

## Records Retention Schedule Template

### Student Financial Aid Office Cathy Wilcox 335-3591

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Back-up documentation for CV"s, deposits, purchases, receiving documents, etc.	Student Financial Aid	CY + 3	CY + 2	4 years	Yes	No	No	Paper, PC	No	Stored in non-public area; office suite is locked during non-business hours; computer files are backed up by ITS
FARM computer system	Student Financial Aid	3 yrs after last enrollment	As long as student has filed for current years aid	3 years after last enrollment	Yes	Yes	Yes	Computer network	Most in the Student file	Computer files are backed up by ITS
Personnel files	Student Financial Aid	3 yrs after termination	3 yrs after termination		Yes	Yes	No	Paper	No	Stored in non-public area; office suite is locked during non business hours; computer files are backed up by ITS
Procurement Card Information & Reports	Voucher Processing Team	N/A	CY + 2	4 years	No	No	No	Paper, PC	No	Same as above
Regulatory Reports; Fed, State, etc. programs	Student Financial Aid	State -3 Fedeeral - 3	Permanent		Yes	No	No	Paper, PC	Yes	Same as above
Statements of Account	Accounting Services	N/A	CY + 2	7 Years	No	No	No	Paper, PC	Yes	Same as above
Student File	Student Financial Aid	3 yrs after last enrollment	As long as the student is registered	3 yrs after last enrollment	Yes	Yes	No	Active: Paper Non-Active Microfilm	Most in the FARM system	Same as above
Vouchers & Invoices <\$10,000 (after 1/1/98)	Student Financial Aid	CY + 3	CY + 2	4 years	Yes	No	No	Paper	Yes	Same as above
Vouchers & Invoices >\$10,000 (after 1/1/98)	A/P	N/A	CY + 2	4 years	No	No	No	Paper	Yes	Same as above
Office Correspondence of an Official Nature	Student Financial Aid	State - 3 Federal - 3	3 years		Yes	No	No	Paper	No	Same as above
Notes:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original.										
Convenience copies are not official records.										

Effective Date: ?

5/1/02

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(CY: Current Yr)										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										