

## Request for Records Disposition Authority

Records Schedule Number DAA-0441-2015-0001  
Schedule Status Approved  
  
Agency or Establishment Department of Education  
Record Group / Scheduling Group General Records of the Department of Education  
Records Schedule applies to Major Subdivision  
Major Subdivision Federal Student Aid (FSA)  
Schedule Subject ED 273 - FSA Access and Identity Management System (AIMS)  
Internal agency concurrences will be provided No

Background Information

**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

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

## GAO Approval

## Outline of Records Schedule Items for DAA-0441-2015-0001

Sequence Number
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1
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FSA Access and Identity Management System (AIMS) Disposition Authority Number: DAA-0441-2015-0001-0001
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## Records Schedule Items

Sequence Number

1

### FSA Access and Identity Management System (AIMS)

Disposition Authority Number      DAA-0441-2015-0001-0001

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.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing?          Yes

Do any of the records covered  
by this item exist as structured  
electronic data?                      Yes

### Disposition Instruction

Cutoff Instruction                      Cut off files annually.

Retention Period                      Destroy 6 year(s) after 2 year archival period or  
notification of death or when no longer needed for  
investigative or security purposes occurs, whichever  
is sooner

Additional Information

GAO Approval

Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/02/2015	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
09/09/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
11/05/2015	Submit For Certification	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
11/05/2015	Certify	Kevin Ramseur	Management and Program Analyst	OM - PIRMS
01/05/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist