system of records number 18-11-006), the Direct Loan origination Center, and the Recipient Funds Management System (RFMS).

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:
None.

18-11-09

SYSTEM NAME:
Postsecondary Education Participants System (PEPS).

SECURITY CLASSIFICATION:
None.

SYSTEM LOCATION:
Computer Sciences Corporation, 71 Deerfield Lane, Meriden, CT 06450.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
The PEPS contains records about owners (individuals, either solely or as partners, and corporate entities), officials, and authorized agents of postsecondary institutions; members of boards of directors or trustees of such institutions; employees of foreign entities that evaluate the quality of education; third-party servicers, including contact persons.

CATEGORIES OF RECORDS IN THE SYSTEM:
The PEPS contains information regarding the eligibility, administrative capability, and financial responsibility of postsecondary schools that participate in the student financial aid