



University of Washington
Departmental Records Retention Schedule

REFERENCE: RCW 40.14

Office Name	Records Authority Contact Name	Phone Number	Box Number	Approved by the State		
Office of Student Financial Aid	S. Kay Lewis	543-6107	Box 355880	2005		
Status/Title/Description	OPR / OFM	Location of Official Copy	Cut-Off	Retention Office Records Total	Disposition Authority Number	Archival Designation

1 Account Reconciliation Files	OFM		Fiscal Year	3Y	0Y	3Y	88-1-41387
Provides a record of reconciliations on accounts handled by the Financial Aid Office, including loans, scholarships and grants from Federal, State and/or private funds. Accounts are listed by budget number.							
2 Award Administration Files	OPR		End of Award Year in Which Aid was Granted	3Y	0Y	3Y	88-1-41413r1R7
Provides record of UW applications for state and federal financial aid funds. Includes applications, award notifications, correspondence, program reports, etc.							
3 Categorical Scholarship Applications/Nominations	OFM		Academic Year	1Y	0Y	1Y	88-1-41406r1.R4
Provides record of applications for scholarships awarded to students who do not receive financial aid but who qualify in a particular category for a scholarship that is not based on financial need. Records indicate those students nominated to receive scholarships.							
4 Correspondence -- Routine	OFM		Fiscal Year	1Y	0Y	1Y	91-11-49398r1.R4
Provides record of routine correspondence related to scholarships, Work-Study and student employment.							

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5	Federal Work-Study Reconciliation File	OPR		End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41402r2R7
	Provides a record of the request for federal Work-study funds as well as a monthly record of expenditures from those funds. May include reconciliation working papers, cash requests, journal voucher requests, correspondence, etc.							
6	Financial Aid Applications -- Awarded	OFM		End of Award Year in Which Student Last Attended	3Y	2Y	5Y	89-1-43561r4R8
	Provides information required to determine eligibility for student financial aid. Individual folders may include materials collected through a sampling of students as part of a quality assurance program. (This revision increases the retention period from 4 years.)							
7	Financial Aid Applications -- Not Admitted	OFM		End of Award Year in Which Not Admitted	1Y	0Y	1Y	88-1-41383r2.R7
	Provides information required to determine eligibility for receipt of financial aid for applicants who were not admitted as students to the UW during the award year.							
8	Financial Aid Applications -- No Aid Received	OFM		End of Award Year in Which Report was Submitted	2Y	1Y	3Y	88-1-41382r2R7
	Provides information required to determine eligibility for financial aid for students who did not receive aid.							

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<p>9 Fiscal Operations Report and Application to Participate (FISAP) Annual report submitted to the federal government to allow UW participation in three federal student financial aid programs: the Perkins Loan, Supplemental Educational Opportunity Grant and College Work Study Programs. Provides information on previous years award and request for award in the upcoming years. (This revision increases the retention from 3 years as per 42 CFR 57.215 and 57.315)</p>	OPR	End of Award Year in Which Report was Submitted	5Y	0Y	5Y	88-1-41391r3.R8	Archival
<p>10 Fund File Status Provides weekly report of current fund commitments for each financial aid fund.</p>	OFM	Fiscal Year	1Y	0Y	1Y	88-1-41394r1.R4	
<p>11 Job Referral Forms Provides record of federal and state Work-Study positions offered by employers, and the student employees hired into those positions.</p>	OPR	End of Academic Year	3Y	0Y	3Y	88-1-41395r2R7	
<p>12 Off-Campus Employer File Provides record of employers off-campus who employ financial aid students through state or federal programs. May include Work-Study contracts, correspondence, job announcements and descriptions, and notations of students hired.</p>	OPR	End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41397r2R7	

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				Office	Records	Total		
13 Off-Campus Payroll Vouchers Provides record of a Work-Study student's hours worked, supervisor and student certification, and reimbursement request for federal and state agreement employers.	OPR		End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41400r2R7	
14 On-Campus Job Descriptions Provides description of state or federal Work-Study job within a UW department. Includes supervisor's name and payroll contact.	OPR		End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41396r2R7	
15 On-Campus Time Sheets Provides record of student hours worked, and both supervisor and student verification of those hours, for students awarded either state or federal Work-Study aid.	OPR		End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41398r2R7	
16 Outside Aid List Provides listing of students who receive additional aid from sources outside of the UW financial aid system. Required for monitoring purposes.	OFM		Fiscal Year	1Y	0Y	1Y	88-1-41390	
17 Packaging Aid Resources Provides record of awards made to financial aid students through the automated fund awarding system. May include reports and student rosters.	OFM		Fiscal Year	3Y	0Y	3Y	88-1-41393	

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18 Pell Grant Records Provides documentation to reconcile expenditures and repayments to the Pell (federal) account. May include recipient rosters, federal reports on program expenditures and repayment information.	OPR		End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41385r2R7	
19 Scholarship Applications Documents students' eligibility for and compliance with program requirements for scholarships (federal or state programs).	OPR		End of Award Year for Which Aid was Awarded	3Y	0Y	3Y	88-1-41405r2R7	
20 Scholarship Files (Donor) Provides record of scholarships administered by the Financial Aid Office. May include administrative requirements, notations of donations received, copies of wills, correspondence, etc.	OPR		Until Funds Dispersed	5Y	0Y	5Y	88-1-41404r1.R4	Potentially Archival
21 State Work-Study Request and Reconciliation File Provides a record of the request for state Work-Study funds, as well as a monthly record of expenditures from the funds. May include reconciliation working papers, cash requests, journal voucher requests, correspondence, etc.	OPR	General Accounting Office	End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41401r2R7	

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22 Student Electronic Record	OPR		End of Award Year in Which Aid Was Last Awarded	4Y	0Y	4Y	88-1-41389r2R7
Provides electronic record of financial aid applicants and recipients in the financial aid database. Along with Financial Aid Applications -- Awarded, provides a comprehensive view of student eligibility. Contains student data that is not found in the paper file. COM may be produced periodically.							
23 Unit Record Report	OPR		End of Award Year in Which Report was Submitted	3Y	0Y	3Y	88-1-41392r2R7
Annual report submitted to the Higher Education Coordinating Board concerning demographic distribution of financial aid, and the State College Work Study Program.							
24 Unsatisfactory Progress Reports	OFM	Registrar's Office	Verified by Student Electronic Record	0Y	0Y	0Y	88-1-41386r2.R7
Provides listing of aid recipients who fail to complete the minimum number of credits required to remain eligible for financial aid. Noted also in Student Electronic Record.							

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