Technical College System of Georgia (0415)
Student Records Retention Schedule

(0415-001) Admissions Records for Applicants Who Do Not Enroll (Accepted or Rejected)
Explanation: This series documents the application process for individuals seeking admission to the college. Records may include but are not limited to: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, transcripts from other colleges, transcripts from high school, military documents, international student documents, and related correspondence.
Record Copy: Admissions Office
Retention: 1 year after application term (any documents which are originals may be returned to the student after one year rather than destroyed).
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition Retention Schedule A, page 13

(0415-002) Admissions Records for Applicants Who Do Enroll In Classes (Accepted)
Explanation: This series documents the application process for individuals seeking admission to the college. Records may include but are not limited to: acceptance letters, advanced placement records, applications for admission, entrance exam reports, letters of recommendation, medical records, readmission forms, recruitment materials, test scores, residency classification forms, transcripts from other colleges, transcripts from high school, military documents, and related correspondence. Foreign student admissions records are included in this series.
Record Copy: Admissions Office
Retention: 5 years after graduation or date of last attendance (any documents which are originals may be returned to the student after one year rather than destroyed). Letters of recommendation should be destroyed after student enrollment.
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule B, page 14

(0415-003) Student Tracking Records
Explanation: This series documents student enrollment in courses and changes in enrollment. The series also documents admission status changes, affiliation and registration in programs, and changes in grading basis. Records may include but are not limited to: registration forms; registration change forms (add/drop forms); withdrawal forms; application for re-admission forms; change of program (within the college) forms; and grading basis (unsatisfactory/satisfactory) change forms.
Record Copy: Registrar
Retention: 5 years after graduation or date of last attendance. Withdrawal and grade change forms must be retained permanently.
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-004) Academic Action Authorizations
Explanation: This series documents actions taken by the college against a student, including dismissal, suspension, and demotion.
Record Copy: Registrar
Retention: 5 years after graduation or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16
(0415-005) Course Schedule Change Forms and Data
Explanation: This series documents student requests to drop/add or withdraw from single class during the quarter.
Record Copy: Registrar
Retention: 1 year after date submitted
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-006) Original Grade Sheets/ Class Lists
Explanation: This series provides instructional departments with an official record of students enrolled in courses taught and documents quarter end grades of each student.
Record Copy: Registrar and Academic Affairs Department
Retention: Permanent in Student Information Database; Instructor class files for the duration of the grade appeal policy
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-007) Class Schedules of Students
Explanation: This series provides a list of the classes registered for by an individual student for a particular quarter.
Record Copy: Registrar
Retention: 1 year after graduation or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-008) Curriculum Change Authorizations
Explanation: This series documents student requests to change their program of study.
Record Copy: Registrar
Retention: 5 years after graduation or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-009) Fee Assessment Forms
Explanation: This series documents the payment of fees for course fees, lab time, diplomas, commencement exercises, etc.
Record Copy: Registrar
Retention: 5 years after graduation or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-010) Academic Standing Reports
Explanation: This series documents student academic standing, including academic deficiency and the status changes of academically deficient students. Records may include – but not limited to: reports containing student names, grade point averages (GPA's), grade point deficiencies, and numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other colleges; academic honors and awards; and related documentation and correspondence.
Record Copy: Registrar
Retention: 3 years from the date of creation of the report
Citation or Reference:
(0415-011) Student Statistical Reports
Explanation: This series documents student status and enrollment at the college. Records may include but not limited to: specialized listings and statistical reports pertaining to departmental and college registration, course changes, add/drops, geographical distribution of students, student age and gender data, mortality of classes, student transfers from other schools, student body grade point averages and GPA's of living groups, and veterans enrollment; reports documenting student and enrollment by term; and reports on other topics.
Record Copy: Registrar, Budgets & Planning
Retention: Permanent for summary and annual reports, catalogs, commencement program, schedule of classes; degree statistics, and enrollment statistics; 3 years for all other records
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule E, page 19

(0415-012) Admissions Reports
Explanation: This series provides summary information relating to student admission programs which may be used for control, planning or review. Records may include but are not limited to: working papers; drafts; transitory reports; final reports; and related documentation and reports. Typical report subject categories include the number of new students, advanced placement, and Grade Point Averages summaries.
Record Copy: Institutional Effectiveness Research & Planning, Admission Office, Knowledge Management System (KMS)
Retention: Permanent for final reports; 5 years for all other records.
Citation or Reference:

(0415-013) Certification Records
Explanation: This series documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession and forms the basis of the initial certification for various professions. Records may include but not limited to: applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; recommendations and evaluations; and related correspondence.
Record Copy: Department or Academic Affairs
Retention: 5 years after initial certification application by student
Citation or Reference:

(0415-014) Commencement Records
Explanation: This series documents commencement program planning and implementation at the college. Records may include but are not limited to: commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence.
Record Copy: Registrar
Retention: Permanent for commencement programs; 1 year for all other records
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule E, page 19

(0415-015) Diploma, Degree and Certificate Mailing Verification Records
Explanation: This series documents students' requests to have diplomas, degrees, certificates and other graduation records distributed to specific addresses. Records include: signed cards listing permanent addresses for diplomas, degrees and/or certificates to be mailed to; indicating that fees have been paid; and listing students' names, college or school within the college, degrees granted, and dates of requests.
Record Copy: Registrar
Retention: 1 year
Citation or Reference:
(0415-016) Enrollment Reports
Explanation: This series is used to provide the President’s office with a record of enrollments which may be used for planning and research. Information contained in the reports includes student names and levels, grade point averages, demographic data, and academic majors. Records may include but are not limited to: working papers; final reports; and related documentation and correspondence.
Record Copy: Budgets & Planning, Registrar, Office of Institutional Effectiveness, Research and Planning
Retention: Permanent for final reports; 2 years for all other records.
Citation or Reference:

(0415-017) Examinations, Tests, Term Papers, and Homework Records
Explanation: This series documents student subject mastery in college courses. Records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive examinations.
Record Copy: Departments or Academic Affairs
Retention: 1 year after course completion for uncontested grade results; until resolved for contested grade results
Citation or Reference:

(0415-018) Family Educational Rights and Privacy Act (FERPA) Documents
Explanation: This series documents the process of student information release requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act. Records may include but are not limited to: requests for formal hearings; requests for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions; written decisions of the hearing panel; written consent of the student to disclose records; waivers for rights of access; and related documentation and correspondence.
Record Copy: Registrar
Retention: Permanent request for formal hearings; requests for disclosures of personally identifiable information; student statements on content of records regarding hearing panel decisions; written decisions of hearing panels; Permanent, until terminated by student, student requests for nondisclosure of directory information; students written consent for records disclosure; waivers for rights to access.
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule F, page 20

(0415-019) Georgia Open Records Act (GORA) and Freedom of Information Act (FOIA) Request Records
Explanation: This series documents public requests for information under the Freedom of Information Act received by the Registrar. Records include: written correspondence inquiries from the public received by the office; written and dated responses issued by the office; notes and memoranda made in drafting responses to these inquiries; and initials of officials approving release of the information.
Record Copy: Custodian of Records
Retention: 5 years.
Citation or Reference: O.C.G.A. 9-3-24

(0415-020) Grade Reports
Explanation: The series documents grades received by students for the term. This is the record copy of reports distributed to students at the end of each term. Individual forms include: course numbers and titles; grades awarded; grade point average; student name; student identification number.
Record Copy: Registrar
Retention: 1 years after graduation or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16
Grievance Records
Explanation: This series documents grievances brought forward by students against the college which does not result in litigation. Grievances may pertain to academic issues; housing; affirmative action and equal opportunity; student conduct; and other issues. Records include: notices of grievance; informal discussion notes; grievance responses; formal hearing notes (including audio tapes); final summary statements; settlement agreements; appeals documentation; and related records. Portions of these records may be exempt from public disclosure.
Record Copy: Appropriate academic division, Title IX Office, Record Custodian
Retention: 5 years after graduation or date of last attendance
Citation or Reference:

Independent Study Records
Explanation: This series documents departmental approval for students to enroll in independent study courses. Records may include but are not limited to: permission sheets with students' names; course names; number of credits; and faculty signatures.
Record Copy: Colleges, Departments, Registrar or Academic Affairs
Retention: 5 years after graduation or date of last attendance
Citation or Reference:

International Students Records
Explanation: This series documents college assistance to international students who have been admitted to academic programs. These records primarily concern college admissions, immigration issues, and other non-academic matters. Records may include but are not limited to: copies of visas; scholarship information; college admissions forms; graduate school applications; transcripts of previous college work; grade reports of prior college work; grade reports from college courses; international student advisors' notes; degree completion certificates; explanations for student withdrawals; recommendations and evaluations of students; and related documentation and correspondence.
Record Copy: Admissions, Registrar, or Academic Affairs
Retention: 5 years after graduation or date of last attendance but at least 1 year after final notice to Immigration and Customs Enforcement.
Citation or Reference:

Internship Program Records
Explanation: This series is used to provide a record of the administration of student internship, practicum and cooperative education programs. Programs may be within the college or off campus and for class credit and/or pay. Records may include but are not limited to: applications for internships inside and external to the college; agreements with departments; postings/notices; student resumes; transcripts; copies of contracts; proposed college listings; notes; and related documentation and correspondence.
Record Copy: Colleges, Departments, Career Placement Services, Registrar and Academic Affairs
Retention: 5 years from date of graduation or last date of attendance
Citation or Reference:

Change of Name Records
Explanation: This series documents students or applicants name changes reported to the admissions or registrar's offices by students. Records may include but are not limited to: letters requesting change in name; name change forms; lists or reports of students with changed names; and related documentation and correspondence.
Record Copy: Registrar, Admissions Office
Retention: 5 years after degree completed or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 17
(0415-026) National Testing Records
Explanation: This series provides a record of the services rendered to clients by administering tests required of students seeking admission to various programs or seeking to substitute already acquired knowledge for formal college courses. Tests administered include Scholastic Aptitude (SAT); American College (ACT); National Teacher Education (NTE); and Test of English as a Foreign Language (TOEFL). Records may include but are not limited to: testing rules and regulations; rosters of test takers; seating charts; supervisors' reports; and vouchers for payment of testing. This series does not include test scores. Information may be exempt from public disclosure.
Record Copy: Testing Services
Retention: 5 years after testing date
Citation or Reference:

(0415-027) Placement Records
Explanation: This series documents the written reference history of a student to be forwarded to potential employers or other schools. Records may include but are not limited to: credentials records showing where, when, and cost of letters sent; release of information form which includes a listing of the reference letters to be sent; reference letters; student teaching reports; professional program certificates; personal data sheets and resumes; College Interview Forms; and related documentation and correspondence.
Record Copy: Career Services
Retention: 3 years for established files
Citation or Reference:

(0415-028) Placement Survey Records
Explanation: This series documents the results of a placement survey conducted every two years of recent baccalaureate graduates. Records may include but are not limited to: reports and questionnaires which provide the following information on individual alumni: career status or job title; continuing education; geographic location; source of finding employment; relationship of employment to major; salary; computer training needs; and number of years enrolled.
Record Copy: Career Services Knowledge Management System
Retention: Permanent for reports; 3 years for all other records
Citation or Reference:

(0415-029) Prospective International Student Records
Explanation: This series documents college assistance to international students who are considering attendance at the college. Records may include but are not limited to: letters of inquiry from prospective students; official replies to inquiries; completed applications and admittance forms; local data sheets; advisory notes; and related documentation and correspondence.
Record Copy: Registrar, Admission or Office of International Services
Retention: 2 years for non-admitted applicants records; until enrolled for admitted applicants records, which then become part of the International Student Records
Citation or Reference:

(0415-030) Recruiters Records
Explanation: This series provides a record of recruiter visits to the campus to conduct job interviews. Records may include but are not limited to: scheduling calendars; Recruiter Schedules; affirmative action statements; recruiter information forms; lists of interviewees; feedback forms from recruiters; and related documentation and correspondence.
Record Copy: Career Services
Retention: 2 years from date of record creation
Citation or Reference:
(0415-031) Residency Affidavits
Explanation: This series documents declarations filed by students regarding state residency status which is critical for determining tuition status. Records may include but are not limited to: affidavits; correspondence regarding residency; and related documentation.
Record Copy: Admission, Registrar, Financial Aid
Retention: 5 years after graduation or date of last attendance
Citation or Reference:

(0415-032) Services to Special Population Students Records
Explanation: This series documents student participation in services to Special Population Students Program. Records may include but are not limited to: health professional evaluation reports; recommendations for student applicants; applicable related information; autobiographical essays; copies of applications for admission; copies of notices of admission; special admissions applications checklists; questionnaires; physicians' statements and letters of recommendation; counseling interview notes and referrals; and related documentation and correspondence. Some records may be exempt from disclosure Act.
Record Copy: Services for Students with Disabilities or Special Population Services/Registrar
Retention: 5 years after graduation or date of last attendance
Citation or Reference:

(0415-033) Special Academic Programs Student Records
Explanation: This series documents and tracks the application, admission, selection, and progress of college students participating in special academic programs serving, guiding, and aiding college students. This series consists of the individual files for students participating in special college programs which provide services ranging from counseling and tutoring to tuition waiver assistance. Programs may include but are not limited to: the English Language Institute (ELI) and American English Institute; Educational Opportunities Program (EOP); non-traditional student programs; Older Than Average Student Program and Adult Learners; National Student Exchange Program (NSE); Native American Science Program (NASP); University Exploratory Studies Student Program (UESP); Study Abroad Program; Academic Learning Services (ALS); Peer Advising; and other special academic programs. Records may include but are not limited to: application documentation; personal information; medical and health documentation; admission and non-acceptance documentation; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.
Record Copy: Administering units
Retention: 5 years for accepted and enrolled participants; 2 years for denied admission and those applicants who never enroll.
Citation or Reference:

(0415-034) Student Activity Reports
Explanation: This series provides a record of student statistics in a specific instructional department and is used to provide summary information which may be used for planning or review. This report may include but is not limited to: country of origin; degree(s) held and pursued; financial situation; gender and ethnicity; marital status; veterans status; academic standing and grade point averages; placement test scores; immigration status; and other data elements.
Record Copy: Colleges, KMS (Knowledge Management System Technical College System of Georgia Database)/Office of Institutional Effectiveness, Planning and Research
Retention: Until superseded or obsolete.
Citation or Reference:
(0415-035) Student Advising Records
Explanation: This series is used to provide a record of a student's academic progress within a specific college program. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and are maintained for the convenience of the student academic advisors. Records may include but are not limited to: applications for program admission; notices of admission; grade reports; in-house grade record cards; degree program requirement lists; departmental course waiver forms; program advisors' reports showing progress towards academic degrees; advising checklist forms; advisors' notes; copies of transcripts; Program Planning Sheets; advanced standing examination reports; official graduation audits; curriculum posting sheets; recommendation letters; academic suspension notices; re-admission notices; comprehensive exam results; awards; and related documentation and correspondence. Portions of these records may be exempt from public disclosure.
Record Copy: Advising Academic Department of Academic Affairs
Retention: 5 years after graduation or date of last enrollment
Citation or Reference:

(0415-036) Student Conduct Records/Disciplinary Action Records
Explanation: This series documents academic dishonesty and conduct violations among students. Records may include but are not limited to: incidents reports; final reports; evidence; notification of allegation; Timely Notice Forms; Conduct-Pending, Conduct-Restitution, and Suspension Lists; Quarterly Security Reports; disciplinary reports; informal discussion notes; formal hearing notes; final summary statements; decision statements; appeals documentation; and related documentation and correspondence.
Record Copy: Office of Student Affairs or Academic Affairs
Retention: 5 years after graduation or date of last attendance
Citation or Reference:

(0415-037) Student Development Transcripts Records
Explanation: Series documents students participation in university clubs, organizations, honor societies and special academic programs; volunteer service in community organizations; and honors and awards received. Records include: transcripts listing activities, background materials used to validate the activities, and related correspondence.
Record Copy: Judicial Advisor or Student Life Office
Retention: Permanent for transcripts; 5 years after last activity for all other records
Citation or Reference:

(0415-038) Student Non-Disclosure Requests Records
Explanation: This series documents the request by a student to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act. This series may contain but is not limited to: student requests for non-disclosure of directory information and memoranda distributed to pertinent departments which might have pertinent information not to disclose that information.
Record Copy: Registrar
Retention: Life of underlying documents the student has asked not to be disclosed

(0415-039) Student Organization Administrative Records
Explanation: This series documents the history, development, and policies of campus student organizations. Records may include but are not limited to: annual review forms; minutes; constitutions and bylaws; committee, subcommittee, and task-force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence.
Record Copy: Student Activities, Student Organization Advisors, Student Life Office
Retention: Permanent
Citation or Reference:
(0415-040) Student Recruitment Records (Academically Disadvantaged and other)
Explanation: This series documents effort of the departments to recruit students based upon disadvantaged status, academic performance, and other criteria. Records may include but are not limited to: prospects lists; interview and conversation notes; photographs; personal information forms and resumes; test scores; academic transcripts; and related documentation and correspondence.
Record Copy: Office of Student Affairs or Academic Affairs
Retention: 5 years
Citation or Reference:

(0415-041) Supplemental Grade Report Records
Explanation: This series documents grade changes submitted by instructors through the academic departments to the Registrar. Records may include but are not limited to: supplemental grade reports (SGR's); and related documentation and correspondence.
Record Copy: Registrar
Retention: Permanent
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16

(0415-042) Transcript Hold or Encumbering Authorization Forms
Explanation: This series documents holds on transcripts and academic reporting information placed by the college for a number of reasons. This series consists of forms authorizing the holding of academic records and information until the subject of the academic record takes a specific action.
Record Copy: Registrar
Retention: Until release of the hold authorization
Citation or Reference:

(0415-043) Transcript Request Forms
Explanation: This series provides a record of students' requests for transcripts to be sent to other colleges. Information on the individual form includes: student's present name and other name(s) under which the student attended; social security number or student ID number; vault number (used in locating the transcript in the Student Record series); home address; phone number; student signature; number of copies of transcript requested; fee status; whether official or unofficial transcripts are desired; date of request; and destination(s) of transcript(s).
Record Copy: Registrar
Retention: 1 year from date submitted to the college.
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 17

(0415-044) Degrees Audits
Explanation: This series documents student completion of degree requirements. Records may include but are not limited to: work sheets; transcripts; and transfer course evaluations. The series may also include official graduation audit forms that list students’ names; colleges; majors; degrees; minors; the course loads taken by the applicants for previous three terms; the breakdown of college degree and/or certificate requirements (as opposed to school, major, or certificate program graduation requirements) and how the applicants have fulfilled them; grade point averages; and deans’ recommendations/comments and signatures.
Record Copy: Registrar
Retention: 5 years after graduation or date of last attendance
Citation or Reference: Professional Standard of the American Association of Collegiate Registrars and Admissions Officers 2000 Edition, Retention Schedule C, page 16
**Department Student Files**

**Explanation:** This file contains the following documents related to the college's process of graduation certification. Included are; checklist for graduation, grade reports, student academic records, official change of grade forms, miscellaneous arts & sciences administrative notifications, official request forms for permission to change colleges within the Technical College System of Georgia, letters of reference, etc.

**Record Copy:** Academic Affairs Department

**Retention:** 3 years after graduation or date of last enrollment

**Citation and Reference:**

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**Specific Program Records**

**Explanation:** This series of documents addresses specific program admission requirements (i.e. immunizations, physical examinations, drug screens, criminal background checks, Motor Vehicle (MVR), psychological evaluations, etc.)

**Record Copy:** Academic Affairs Department

**Retention:** 3 years after graduation or date of last enrollment

**Citation and Reference:**

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**Borrower's Loan Records**

**Explanation:** This series documents and is a monitoring tool for all Perkins and National Direct Student Loans. This series may include but is not limited to: repayment schedules; statements of rights and responsibilities; records of actions taken; and related documentation and correspondence.

**Record Copy:** Student Loans

**Retention:** 3 years after loan repayment or assignment to U.S. Department of Education

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674. 19 (E) (2-3)

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**Borrower's Loan Records (Canceled)**

**Explanation:** This series documents Perkins and National Direct Student Loans that have been canceled because of bankruptcy, death or disability, bad debts, write-offs, and assignments. This series consists of files for each borrower. This series may include but is not limited to: repayment schedules; statements of rights and responsibilities; records of actions taken; doctors statements and other medical evidence; and related documentation and correspondence.

**Record Copy:** Financial Aid

**Retention:** 5 years after debt cancellation or assignment to U.S. Department of Education

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674. 19 (E) (2-3)

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**Credit Bureau Reports**

**Explanation:** This series documents holders of student loans that have been reported to credit bureaus. This series contains reports which list: each borrower's name; the amount past due; and related documentation.

**Record Copy:** Student Loans

**Retention:** 4 years after collected or deemed uncollectible

**Citation or Reference:** Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 29.518 (b) (E) (2-3)

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(0415-050) Federal Title IV Program and Institutional Records
Explanation: Records document eligibility to participate and school's administration of Federal Title IV and programs. Records include Institutional Program Participation Agreement; recertification; education program eligibility; accreditation reviews; and reports; state agency reports; audits and program reviews; other records, as specified in regulation, that pertain to factors of financial responsibility and standards of administrative capability; and consortia agreements between and among schools.
Record Copy: Financial Aid
Retention: 7 years after expiration for agreements; 3 years after the end of the award year in which the student borrower last attended the college for records pertaining to borrower eligibility; (c) 5 years after the end of the award year in which the FISAP is submitted for the Fiscal Operations Report, Application to Participate and supporting documentation. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
Citation or Reference: Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 676. 8, 34. C.F.R. 668.24

(0415-051) FFELP and Direct Loan Records
Explanation: Records relate to Federal Family Education Loan Program (FFELP) and Direct Loan Programs including but not limited to: eligibility (student and/or parent); application; disbursement records; promissory notes
Record Copy: Financial Aid
Retention: 3 years after the end of the award year in which the student borrower last attended the college for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

(0415-052) Federal Title IV Fiscal Records and Reports
Explanation: Records document Federal Title IV Aid transactions, including receipt, management and disbursement of funds. Records of all Title IV program transactions; bank statements for all accounts continuing Title IV payments, cash disbursements, refunds, and repayments; general ledger (must be separate from school's other financial transactions) and related ledgers that identify each Title IV program transaction; Federal work-study payroll records; Annual Federal Fiscal Operations and Applications for Funds Report (FISAP). Records support data appearing on required reports: Federal Pell Grant Statements of Account; ED Payment Management system cash requests and quarterly or monthly reports; Title IV program reconciliation reports; audit reports and school responses; state grant and scholarship award rosters and reports; accrediting and licensing agency reports.
Record Copy: Financial Aid
Retention: 3 years after the end of the award year unless otherwise specified; FISAP exception: 3 years after the end of the award year in which the FISAP was submitted.
Citation or Reference: Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 676. 9, 34 C.F.R. 668.24
(0415-053) Loan Activity Records
Explanation: This series documents payments, adjustments, draw advances, address and status changes, cancellations, deferments, and postponements on borrower's accounts.
Record Copy: Student Loans
Retention: 3 years after loan is paid
Citation or Reference: Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19, 2-3

(0415-054) Pell Grant Reports
Explanation: This series consists of copies of summary reports submitted to the Pell Grant Scholarship program on a routine basis. Reports are submitted on OMB 1840-0540 and summarize money awarded, received and disbursed, the balance remaining, and dates.
Record Copy: Financial Aid
Retention: 5 years after audit
Citation or Reference: Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 668.24, 34 C.F.R. 690.2

(0415-055) Perkins Loan Program Records
Explanation: Records relate to Perkins Student Loan, National Direct Student Loan, and Nursing Loan; and show each borrower's payment history (showing date and amount of each repayment) and amount of each repayment credited to principal, interest, collection costs, and penalty or late charges. Documentation of each contact with borrower or endorser in collection of overdue loan, including date, nature, result of the contact, and copies of all correspondence, collection agency reports, and litigation records.
Record Copy: Student Loans
Retention: 5 years after the end of the award year for which aid was awarded and disbursed for records relating to the administration of the loan; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

(0415-056) Student Financial Aid Records
Explanation: Records document student eligibility common to all Federal Title IV Aid Programs. May include, but not limited to: Student Aid Report (SAR) or Institutional Student Information Report (ISIR) used to determine eligibility; documentation of need and eligibility for Title IV funds; Cost of attendance information; documents used to verify applicant data; required student certification statements and supporting documentation; documentation of all professional judgments decisions; financial aid history information for transfer students; documentation of student's satisfactory academic progress; documentation of amount, date, and basis of all refund and repayment calculations for a student (last dates of attendance, grade rosters); and documentation of outside resources.
Record Copy: Financial Aid
Retention: 3 years after the year in which the aid is awarded
(0415-057) Student Loan Check Request Lists
Explanation: This series documents loan disbursements made to students. This series consists of quarterly lists of loan checks issued from either the Controllers Division or the college Business Manager's Revolving Fund.
Record Copy: Student Loans
Retention: 4 years
Citation or Reference:

(0415-058) Student Loan Payment Coupons
Explanation: This series documents payments made by holders of student loans. This series consists of payment coupons which accompany each quarterly or monthly payment made to the student loan office.
Record Copy: Student Loans
Retention: 4 years
Citation or Reference:

(0415-059) Student Promissory Notes
Explanation: This series consists of the promissory notes for student loans negotiated for the current academic year. The notes become part of the borrowers' loan records at the end of the academic year.
Record Copy: Student Loans
Retention: 5 years after repayment
Citation or Reference: Ch. Vi (7-04 Edition, Office of Postsecondary Education 34 C.F.R. 674.19, 24 C.F.R. 674.31

(0415-060) Work Study Program Administrative Records
Explanation: Series documents the administration of the Federal Work Study program at the college. Records include: job descriptions; award letters; pay rate change notices and related correspondence.
Record Copy: Financial Aid
Retention: 3 years after the end of the award year for which the aid was awarded