

FINANCIAL AID OFFICE

470.01 Annual Report

Dates: 1981 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of an annual report prepared by the Financial Aid Office and submitted to the Vice-President for Student Affairs. The annual report summarizes the activities and accomplishments of the office for the year, shows the total amount of aid dispersed and the number of students serviced and lists the goals and objectives of the office for the coming year.

Recommendation: Retain one set of annual reports in the office for five (5) years, then dispose of. Transfer one set of annual reports to the University Archives for permanent retention.

470.02 Student Financial Aid Application Files (Originals)

Dates: 1970 -
Volume: 462 Cu. Ft.
Annual Accumulation: 18 Cu. Ft.
Arrangement: Numerical by social security number (3 terminal digits)

This record series consists of the Financial Aid Office's principal documentation of the application process eligibility determination/awarding/and disbursement arrangements that requests for financial aid undergo at the University. This record series consists of the following types of documents:

1) Application/Financial Statements - required for federal student aid and indicates student's name, address, legal residence, student status, household information, income and expense information, asset information, expected income, and college, release for sending information and certification authenticity.

- 2) Tax Returns - from student, parent, or legal guardian (as required by type of financial aid applied for).
- 3) Loan Application Files - containing basic data on loan applications, year of the loan, amount and date of the loan, name of the vendor, the date and amount of the loan check, and signature of the student on the check at the time it was picked up.
- 4) Award Letters - standardized letters officially notifying applicant of the award of financial assistance, type of fund, dates of award disbursement, "conditions of award", and statement of Educational Purpose/Registration Compliance to be signed by student and returned to the Office of Student Work and Financial Assistance.
- 5) Correspondence.

Recommendation: Retain one (1) year after graduation or date of last attendance, then microfilm and dispose of hard copy. Retain microfilm for students with no guaranteed student loan for five (5) additional years, then dispose of provided five (5) years have elapsed since the FISAP and final Pell reports were filed for the latest documents and provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain microfilm for students with a guaranteed student loan for five (5) additional years, then dispose of provided five (5) years have elapsed since the last day of the loan period for the latest loan and all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.03 Statutory Tuition Waivers File

Dates: 1980 -
Volume: 6 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of statutory waivers files for the Financial Aid Office. These records include documentation for General Assembly scholarships, State ROTC scholarships, and Special Education scholarships.

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.04 FISAP - Application and Fiscal Operations Report

Dates: 1966 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of the FISAP (Application and Fiscal Operations) report which is produced annually for the Federal government by the Office of Student Work and Financial Assistance. This series includes:

- 1) A report on expenditures from the previous academic year including the national direct student loan, the college work study program, and the supplemental educational opportunity grant.
- 2) A request for funding for the three above named programs for the subsequent academic year.

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.05 IBHE Financial Aid Survey

Dates: 1972 -
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of annual reports to the Illinois Board of Higher Education showing the total amount of money dispersed by fund type of undergraduate and graduate students receiving financial aid. Some years the survey may include statistics giving a breakdown by sex, race and age of students receiving financial aid.

Recommendation: Retain five (5) years in the office then transfer to the University Archives for permanent retention.

470.06 Veteran's Benefits Application File

Dates: 984 -
Volume: 9 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical by name

This record series consists of the Veterans Application for Educational Benefits forms designed by the U.S. Veterans Administration and maintained by the Financial Aid Office to determine eligibility and the amount of educational benefits to be awarded to the veteran. Included in this series is a Declaration of Marital Status stating the number of dependents for subsistence benefits, benefit certifications for each term and year, copies of class schedules per term, attendance attest forms and correspondence relating to the Illinois Veterans Scholarship and Illinois National Guard Scholarship Programs.

Recommendation: Retain for three (3) years after graduation or date of last attendance, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.07 Computer Input and Output Documents

Dates: 1979 -
Volume: 540 Cu. Ft.
Annual Accumulation: 200 Cu. Ft.
Arrangement: Chronological

This record series consists of weekly and year-end computer input and output documents for the Financial Aid Office. The series includes input documents which are paper forms used to code information to be keypunched and output documents (computer printouts). The output documents list all of the input information placed in the computer and provide an analysis of all the data including errors.

Recommendation: Retain year-end reports in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.08 Notification of Funding for Federal Student Aid Program

Dates: 1971 -
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of forms received from the U.S. Department of Education indicating the disbursement of funds by program (i.e. Supplemental Educational Opportunity Grants, College Work Study and Pell Grants).

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.09 Student Employment Referrals (Originals)

Dates: 1966 -
Volume: 27 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical

This record series consists of original student employment referrals issued by this office authorizing certain students to participate in the Work Study Program or the Student Employment Program. Employment referrals contain the following information: job title, job description and required qualifications, number of hours to be worked, rate of pay, work location of student employee, supervisor(s) and student's name and social security number.

Recommendation: Retain five (5) years in office, then dispose of provided no litigation is pending or anticipated.

470.10 Talent Grant and Tuition Waiver Authorizations

Dates: 1980 -
Volume: 1½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: By year, then Alphabetical

This record series consists of talent grant and tuition waiver files for the Financial Aid Office. The series further includes: recommendations for waivers from various university departments, name, social security number, amount of award, and copies of letters of notification to students.

Recommendation: Retain five (5) years in office, then dispose of provided no litigation is pending or anticipated.

470.11 Cancellation/Prepayment Waivers

Dates: 1987 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological/Numerical by Social Security Number

This record series consists of the cancellation/prepayment waivers. These forms contain the information that prevents cancellation of classes and tells the Bursar that there is financial aid to cover the payment. The prepayment waivers allow a student to register for classes while waiting for financial aid.

Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.12 Student Payroll Files (Originals) SUPERSEDED BY 470.17

Dates: 1966 -
Volume: 54 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Numerical

This record series consists of student payroll forms which contain entries consisting of: students' social security number; name; sex; status of exemptions; marital status; department; dates of employment; account number; job class; rate of pay; type of fund (i.e. state/federal); and number of hours worked.

Recommendation: Retain in office for two (2) years, then microfilm and dispose of hard copy documentation. Retain all record series microforms in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.13 Private Grants (Cancelled) (Originals)

Dates: 1970 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of documentation (e.g., award letters) retained on private grant scholarships that have been cancelled for various reasons by the grantee. (The long-term retention period recommended reflects administrative reference value projected by the agency.)

Recommendation: Retain in office for one (1) year following cancellation, then microfilm and dispose of hard copy documentation. Retain all series microforms in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.14 Short-Term Loan Records (Originals)

Dates: 1 976 -
Volume: 34 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of information retained on the repayment of short-term loans including the date/amount of repayment and whether the loan was repaid on time.

Recommendation: Retain in the office for one (1) year, then microfilm and dispose of hard copy documentation. Retain all record series microforms in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the

Auditor General, if necessary, and no litigation is pending or anticipated and providing the respective loan accounts are closed through complete repayment or other "final settlement" (i.e., uncollectible account write-off, bankruptcy, etc.).

470.15 Short-Term Loan Applications (Originals)

Dates: 1972 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of documentation retained on students applying for short-term loans. The loan application provides a profile on the student's financial status, the amount of loan requested, method of loan repayment, and purpose of the loan.

Recommendation: Retain in office for one (1) year, then microfilm and dispose of hard copy (by shredding). Retain all record series microforms in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

470.16 Tuition Assistance Authorization Records (Originals)

Dates: 2003 -
Volume: 10 Cubic Ft.
Annual Accumulation: 5 Cubic Ft.
Arrangement: Alphabetical

This record series consists of Tuition Assistance Authorization Forms which contain such information as courses attended, cost per course, student signature,

education office signature, student name, social security number, and reimbursement amounts. The Tuition Assistance Authorization Forms list the class/classes and dollar amounts that the military reimburses the university for attendance by off campus military students only.

Northern Illinois University maintains "Student Assistance Case Files" for five years following graduation or date of last attendance per approved State Records Application 89-26, item 150.21

Recommendation: Retain in office for one (1) year then transfer to microfilm and scanned images. Verify images, then dispose of paper documents. Retain microfilm and imaged documents for five (5) years following graduation or date of last attendance, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. All computer/digital, media maintenance, and preservation procedures are to be fully applied. If equipment and programs which provide access to the data are updated or replaced, the existing data must remain in the successor format for the duration of the retention period.

470.17 Student Payroll Files (Originals)

Dates: 2006 -
Volume: 24 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Numerical

This record series consists of student payroll forms which contain entries consisting of: student' social security number; name; sex; status of exemptions; pay; marital status; department; dates of employment; account number; job class; rate of pay; type of fund (i.e. state/federal); and number of hours worked.

This item superseded State Records Application 87-64, item 470.12 in order to eliminate microfilming of the record series and reduce the retention period per agency request.

Recommendation: Scan as generated, and then destroy hard copy documentation in a secure manner. Retain scanned images for ten (10) years after date of generation, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.