University of Alaska						
Financial Aid Retention and Disposition Schedule						
Effective as of April 29, 2014 (Supersedes the October 25, 2005 Schedule)						
Item #	Records Series/ Title	OnBase Document Types	Media of Origin	Minimum Retention Time	Custodian/ Location	Disposition Information Lifecycle	Documentation/References/Citations Description/ Details/Compliance/ Retain as paper/ electronic/digital/ microfilm. Related information, notes,
1	VA: Form 22-1990	FA 22-1990	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
2	VA: Form 22-1999	FA 22-1999	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
3	VA: Form 22-5490	FA 22-5490	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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4	AmeriCorps	FA AMERIC	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase..	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
5	DD 214	FA DD214	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
6	Military LES	FA MLES	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
7	Notice of Basic Eligibility	FA NOBE	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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8	VA 22-190	FA VAAPP	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
9	VA Cert Request Fall	FA VETFAL	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
10	VA Cert Request Spring	FA VETSPR	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
11	VA Cert Request Summer	FA VETSUM	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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12	VA Ch 31 1905	FA 1905	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
13	VA Form 22-1995	FA VA1995	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
14	VA Form 22-5495	FA VA5495	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
15	VA COE	FA VACOE	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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16	Request to Delay Ben	FA VADLAY	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
17	2nd Request VA Ben	FA VETBE2	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
18	Request VA Ben	FA VETBEG	Paper and/or Electronic	Retain 5 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 5 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
19	Adoption Petition/	FA ADOPT	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Financial Aid Veterans[1,5,] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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20	Miscellaneous Student Archives. DO NOT ADD TO THIS FILE. (Some came via Workflow.)	FA Archive Year	Paper and/or Electronic	3 years from last date of student attendance. Retain paper document 30 days after scanning into OnBase.	Financial Aid	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	**Do not add anymore documents/records to this file/document type**. Review and verify all documents/records have been reassigned/removed in 2017 then eliminate/remove this records series and document type from the system.
21	Birth Certificate	FA BIRCER	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
22	Citizenship	FA CITIZ	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
23	Certificate of Citizenship	FA CRTCIT	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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24	Name Change	FA CRTNAM	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
25	Naturalization Certificate	FA CRTNAT	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
26	Death Certificate Parent	FA DCERTP	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
27	Death Certificate Student	FA DCERTS	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.49

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28	Death Certificate Spouse	FA DCRTSP	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.50
29	Dissolution	FA DISSOL	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.51
30	INS Confirmation	FA G-845S	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.52
31	Alien Registration	FA I-151	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.53

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32	Alien Registration	FA I-551	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 0 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.54
33	Arrival/Departure Record	FA I-94	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.55
34	Marriage Certificate	FA MARCER	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.56
35	Marriage Dissolution	FA MARDIS	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.57

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36	Passport	FA PASPRT	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.58 |
| 37 | Photo ID | FA PICID | Paper and/or Electronic | Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase | UA Financial Aid OnBase System | Destroy/ Delete document 80 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.59 |
| 38 | Power of Attorney | FA POA | Paper and/or Electronic | Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase | UA Financial Aid OnBase System | Destroy/ Delete document 80 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.60 |
| 39 | Release of Information | FA RELEAS | Paper and/or Electronic | Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase | UA Financial Aid OnBase System | Destroy/ Delete document 80 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.61 |

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40	Social Security Card	FA SSCARD	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.62
41	Selective Service Letter	FA SSSLTR	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.63
42	Title IV Authorization	FA TIVAUT	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.64
43	Ward of the Court	FA WARDCT	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.65

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44	Emancipated Minor	FA EMANCI	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.66
45	Legal Guardianship	FA LGUARD	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.67
46	Verify Dependency Qn	FA VERDEP	Paper and/or Electronic	Retain 80 years from end of award year in which the student last attended. Retain paper document 30 days after scanning into OnBase	UA Financial Aid OnBase System	Destroy/ Delete document 80 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Lifetime documents[8] Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.68
47	150% Rule Appeal	FA 150%	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

Item #	Records Series/ Title	OnBase Document Types	Media of Origin	Minimum Retention Time	Custodian/ Location	Disposition Information Lifecycle	Documentation/References/Citations Description/ Details/Compliance/ Retain as paper/ electronic/digital/ microfilm. Related information, notes,
48	Academic Plan	FA ACADPL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
49	Academic Competitiveness Grant	FA ACG	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
51	AFDC Benefits	FA AFDC	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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52	Alternative Loan	FA ALTLN	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
53	Adult Public Assistance	FA APA	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
54	SAP Appeal	FA APPEAL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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55	FAFSA Asset Questions	FA ASSET	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
56	Athletic Award	FA ATHAWD	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
57	Budget Forecast Request	BDGFCT	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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58	Budget Forecast and CoA	FA BFCOMP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |
| 59 | Bankruptcy Documentation | FA BNKLTR | Paper and/or Electronic | Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase. | UA Financial Aid OnBase System | Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |
| 60 | Check | FA CHECKS | Paper and/or Electronic | Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase. | UA Financial Aid OnBase System | Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |

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61	Check (redacted)	FA CHECKS (redaction)	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |
| 62 | Child Support | FA CHSUP | Paper and/or Electronic | Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase. | UA Financial Aid OnBase System | Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |
| 63 | Consortium Agreement | FA CONSAG | Paper and/or Electronic | Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase. | UA Financial Aid OnBase System | Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |

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64	Correspondence In	FA CORIN	Paper and/or Electronic	Retain 3 years from close of document's aid year. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/Delete 3 years from close of document's aid year. (Purge from ECM system) Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	New Document Type created in 2013 University of Alaska Best Practices (UA Financial Aid) Lifetime documents Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
65	Correspondence Out	FA COROUT	Paper and/or Electronic	Retain 3 years from close of document's aid year. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/Delete 3 years from close of document's aid year. (Purge from ECM system) Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into the ECM system.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
66	Default Cleared	FA DEFCLR	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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67	Degree Audit	FA DEGAUD	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
68	Discharge Statement	FA DISCHG	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
69	Doctor's Statement	FA DRSTMT	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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70	Drug Eligibility	FA DRUGEL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
71	Emergency Loan Fund Application	FA ELF	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
72	Electronic Stafford Certificate	FA ELSTF	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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73	Entrance Counseling	FA ENTRAN	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
74	Exit Counseling	FA EXIT	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
75	FAFSA	FA FAFSA	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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76	Father's Date of Birth	FA FDOB	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
77	Father's SSN	FA FSSN	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
78	Release from Incarceration	FA INCAR	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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79	International Income	FA INTW-4	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
80	Institutional Student Information Record	FA ISIR	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
81	Loan Adjustment	FA LNADJF	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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82	Loan Reinstatement	FA LNREIN	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
83	Loan Request	FA LNRQST	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
84	Low Income Verification	FA LOWIN1	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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85	Low Income Verification	FA LOWIN2	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
86	Low Income Verification	FA LOWINC	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
87	ASEL Master Promissory Note	FA MASEL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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88	Mother's Date of Birth	FA MDOB	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |
| 89 | Master Promissory Note | FA MPN | Paper and/or Electronic | Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase. | UA Financial Aid OnBase System | Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |
| 90 | Mother's SSN | FA MSSN | Paper and/or Electronic | Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase. | UA Financial Aid OnBase System | Destroy/ Delete document 3 years after students' graduation or date of last attendance.

Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System. | University of Alaska Best Practices (UA Financial Aid)

Based on AACRAO Guide for Retention and Disposition of Student Records (2010)

Family Educational Rights and Privacy Act (FERPA)

Alaska Statue 45.48 |

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91	Statement of Non-Filing	FA NOTAX	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
92	Payment Request	FA Payment Request	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
93	Pell Overpayment	FA PELLOP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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94	PJ Budget Revision Requests	FA PJBUDG	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
95	Budget Adjustment Childcare	FA PJCHLD	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
96	Budget Adjustment Computer	FA PJCOMP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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97		FA PDPOV Do not add any more documents to this document type	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	This is the same document as FA PJDPOV Merge into FA PJDPOV After all records are transferred to the FA PJDPOV Document type remove this document type from the system.
98	Dependency Override	FA PJDPOV	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	The Financial Aid Managers decided in 2014 to merge document type FA PDPOV with this document type (FA PJDPOV) and drop/remove FA PDPOV from OnBase and the retention schedule. Financial Aid Directors verify then notify OnBase Administrator to remove from document type from system.
99	Budget Adjustment Disability	FA PJHDCP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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100	Budget Adjustment Medical	FA PJMEDI	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
101	Review of Special Circumstances	FA PJSPEC	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
102	PLUS Loan Instructions	FA PLUSDB	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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103	PLUS Loan Instructions	FA PLUSLN	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
104	Financial Aid Profile	FA Profile	Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	These are system generated and not real document University of Alaska Financial Aid Veterans Footnote[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
105	Financial Aid Profile (Read Only)	FA Profile (Read Only)	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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106	Parent Tax	FA PTAX	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
107	Revision	FA REVIS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
108	Scholarship Application	FA SCHOL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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109	SEOG Overpayment	FA SEOGOP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
110	Sibling Enrollment	FA SIBVER	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
111	Spouse/Child Enrollment	FA SPCVER	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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112	Spouse's Tax	FA SPTX	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
113	Social Security Benefits Statement	FA SSEC	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
114	Student Tax	FA STAX	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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115	Notice of Summer Enrollment	FA SUMMER	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
116	Support of Child	FA SUPCHI	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
117	Thank You Note	FA THANKU	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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118	TSL Verification	FA TSL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
119	Total Withdrawal	FA TW	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
120	Holding/ Transitional Folder	FA Unknown	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	Put into a review queue to be re-indexed or purged.

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121	Unofficial Transcripts	FA UNTRNS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
122	Verification Worksheet	FA VF	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
123	W-2 Parent	FA W-2PAR	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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124	W-2 Spouse	FA W-2SPS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans Footnote[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
125	W-2 Student	FA W-2STU	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
126	FAFSA Worksheet A	FA WKSHTA	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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127	FAFSA Worksheet B	FA WKSHTB	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
128	FAFSA Worksheet C	FA WKSHTC	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
129	Exceeded Loan Limits	FA AGRLNS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans Footnote[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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130	Pell Grant LEU	FA APLCL	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
131	Award Acceptance Form	FA AWD ACPT	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
132	Concurrent Enrollment	FA CONENR	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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133	Default Eligibility	FA DEFAULT ELIG	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
134	Food Stamp Receipt	FA FDSTMP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
135	Homeless	FA HOMLES	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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136	Last Day of Attendance	FA LDA	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
137	Near Loan Limits	FA NRLNLM	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
138	Nat'l Stdt Exchange	FA NSE	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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139	NSLDS info	FA NSLDS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
140	Parent PLUS Request	FA PPLUS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
141	R2TIV	FA R2TIV	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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142	Parent(s) Signature	FA SIGPAR	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
143	Student Signature	FA SIGSTU	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
144	TEACH Grant	FA TEACH	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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145	Single Par. Support	FA SPSS	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
146	Suspension Letter	FA SUSP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
147	Tuition Awd Request	FA TUAWRD	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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148	VISA Card	FA VISAJ1	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
149	SNAP Benefits	FA SNAP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
150	Child Support Paid	FA CHLDSP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48

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151	Statement of Identity	FA SIEP	Paper and/or Electronic	Retain 3 years from end of award year in which the student last attended. If re-enrollment occurs within 3 year grace period, timer must be reset. Retain paper document 30 days after scanning into OnBase.	UA Financial Aid OnBase System	Destroy/ Delete document 3 years after students' graduation or date of last attendance. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	New Document Type Created in 2013 University of Alaska Financial Aid Veterans[5] University of Alaska Best Practices (UA Financial Aid) Based on AACRAO Guide for Retention and Disposition of Student Records (2010) Family Educational Rights and Privacy Act (FERPA) Alaska Statue 45.48
152	Accrediting and licensing agency review/rpts -Do Not Add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
153	Application data submitted to DOE by school on behalf of students Do Not Add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5
154	Audit and review reports Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
155	Bank statements for accounts containing funds Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
156	Cost of attendance information Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Institutional Research	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5

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157	Data used to establish student's admission, enrollment status and period of enrollment Do Not add any new records Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5
158	Date and amount of disbursements Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
159	Documentation of all professional judgment decisions Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories SFA see note 5
160	Documentation of campus-based aid Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
161	Documentation of each student's or parent borrower's eligibility for SFA funds \Do Not add any new records		Paper and/or Electronic	3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5

Item #	Records Series/ Title	OnBase Document Types	Media of Origin	Minimum Retention Time	Custodian/ Location	Disposition Information Lifecycle	Documentation/References/Citations Description/ Details/Compliance/ Retain as paper/ electronic/digital/ microfilm. Related information, notes,
162	Documentation of entrance or exit loan counseling Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5
163	Documentation of Pell grant Do Not add any new		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
164	Documentation of student's eligibility Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
165	Documentation of student's program of study and enrolled courses Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
166	Documentation related to receipt of aid/SFA program Funds Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5
167	Documentation supporting the school's calculation of its completion/gradu ation/transfer-out rate Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Institutional Research	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5

Item #	Records Series/ Title	OnBase Document Types	Media of Origin	Minimum Retention Time	Custodian/ Location	Disposition Information Lifecycle	Documentation/References/Citations Description/ Details/Compliance/ Retain as paper/ electronic/digital/ microfilm. Related information, notes,
168	Documents used to verify applicants data Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA see note 5
169	Federal work study payroll records Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
170	FFEL & Direct Loans eligibility & Participation Do Not add any new records		Paper and/or Electronic	Retain 3 years from date of last attendance	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories Review and verify all documents/records have been removed in 2017. SFA section 682.610 see note 5
171	Fiscal Operations Report (FISAP) Do Not add any new records		Paper and/or Electronic	Retain 3 years from end of award year in which funds awarded	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017. SFA see note 5
172	General Records Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
173	Ledgers identifying financial aid transactions Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office or MAU Designee	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
174	Medical Records, Financial Aid related Do Not add any new records		Paper and/or Electronic	Retain 1 year after graduation or date of last attendance	Financial Aid Office	Delete/Destroy after 1 year after graduation date or date of last attendance or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.

Item #	Records Series/ Title	OnBase Document Types	Media of Origin	Minimum Retention Time	Custodian/ Location	Disposition Information Lifecycle	Documentation/References/Citations Description/ Details/Compliance/ Retain as paper/ electronic/digital/ microfilm. Related information, notes,
175	Military Documents, Financial Aid related Do Not add any new records		Paper and/or Electronic	Retain 5 years after graduation or date of last attendance	Financial Aid Office	Delete/Destroy after 5 years after graduation or date of last attendance or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
176	Program Participation Agreement/MOUs Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office or MAU Designee	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
177	Records of program transactions Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
178	Records of student accounts Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
179	Records related to financial responsibility Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office or MAU Designee	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
180	Records supporting - Accrediting and licensing agency reports Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.

Item #	Records Series/ Title	OnBase Document Types	Media of Origin	Minimum Retention Time	Custodian/ Location	Disposition Information Lifecycle	Documentation/References/Citations Description/ Details/Compliance/ Retain as paper/ electronic/digital/ microfilm. Related information, notes,
181	Records supporting - Audit reports and school responses Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
182	Records supporting - Pell grant statement of accounts Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
183	Records supporting - Program reconciliation reports Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
184	Records supporting data on required reports: Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
185	Satisfactory Academic Progress Documents Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017. SFA see note 5
186	Self-evaluation reports Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.

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187	State Agency reports Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
188	Student aid report (by student) to determine eligibility Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017. SFA see note 5
189	Student Records Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017.
190	Transfer students - Financial Aid history information Do Not add any new records		Paper and/or Electronic	Retain 3 years from award year	Financial Aid Office	Delete/Destroy after 3 years after award year or after records have be reassigned to other categories	Old file type: to be eliminated after all docs are reassigned to other categories. Review and verify all documents/records have been removed in 2017. SFA see note 5
	This University of Alaska Financial Aid Retention/OnBase Document Type and Disposition Schedule Supersedes the Financial Aid Records Retention listed on the Student Enrollment Services Retention Schedule dated October 25, 2005.						
	Approved April 2014 by Sonya Fisher, UAA Director Student Financial Assistance						
	Approved April 2014 by Deanna Dieringer UAF Director of Financial Aid						
	Approved April 2014 by Corinne Soltis UAS Financial Aid Director						
	Approved April 2014 by Arthur Hussey SW Student Services Manager						
	Approved April 2014 by Russell O'Hare SW Chief Records Officer						

[1] Educational institutions which participate in federal, state and private programs of low-interest loans to students must retain student records of admission and placement for five years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.

[2] FERPA states that letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student.

[3] VA regulations state that these records be retained for at least 3 years after termination of enrollment. All VA recruitment material must also be retained for 3 years after termination of enrollment.

[4] Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant rather than destroy them.

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[5] SFA - Federal Student Financial Aid (SFA) Record Retention Requirements - Federal financial aid requires documents be kept three years from end of the award year for which aid was awarded or three years from end of the award year in which the student last attended, depending on the type of financial aid the student received. See 2013/14 FSA Handbook, Volume 2, Chapter 7, page 127. The statutory requirements of the 1998 HEA amendments and Student Assistance General Provision, Final Rule (Nov. 1999) require Title IV institutions to maintain and retain records developed in compliance with the Campus Crime, Student Right-to-Know and Athletic Participation/EADA disclosure requirements. The record must generally be retained for 3 years subsequent to the required date of disclosure.

[6] Section 504 of the Rehabilitation Act of 1973 requires that institutions maintain the necessary information and accurate compliance reports in such form that the determination of whether or not an institution is in compliance could be easily ascertained. In addition, racial and ethnic data are required to show the extent to which members of minority groups are beneficiaries and participants in federally assisted programs. There is not time limit specified in the law.

[7] FERPA specifically requires institutions to maintain records of requests and disclosures of personally identifiable information except for defined "directory information" and requests from students for their own records. The records of disclosures and requests for disclosures are considered part of the students' educational records; therefore, they must be retained as long as the education records to which they refer are retained by the institution.

[8] University archivist recommends maintaining these records for 80 years (in theory - the life of the student)

[9.] **A university record may not be destroyed if any litigation, claim, negotiation, audit, public records request, administrative review or other action involving the record is initiated prior to the expiration of the retention period until the completion of the action.**