

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs

Student Aid
Loan Office

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item
No.

Description and Retention

1 ACTIVE (NDEA) NATIONAL DEFENSE EDUCATION ACT FILES
and INACTIVE NDEA FILES.

Size: Letter
Dates: Active, 1966--
Quantity: 36 file drawers
File Arrangement: Alphabetical - chronological
Audit: State and Federal

This file consists of forms and correspondence related to student loans, including National Defense Education Act Student Loans, Federally Insured Loans, Cuban Student Loans, Requests for Emergency Loans, Promissory Notes and other material related to student loans.

RECOMMENDATION:

RETAIN FOR THREE YEARS AFTER FILES BECOME INACTIVE
AND UNTIL ALL REQUIREMENTS HAVE BEEN MET, ~~FILES~~
AND UNTIL, AUDIT, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

James C. [Signature]
Signature

Asst Director, OSA
Title

22 June 72
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4/26/72
Date

Morris R. Padoff
Archivist

July 5, 1972
Date

[Signature]
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 565

UNIVERSITY OF MARYLAND
Dept. of Student Affairs

Student Aid
Loan Office

PAGE
NO. 2

Description and Retention

2 GUARANTEED LOAN PROGRAM

Size: 4" x 6"
Dates: 1966--
Quantity: 6 double-row file drawers
File Arrangement: Alphabetical - chronological
Audit: State and Federal

This file contains information on the status of guaranteed bank loans to University Students.

RECOMMENDATION:

RETAIN FOR THREE YEARS AFTER LOAN IS SATISFIED AND AUDIT
REQUIREMENTS ARE MET, THEN DESTROY.

A - Z FILES

Size Letter
Dates: 1970--
Quantity: 16 file drawers
File Arrangement: Alphabetical
Audit: None

This is an annual file which may contain:

Requests for applications
Interview sheets
Parents' confidential statements
Correspondence with students
Rejections or award notifications

This is an interim convenience file and serves as a current cross index. At the end of the year, all material, except the statement that an interview was conducted, has been transferred to a CWSP or Loan File. It is, therefore, considered nonrecord material.

RECOMMENDATION:

NONRECORD, DESTROY WHEN IT HAS SERVED ITS PURPOSE.