

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
Federal participation agreement	perm		SFS
Washington State participation agreement	perm		SFS
FISAP application	perm		SFS
Accrediting and licensing agency reviews and approvals	6 years	Case-by-case	Academic Administration
Audit and program reviews report	6 years	Destroy	SFS
Other records as required	6 years	Destroy	SFS

Fiscal Records

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

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

Federal Family Educational Loan Program

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

Nursing Loan, Perkins Loan, and WWC Loan Programs

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

Individual (Student) Fiscal Records

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