

**Walla Walla University**  
**Student Financial Records Retention Schedule**  
**Approved 8.16.2006**

**Codes:**

act = while active, employed, or enrolled

cc to Archives = copy sent to Archives as soon as produced

perm = permanent

**Financial Aid Records**

**Program Records**

Item Description	Retention in Office	Final Disposition	Location/Comments
<b>Federal participation agreement</b>	perm		SFS
<b>Washington State participation agreement</b>	perm		SFS
<b>FISAP application</b>	perm		SFS
<b>Accrediting and licensing agency reviews and approvals</b>	6 years	Case-by-case	Academic Administration
<b>Audit and program reviews report</b>	6 years	Destroy	SFS
<b>Other records as required</b>	6 years	Destroy	SFS

**Fiscal Records**

Item Description	Retention in Office	Final Disposition	Location/Comments
<b>Federal and State student aid transactions</b>	6 years	Destroy	SFS
<b>Bank statements for FSA funds</b>	6 years	Destroy	Accounting
<b>Records of individual student accounts financial transactions</b>	6 years	Destroy	Accounting
<b>General ledger (control accounts) and subsidiary ledgers</b>	6 years	Archives	Accounting

<b>FSA program transaction</b>	6 years	Destroy	SFS
<b>Federal and Washington State Work-Study payroll transactions</b>	6 years	Destroy	Human Resources and SFS
<b>FISOP section of FISAP</b>	perm		SFS
<b>Pell Grant statement of accounts</b>	6 years	Destroy	SFS
<b>GAPS cash requests and quarterly/monthly reports</b>	6 years	Destroy	Accounting
<b>FSA program reconciliation reports</b>	6 years	Destroy	SFS
<b>Audit reports and school's response</b>	6 years	Archives	Accounting and SFS
<b>State grant and scholarship award rosters and reports</b>	6 years	See comments	SFS/Send reports to Archives. Destroy rosters.
<b>Accrediting and licensing agency reports</b>	6 years	Archives	SFS
<b>Income grid records for FISAP</b>	6 years	Archives	SFS

#### **Federal Family Educational Loan Program**

<b>Item Description</b>	<b>Retention in Office</b>	<b>Final Disposition</b>	<b>Location/Comments</b>
<b>Loan Certification or Origination record</b>	6 years	Destroy	SFS
<b>Financial information to calculate loan amount</b>	6 years	Destroy	SFS
<b>Disbursement dates and amount disbursed</b>	6 years	Destroy	SFS
<b>Documentation relating to borrower's eligibility</b>	6 years	Destroy	SFS

**Nursing Loan, Perkins Loan, and WWC Loan Programs**

Item Description	Retention in Office	Final Disposition	Location/Comments
<b>Disbursement dates and amount disbursed</b>	6 years	Destroy	S?
<b>Contact history with borrower</b>	6 years	Destroy	S?

**Individual (Student) Fiscal Records**

Item Description	Retention in Office	Final Disposition	Location/Comments
<b>Student aid reports or ISIR</b>	6 years	Destroy	SFS
<b>Application date submitted on behalf of student or parent</b>	6 years	Destroy	SFS
<b>Proof of recipient eligibility for programs of aid (ability to benefit)</b>	6 years	Destroy	SFS
<b>Professional judgment documentation</b>	6 years	Destroy	SFS
<b>Cost of attendance</b>	6 years	Archives	SFS
<b>Student's satisfactory academic progress records</b>	6 years	Destroy	SFS
<b>Student's program of study</b>	6 years	Destroy	SFS
<b>Documentation of students or parents receipt of FSA funds</b>	6 years	Destroy	SFS
<b>Entrance and exit loan counseling documentation</b>	6 years	Destroy	SFS
<b>Accounts receivable and accounts payable transactions</b>	6 years	Destroy	Accounting