

**UNIVERSITY OF HAWAI`I  
STUDENT RECORDS RETENTION SCHEDULE**

Contents

<b>I. Admission Records for Applicants Who Do Not Enroll</b> .....	3
Admission Documents .....	3
Application Materials .....	3
International Student Documents .....	3
<b>II. Admission Records of Applicants Who Enroll</b> .....	5
Admission Documents .....	5
Application Materials .....	5
International Student Documents .....	6
<b>III. Student Academic Records</b> .....	7
Academic Program Records .....	7
Certification/Verification Records .....	8
Degree and Certificate Records .....	8
Grade and Scholarship/Deficiency Records .....	9
Miscellaneous Records .....	9
Registration and Enrollment Records .....	10
<b>IV. Publications, Statistical Data, and Institutional Reports</b> .....	11
<b>V. Family Educational Rights and Privacy Act (FERPA) Records</b> .....	12
<b>VI. Federal Disclosure Records</b> .....	13
<b>VII. Federal Student Financial Aid (SFA) Records</b> .....	14
SFA Program Records .....	14
SFA Fiscal Records .....	14
SFA Recipient Records .....	15
Requirements for Specific Aid .....	15

## Definitions

**“Academic Unit”** – refers to the school/college/department that retains responsibility as custodian for original records.

**“Registrar/Admissions”** – includes undergraduate, graduate, and professional schools.

**“Responsible Office”** – the unit that is the keeper (i.e., custodian) of the official University record.

**“Retention”** – the Retention column shall be interpreted as the minimum retention period, which reflects regulations and industry standards that were shared by the Responsible Offices. If other industry handbooks, federal regulations, or other legal guidelines require a retention period that is longer than our minimum recommended retention period, continue to follow such guidelines and notify the Data Governance Office.

## Notes

Student records that are not included in this appendix may not be disposed of without the prior approval of the State Comptroller as prescribed in HRS §94-3. Refer to EP2.216, section E-8, for more information.

Keeping duplicates of original records with data classified as Sensitive is discouraged. However, if there is an administrative need, duplicates may be retained until that need is met, then those copies should be disposed of. Unlike duplicates, original records with a permanent retention period must be retained in perpetuity.

The disposition method for records in this schedule is to destroy them after they have satisfied their required period of retention. Refer to EP2.216, sections E-3 and E-4 for more information, including a link to disposal guidelines.

For similar records that had different retention periods, the most conservative retention periods were selected.

**UNIVERSITY OF HAWAII  
STUDENT RECORDS RETENTION SCHEDULE**

**I. Admission Records for Applicants Who Do Not Enroll (DATA CLASSIFICATION CATEGORY: SENSITIVE)**

Series Name	Responsible Office	Retention
<b>Admission Documents</b>		
<ol style="list-style-type: none"> <li>1. Admission Letters – notice of admission, waitlist and denial.</li> <li>2. Correspondence, relevant</li> <li>3. Waivers of rights of access (admissions) – waiving right of access to admission letters of recommendation.</li> </ol>	Registrar/Admissions	1 year after application term. <sup>1</sup>
<b>Application Materials</b>		
<ol style="list-style-type: none"> <li>1. Applications for admission – admission application such as undergraduate, graduate, international, or non-degree/special admittance.</li> <li>2. Credit by examination – reports/scores on Advanced Placement, CLEP, PEP, etc.</li> <li>3. Entrance examination reports/test scores - Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL</li> <li>4. Medical records - <i>e.g.</i>, immunization records</li> <li>5. Letters of recommendation (admissions)</li> <li>6. Military documents</li> <li>7. Placement test records/scores</li> <li>8. Residency classification forms</li> <li>9. Test scores (other)</li> <li>10. Transcripts (high school)</li> <li>11. Transcripts (other colleges)</li> </ol>	Registrar/Admissions	1 year after application term. <sup>1</sup>
<ol style="list-style-type: none"> <li>12. Transfer credit evaluations</li> </ol>	Registrar/Admissions	1 year after application term. <sup>1</sup>  Permanent if part of the institutions' academic transcript. <sup>1</sup>
<b>International Student Documents</b>		
<ol style="list-style-type: none"> <li>1. DS-2019 Form – certificate of eligibility for J-1 visa status</li> </ol>	UH Mānoa International Student Services/Faculty and Scholar Immigration Services	3 years after application term.

Series Name	Responsible Office	Retention
2. I-20 Form – certificate of eligibility for F-1 visa status	Office that creates the Student Exchange and Visitor Information System (SEVIS) record and resulting visa document, and also maintains SEVIS records for bi-annual Department of Homeland Security (DHS) recertification purposes	3 years after application term.
3. Documents certifying information required to issue F-1 or J-1 student visa - <i>e.g.</i> , online application data, admission letter, scholarship award letter, confidential financial information, passport identification page, and SEVIS Transfer Verification Form (for students transferring from another U.S. institution and keeping same visa status)	Office that creates the Student Exchange and Visitor Information System (SEVIS) record and resulting visa document, and also maintains SEVIS records for bi-annual Department of Homeland Security (DHS) recertification purposes	3 years after application term.

**Note:**

<sup>1</sup> Although the retention period recommended for the documents listed above is one year, the Association of American Medical Colleges dictates a shorter retention period for John A. Burns School of Medicine (JABSOM) application records.

**II. Admission Records of Applicants Who Enroll (DATA CLASSIFICATION CATEGORY: SENSITIVE)**

Series Name	Responsible Office	Retention
<b>Admission Documents</b>		
<ol style="list-style-type: none"> <li>1. Admissions letters – notices of admission, denial, or waitlist.</li> <li>2. Admissions letters (Special Program)</li> <li>3. Correspondence, relevant</li> <li>4. Waivers of rights of access (admissions) - waiving right of access to admission letters of recommendation</li> </ol>	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>1</sup>
<b>Application Materials</b>		
<ol style="list-style-type: none"> <li>1. Applications for admission – admission application such as undergraduate, graduate, international, or non-degree/special admittance.</li> <li>2. Credit by examination - reports/scores on Advanced Placement, CLEP, PEP, etc.</li> <li>3. Entrance examination reports/test scores - standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL</li> <li>4. Medical records - <i>e.g.</i>, immunization records</li> </ol>	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>1</sup>
5. Letters of recommendation (admissions)	Registrar/Admissions	Until admitted. <sup>1</sup>
6. Military documents	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>1,2</sup>
7. Placement test records/scores	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>1</sup>
8. Release from high school or Dual Enrollment Forms	Registrar/Admissions	3 years after graduation term or last term of attendance or until administrative need is satisfied (UHCCs).
<ol style="list-style-type: none"> <li>9. Residency classification forms</li> <li>10. Test scores (other)</li> <li>11. Transcripts (high school)</li> <li>12. Transcripts (other colleges)</li> </ol>	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>1</sup>
13. Transfer credit evaluations	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>1</sup>  Permanent if part of the institution's academic transcript. <sup>1</sup>

Series Name	Responsible Office	Retention
International Student Documents		
1. DS-2019 Form – certificate of eligibility for J-1 visa status	UH Mānoa International Student Services/Faculty and Scholar Immigration Services	3 years after graduation term or last term of attendance. <sup>1</sup>
2. I-20 Form – certificate of eligibility for F-1 visa status	Office that creates the Student Exchange and Visitor Information System (SEVIS) record and resulting visa document, and also maintains SEVIS records for bi-annual Department of Homeland Security (DHS) recertification purposes	3 years after graduation term or last term of attendance. <sup>1</sup>
3. Documents certifying information required to issue F-1 or J-1 student visa - <i>e.g.</i> , online application data, admission letter, scholarship award letter, confidential financial information, passport identification page, and SEVIS Transfer Verification Form (for students transferring from another U.S. institution and keeping same visa status)	Office that creates the Student Exchange and Visitor Information System (SEVIS) record and resulting visa document, and also maintains SEVIS records for bi-annual Department of Homeland Security (DHS) recertification purposes	3 years after graduation term or last term of attendance. <sup>1</sup>

Notes:

<sup>1</sup>Educational institutions participating in federal, state, and private programs of low interest loans to students must retain student records of admission and placement for three years after graduation or withdrawal. In the event of an open audit, records must be retained until all questions are resolved.

<sup>2</sup>Veterans Administration (VA) regulations state that the following student records must be retained for at least three years after termination of enrollment:

- Previous education or training (transcripts from other colleges and source documents for other nontraditional credit).
- Evidence of formal admission. The regulations state that longer retention will not be required unless a written request is received from the General Accounting Office or the VA no later than 30 days prior to the end of the three-year period.

### III. Student Academic Records (DATA CLASSIFICATION CATEGORY: SENSITIVE)

Series Name	Responsible Office	Retention
Academic Program Records		
1. Academic advisement records	Academic Unit	3 years after graduation term or last term of attendance. <sup>3</sup>
2. Academic warning - notice of academic action related to academic non-performance/deficiency		
3. Academic suspension - notice of academic action related to academic non-performance/deficiency	Registrar/Admissions	
4. Academic probation - notice of academic action related to academic non-performance/deficiency		
5. Academic integrity code violations (with sanctions) - notice of violation of academic integrity policies including sanctions, if any	Vice Chancellor for Student Affairs/Dean of Students	80 years. <sup>3</sup>
6. Disciplinary action records - grade or program actions, notice of sanctions related to personal conduct, and Title IX cases	Vice Chancellor for Student Affairs, Registrar/Admissions, and Title IX	7 years after graduation or last term of attendance. <sup>3</sup>
7. Leave of absence	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
8. Major changes, certification of 2 <sup>nd</sup> majors, minors	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
9. Petitions (academic) – exceptions to academic rules.	Academic Unit and Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
10. Thesis/Dissertation	Library	Permanent. <sup>3</sup>
11. Transcripts – permanent academic record, including notice of academic dismissal	Registrar/Admissions	Permanent. <sup>3</sup>

Series Name	Responsible Office	Retention
<b>Certification/Verification Records</b>		
1. Athlete eligibility reports	Athletics Department	3 years after graduation term or last term of attendance. <sup>3</sup>
2. Athletic records- initial and continuing eligibility information, academic information, documentation of participation, tutor evaluation and assessment	Athletics Department	
3. Enrollment verification records – verifications of enrollment, graduation, GPA, and other related academics	Registrar/Admissions	
4. Residency verification records – documents in support of verifying residency in state for tuition purposes	Registrar/Admissions	
5. Medical Student Performance Evaluations	JABSOM Registrar/Admissions	
6. Teacher certifications – e.g. student teacher evaluations, etc.	Teacher Education Program	
7. Transcript requests (student) – official transcript request by student	Registrar/Admissions	
8. Other industry certifications – e.g. law, medical, etc.	Professional Schools	
9. VA certification records – certifying documents for federal VA benefits	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3,4</sup>
10. Other industry certifications – e.g. law, medical, etc.	Professional Schools	3 years after graduation term or last term of attendance. <sup>3</sup>
<b>Degree and Certificate Records</b>		
1. Application for degree or other credentials – degree applications, record of degree name, etc.	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
2. Degree audit records – degree audits in support of graduation clearing	Registrar/Admissions	
3. Substitution/waivers – approvals to meet program requirements with administrative action	Academic Unit and Registrar/Admissions	



Series Name	Responsible Office	Retention
<b>Grade and Scholarship/Deficiency Records</b>		
1. Exams/graded course work	Academic Unit	3 years after course completion if work not returned to student. <sup>1,3</sup>
2. Grade appeal/complaint – student final grade disputes	Registrar/Admissions	3 year after graduation term or last term of attendance. <sup>3</sup>
3. Grade book (faculty) – record of students in course and work completed	Faculty	3 years after course completion. <sup>3</sup>
4. Grade change forms – record of authorization to change grade	Registrar/Admissions	3 year after graduation term or last term of attendance. <sup>3</sup>
5. Grade submission/data – grades submitted at end of term	Registrar/Admissions	Permanent. <sup>3</sup>
<b>Miscellaneous Records</b>		
1. Graduate assistant forms	Graduate Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
2. Graduate inactives	Academic Unit and Registrar/Admissions	5 years after graduation term or last term of attendance. <sup>3</sup>
3. Name change authorizations	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
4. Personal data information forms – change of address, race/ethnicity questionnaires, and other demographic data	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
5. Transfer credit evaluations	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>  Permanent if part of institution's academic transcript. <sup>3</sup>

Series Name	Responsible Office	Retention
Registration and Enrollment Records		
1. Class schedules (students) – student schedules for each term.	Academic Unit and Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
2. Class lists – record of class rosters for each term.	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
3. Course repeat form/approval	Academic Unit and Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
4. Credit/no credit, audit, or pass/no pass approvals - authorizations for various enrollment options.	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>
5. Enrollment changes – record of student add/drop/withdraw from class	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>2,3</sup>
6. Hold or encumbrance authorizations – registration and transcript holds	Bursar’s Office and Registrar/Admissions	Until encumbrance is cleared. <sup>3</sup>
7. Withdrawal/cancellation of enrollment records – record of request to withdraw from all classes after the withdrawal deadline	Registrar/Admissions	3 years after graduation term or last term of attendance. <sup>3</sup>

Notes:

<sup>1</sup> Although the retention period recommended for the documents listed above is one year, the National Automotive Technicians Education Foundation (NATEF) dictates records be kept for five years for Honolulu Community College’s NATEF-certified program records (e.g., tests, grades, assignment task sheets, etc.).

<sup>2</sup> UH Mānoa has a two-year retroactive withdrawal policy, so a minimum two-year retention period is suggested.

<sup>3</sup> Educational institutions that participate in federal, state, and private programs of low interest loans to students must retain for three years after graduation or withdrawal students’ records of academic progress, attendance, and courses studied according to the General Education Provisions Act as amended by the improving America’s Schools Act of 1994 (Public Law 103382). In the event of an open audit, records must be retained until all questions are resolved. In addition to keeping records of all financial aid the student receives, institutions will need a financial aid transcript for a transfer student.

<sup>4</sup> The VA regulations state that the following records must be retained for at least three years after termination of enrollment:

- Grade reports and/or statements of progress (academic records)
- Change of course forms
- Transfer credit evaluation
- Degree audit records

Veterans Administration (VA) regulations require that all advertising, sales, and enrollment materials (e.g. catalogs) used by or on behalf of the institution during the previous 12 months must be retained and available for review. In addition, records of tuition and fees charged to and collected from students, grade reports and statements of progress (academic records), and previous education and training documents (transfer credit evaluations) must be retained for three years.

**IV. Publications, Statistical Data, and Institutional Reports (DATA CLASSIFICATION CATEGORY: PUBLIC)**

Series Name	Responsible Office	Retention
Catalogs – published annual or bi-annually, record of courses, degrees and programs of student offered, student handbooks.	Registrar/Admissions	Permanent.
Commencement programs – published record of graduates for public distribution	Vice Chancellor for Academic Affairs and Professional Schools	Permanent.
Degree statistics – aggregate record of degrees granted by institution per graduation term and/or annually	Institutional Research, Analysis and Planning	Permanent.
Enrollment statistics – per term aggregate report of enrolled students, e.g. by class, by course totals, headcount, and FTE	Institutional Research, Analysis and Planning	Permanent.
Grade distribution and other grade statistics - aggregate report of grades given, including summary grade point statistics by class.	Institutional Research, Analysis and Planning	Permanent.
Race/ethnicity reporting - aggregate report of student enrollment, graduation, and other metrics by race and ethnic origin	Institutional Research, Analysis and Planning	Permanent.
Instructor evaluations (by students) – evaluations for faculty and lecturers	Academic Unit	Until administrative need is satisfied. <sup>1</sup>

Note:

<sup>1</sup> These records may be retained for no more than five years at Honolulu Community College. Most instructors only need these records for two years after they are completed.

**V. Family Educational Rights and Privacy Act (FERPA) Records (DATA CLASSIFICATION CATEGORY: SENSITIVE)**

Series Name	Responsible Office	Retention
Requests for formal hearings – student-initiated request for formal hearing regarding amendment of educational record	Registrar/Admissions	Permanent.
Requests for and disclosures of personally identifiable information – necessary for compliance with recordkeeping requirements in FERPA		Permanent.
Requests for nondisclosure of directory information – student request to opt-out of director information disclosure		Permanent or until terminated by student.
Statements on content of records regarding hearing panel discussions – if student request for amendment of record is not granted, then student statement must be maintained in the record, and disclosed whenever the record is disclosed.		Permanent.
Written consent for record disclosure – student signed (electronic or paper) authorization for disclosure of education record		For one-time disclosure consents - 180 days.  For continuous disclosure consent - permanent.
Waivers for rights of access – covers confidential letters and statements of recommendations related to student’s admission, application for employment, or receipt of an honor or honorary recognition (34 CFR section 99.12(b)(3))		Permanent.
Written decisions of hearing panels – decisions resulting from formal hearings regarding amendment of education records.		Permanent.

**VI. Federal Disclosure Records (DATA CLASSIFICATION CATEGORY: PUBLIC)**

Series Name	Responsible Office	Retention
Athletic participation/Equity in Athletics Disclosure Act (EADA) documents	Athletics Department	3 years from date of required disclosure.
College costs, textbook information – complies with the Higher Education Opportunity Act	Registrars/Admissions	
Accreditation – complies with Higher Education Opportunity Act	Vice Chancellor for Academic Affairs	
Transfer credit policy - complies with Higher Education Opportunity Act	Vice Chancellor for Academic Affairs and Registrars/Admissions	
Crime statistics/security reports – complies with Clery Act reporting requirements	Vice Chancellor for Administrative Services or Security	
Graduation/completion, transfer-out data – complies with Student Right-to-Know legislation	Institutional Research, Analysis and Planning	

## VII. Federal Student Financial Aid (SFA) Records

Series Name	Responsible Office	Retention
<b>SFA Program Records (Data Classification Category: Public)</b> A school must establish and maintain, on a current basis, any application for FSA funds and program records that document: the school's eligibility to participate in the FSA programs, the FSA eligibility of the school's programs of education, the school's administration of the FSA programs, the school's financial responsibility, information included in any application for FSA program funds, and the school's disbursement of FSA program funds.		
1. Accrediting and licensing agency review, approvals and reports	Campus Financial Aid	3 years from award year. <sup>1,2</sup>
2. Audit reports and school responses		
3. Records pertaining to financial responsibility and standards of administrative capability		
4. Program Participation Agreement		
5. Self-evaluation reports		
6. State agency reports		

Series Name	Responsible Office	Retention
<b>SFA Fiscal Records (Data Classification Category: Sensitive)</b> A school must account for the receipt and expenditure of all FSA program funds in accordance with generally accepted accounting principles. A school must establish and maintain on a current basis: financial records that reflect each FSA program transaction, and general ledger control accounts and related subsidiary accounts that identify each FSA program transaction and separate those transactions from all other school financial activity.		
1. Bank statements for accounts containing SFA funds for direct loans	Financial Management Office	3 years from award year. <sup>1,2</sup>
2. Bank statements for accounts containing SFA funds for Pell grants and campus-based funds	Treasury Office	6 years from award year. <sup>1,2</sup>
3. Federal work-study payroll records, including timesheets and tax forms	Campus Fiscal Office	7 years from award year. <sup>1,2</sup>
4. Ledgers identifying SFA transactions for direct loans	Financial Management Office	3 years from award year. <sup>1,2</sup>
5. Ledgers identifying SFA transactions for Pell grants and campus-based funds; available to fiscal administrators through PageCenter	System Financial Aid or Campus Financial Aid Offices	3 years from award year. <sup>1,2</sup>
6. Records of SFA program transactions for direct loans	Financial Management Office	3 years from award year. <sup>1,2</sup>
7. Records of SFA program transactions for Pell grants and campus-based funds	Campus Financial Aid	3 years from award year. <sup>1,2</sup>
8. Records of student accounts	Financial Management Office	3 years from award year. <sup>1,2</sup>
9. Records supporting data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell grant statements of accounts, accrediting and licensing agency reports) for direct loans	Financial Aid Offices and Financial Management Office	3 years from award year. <sup>1,2</sup>
10. Records supporting data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell grant statements of accounts, accrediting and licensing agency reports) for Pell grants and campus-based funds	Campus Financial Aid	3 years from award year. <sup>1,2</sup>

Series Name	Responsible Office	Retention
<b>SFA Recipient Records (Data Classification Category: Sensitive)</b>		
A school must maintain records for each FSA recipient that include but are not limited to: The Student Aid Report (SAR) or Institutional Student Information Record (ISIR) used to determine a student's eligibility for FSA program funds, application data submitted to the Department, lender, or guaranty agency by the school on behalf of the student or parent, documentation of each student's or parent borrower's eligibility for FSA program funds (e.g., records that demonstrate that the student has a high school diploma, GED, or the ability to benefit), documentation relating to each student's or parent borrower's receipt of FSA program funds (including but not limited to: the amount of the grant, loan, or FWS award; its payment period; its loan period, if appropriate; and the calculations used to determine the amount of grant, loan, or FWS award; the date and amount of each disbursement of grant or loan funds, and the date and amount of each payment of FWS wages; the amount, date, and basis of the school's calculation of any refunds/returns or overpayments due to or on behalf of the student; and the payment of any refund/return or overpayment to the FSA program fund, a lender, or the Department, as appropriate), documentation of and information collected at any initial or exit loan counseling required by applicable program regulations, reports and forms used by the school in its participation in an FSA program, and any records needed to verify data that appear in those reports and forms, and documentation supporting the school's calculation of its completion or graduation rates, and transfer-out rates.		
1. Application data submitted to the Department of Education or lender by the school on behalf of the student	Campus Financial Aid Office	3 years from award year. <sup>1,2</sup>
2. Data used to establish student's admission, enrollment status, and period of enrollment	Registrar/Admissions	
3. Date and amount of disbursements	Campus Financial Aid Office	
4. Documentation of student's eligibility	Campus Financial Aid Office	
5. Documentation of student's satisfactory academic progress	Campus Financial Aid Office	
6. Documentation of student's program of study and enrolled courses	Registrar/Admissions	
7. Documentation related to the receipt of aid, such as the amount of grant, loan or Federal Work Study award, and calculations used to determine aid amounts	Campus Financial Aid Office	3 years from award year. <sup>1,2</sup>
8. Documentation of entrance and exit loan counseling	Campus Financial Aid Office	
9. Documentation supporting the school's calculation of its completion/graduation or transfer out rate	Institutional Research, Analysis and Office	
10. Documents used to verify applicant's data	Campus Financial Aid Office	
11. Financial aid history for transfer students	Campus Financial Aid Office	
12. Reports and forms used for participation in the SFA program	Campus Financial Aid Office	
13. Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	Campus Financial Aid Office	
<b>Requirements for Specific Aid (Data Classification Category: Sensitive)</b>		
Borrower's eligibility records	Campus Financial Aid Office	3 years from end of award year of student's last attendance. <sup>1,2</sup>
Campus-based aid (Perkins loan, SEOG, and Federal Work Study)	Campus Financial Aid Office	3 years from end of award year. <sup>1,2</sup>
<b>FFEL and Direct Loans</b>		
1. Records related to borrower's eligibility and participation	Campus Financial Aid Office	3 years from end of award year of student's last attendance. <sup>1,2</sup>
2. All other records, including any other reports or forms	Campus Financial Aid Office	3 years from end of award year of report submission. <sup>1,2</sup>

Series Name	Responsible Office	Retention
Fiscal Operations Report and Application to Participate (FISAP)	Campus Financial Aid Office	3 years from end of award year of report submission. <sup>1,2</sup>
<b>Pell and TEACH Grants</b>	Campus Financial Aid Office	3 years from end of award year. <sup>1,2</sup>
<u>Exceptions</u>	Campus Financial Aid Office	3 years from end of award year of report submission. <sup>1,2</sup>
(a) Fiscal Operations Report (FISAP) and supporting records		
(b) Perkins repay records (includes original repayment schedule, though manner of retention remains same as promissory note)	Campus Financial Aid Office	Until the loan is satisfied, or the documents are no longer needed to enforce the obligation. <sup>1,2</sup>
(c) Perkins original promissory notes	Financial Management Office	3 years from the date the loan is assigned to U.S. Department of Education (ED), cancelled or repaid. <sup>1,2</sup>
Perkins repayment records	Loan Collections Office	3 years from the date loan assigned, cancelled or repaid. <sup>1,2</sup>
Perkins original promissory notes	Loan Collections Office	Until loan is satisfied, or documents are needed to enforce obligation. <sup>1,2</sup>
All other records/reports	Campus Financial Aid Office	3 years from end of award year of report submission. <sup>1,2</sup>

Notes:

<sup>1</sup> Schools may be required to retain records for longer periods of time if the records are involved in an SFA program review, audit, or investigation. If the retention period expires before the issue is resolved, records must be retained until resolution is achieved.

<sup>2</sup> Financial aid records are normally maintained by financial aid offices. The SFA requirements do not, however, mandate that all records be maintained by financial aid offices. Business offices, admissions, and/or registrars' offices may be more appropriate custodians of financial aid records.