

# Preliminary Record Retention Schedule

## Financial Aid

\*\*\* FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE \*\*\*

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Admissions Applicants Who Do Not Enroll (Whether Accepted or Rejected)</b>	
Financial Aid Records	1 after application term
Residency Classification Forms (for Va. Tuition Assistance Grant)	1 after application term
<b>Admissions for Applicants Who Enroll</b>	
Residency Classification Forms (for Va. Tuition Assistance Grant)	5 from graduation or date of last attendance
Residency Change Documents (non-resident to resident)	5 from graduation or date of last attendance
<b>Building Maintenance/Management</b>	
Key Records (records of issuance, re-issuance, return)	Permanently
<b>Committee/Department Records</b>	
Committee Records, Official [committees and advisory groups listed on Registrar's website at <a href="http://registrar2.wlu.edu/faculty/faccomm.htm">http://registrar2.wlu.edu/faculty/faccomm.htm</a> (e.g. minutes and official correspondence -- responsibility of committee chair and/or designee)]	Until the end of the current SACS accreditation cycle (which currently runs through 2019), but not less than 5 years
Individual Committee Member Service Records (i.e. service on W&L committees)	No required minimum
General Departmental Administrative Records (e.g. budget files, capital requests, staff meeting minutes, recommendations / reports on departmental matters, general correspondence, disbursements, leave schedules, CHRON files, departmental programming, etc.)	Retain for as long as administratively useful
Record Disposition Logs	Permanently
Statistics / Records / Reports that Document Compliance with SACS Standards	Until the end of the current applicable accreditation cycle(s) SACS currently runs through 2019), but not less than 5 years
<b>Contracts and Agreements</b>	
Purchase Orders, Contracts, Leases, Agreements (including documents relating to a verbal agreement/contract)	5 from fulfillment of obligations or termination of contract

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<b>Contracts and Agreements (continued)</b>	
Repair and Service Records (departmental purchases)	Until equipment disposed of
Warranty Files (departmental purchases)	1 after warranty expiration
Written Delegation of Authority to Sign Contracts	Indefinitely
<b>Export Controls</b>	
Export Control Licenses and Associated Documentation [including records related to transactions involving travel to foreign countries or other "exports" (including disclosure of certain technology/information to foreign nationals), for which a license is required.]	Consult the terms of the specific license, but not less than 3 years
<b>Family Educational Rights and Privacy Act Data/Documents</b>	
Student Consent to Disclosures of Personally Identifiable Information	As long as education records of the student are maintained
Student Recommendation/Reference Letter (NON-work-study)	2 from date provided
<b>Human Resources</b>	
Conflict of Interest Disclosure Statements (staff & faculty, where applicable)	2
Job Applications, Employment Inquiries and All Other Records for NON-HIRED Faculty/Staff Applicants (NOT otherwise included in any search committee file)	3 from date of hiring decision
Personnel Files for Faculty/Staff (e.g. supervisor records re: performance/attendance/discipline/etc. that are not otherwise kept in HR or Dean's Office)	5 from separation
References (employees, work-study students, etc.)	Later of 2 after separation or 2 from date provided
Student Worker Personnel Files (including Federal Work-Study students)	5 after graduation or date of last attendance
<b>Insurance and Risk Management</b>	
Waivers/Releases (e.g. Agreements of Responsible Travel, Fitness Center, etc.)	Later of 5 from date signed or 5 from completion of activity

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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Intellectual Property</b>	
Copyright Release and Permission Forms	3 from date of last use/publication
<b>STUDENT FINANCIAL AID (SFA)</b>	
<b>SFA Program Records</b>	
<sup>1</sup> Audit and Review Reports (Internal)	3 from award year
<sup>1</sup> FISAP (Administration of Title IV, HEA Programs in Accordance With All Applicable Requirements, and Showing Disbursement and Delivery of Title IV Funds)	3 from award year
<sup>1</sup> Program Participation Agreement (Application for Title IV, HEA Funds and records That Document: Eligibility of the University & Its Educational Programs and Any Information Included in Any Application for Title IV Funds)	3 from award year
<sup>2</sup> NCAA Report (Student-Athletes Receiving Financial Aid)	5 after graduation of recipient's class
<sup>3</sup> State Agency Reports (on specific types of awards)	3 from award year
<b>SFA Fiscal Records</b>	
<sup>2</sup> Pell Grant Statements of Accounts	3 from award year
<b>SFA Recipient Records</b>	
<sup>2</sup> Application Data Submitted to Dept. of Education or Lender by School on Behalf of Student	3 from award year
<sup>2</sup> Calculations of Refunds or Overpayments Due to or on Behalf of Students	3 from award year
<sup>2</sup> Data Used to Establish Student's Admission, Enrollment Status, Period of Enrollment	3 from award year

<sup>1</sup> Currently retained indefinitely.

<sup>2</sup> Currently retained for 5 years after graduation of recipient's class.

<sup>3</sup> Currently retained indefinitely (electronic).

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### MINIMUM Retention Period

(in calendar years, unless otherwise indicated)

### Category/Type of Record

#### STUDENT FINANCIAL AID (SFA)

##### SFA Recipient Records (continued)

<sup>2</sup> Date and Amount of Disbursements (and Each Payment of FWS Wages)	3 from award year
<sup>2</sup> Documentation of Initial or Exit Loan Counseling	3 from award year
<sup>2</sup> Documentation of Student's Eligibility	3 from award year
<sup>2</sup> Documentation of Student's Satisfactory Academic Progress	3 from award year
<sup>2</sup> Documentation Related to the Receipt of Federal Aid (i.e. amount of grant, loan, FWS award, & calculations used to determine aid amounts)	3 from award year
<sup>2</sup> Documents Used to Verify Applicant's Data	3 from award year
<sup>2</sup> Financial Aid History for Transfer Students	3 from award year
<sup>2</sup> Payment of Any Overpayment or Return of Title IV Funds	3 from award year
<sup>1</sup> Student Repayment History	3 from date repaid, cancelled, or assigned
<sup>2</sup> The Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	3 from award year
<sup>2</sup> Virginia Tuition Assistance Grant (VATAG) Applications	3 from award year
<b>Requirements for Specific Aid</b>	
Campus-Based Aid (Perkins Loan, SEOG, and Federal Work-Study)	3 from submission of FISAP for award year
<sup>2</sup> FFEL and Direct Loans: Borrower's Eligibility Records	3 after submission of Fiscal Operations Report for award year
<sup>2</sup> FFEL and Direct Loans: All Other Records/Reports	3 after submission of Fiscal Operations Report for award year
<sup>1</sup> Individual Scholarship Funds Requiring Reports (Summary)	No required minimum
<sup>2</sup> Pell Grant	3 from end of award year

<sup>1</sup> Currently retained indefinitely.

<sup>2</sup> Currently retained for 5 years after graduation of recipient's class.

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<b>Category/Type of Record</b>	<b>MINIMUM Retention Period (in calendar years, unless otherwise indicated)</b>
<b>STUDENT FINANCIAL AID (SFA)</b>	
<b>Requirements for Specific Aid (continued)</b>	
<sup>4</sup> Perkins and University Loan Repayment Records (including cancellation and deferment requests, correspondence to/from borrower, etc.)	3 from date loan assigned, cancelled, or repaid
<sup>4</sup> Perkins and University Loan Original Promissory Notes	Until loan is satisfied or documents are needed to enforce obligation (3 after loan is satisfied if electronically-signed)
Residency Certificates (where applicable for state scholarships)	3 from graduation or date of last attendance
(Any Additional) Scholarship/Financial Aid Assistance Records Indicating That They Were Awarded Non-Discriminatorily	4 from date of creation

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<sup>4</sup> Currently retained for 5 years from date loan assigned, cancelled, or repaid.