

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Higher Education Commission State Scholarship Administration

Agency

Division

Item No.	Description	Retention
1.	<p><u>GENERAL STATE SCHOLARSHIP PROGRAM</u></p> <p>A. <u>Student Files</u></p> <p>.Personal correspondence, copies of tax returns and other financial records, copies of driver's license, voter's card, SAT scores</p> <p>B. <u>Independent Override Forms</u></p> <p>.Professional judgment forms sent from college financial aid officers</p> <p>C. <u>Tracking Letters</u></p> <p>.Result of Edit Process: includes correspondence to verify Maryland residency, alien registration number, PO Box in address, etc. .Returned/undeliverable letters</p> <p>D. <u>Award Letters</u></p> <p>.Signed acceptances .Federal Certification Statements for draft registration .Returned/undeliverable award letters</p>	<p>Retain in agency for 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center; retain in State Records Center 5 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

7/26/96 *Cie Whittington*

ADMIN. SPEC. II

9/6/96 *[Signature]*

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	<p><u>GENERAL STATE SCHOLARSHIP PROGRAM (continued)</u></p> <p>E. <u>Verification</u></p> <ul style="list-style-type: none"> .Completed Verification Forms with tax returns, voters cards, etc. .Verification Checklist Form .Master of all selected students for verification .Verification selection program totals page <p>F. <u>Miscellaneous</u></p> <ul style="list-style-type: none"> .Final copies of Edit Report, Packaging, Funding, District Rosters 	
2.	<p><u>SENATORIAL SCHOLARSHIP PROGRAM</u></p> <p>A. <u>District Files [Awards made by Senator]</u></p> <ul style="list-style-type: none"> .List of initial student awards .List of students with increased awards .Correspondence changing student from full/part-time .FAF's and miscellaneous information .Correspondence from SSA to Senator <p>B. <u>District Files [Awards administered by SSA]</u></p> <ul style="list-style-type: none"> .List of district awarded and tentative students from General State and those selected by staff person for Senatorial Award <p>C. <u>Miscellaneous Student Correspondence</u></p> <ul style="list-style-type: none"> .Personal correspondence re: changes in enrollment status, changes in schools etc. <p>D. <u>Unique Majors</u></p> <ul style="list-style-type: none"> .Verification records of all out-of-state awards, annually, to certify student continues to be enrolled in approved unique major program 	<p>Retain in Agency for 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center; retain in State Records Center for 15 years, then destroy.</p>

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Item No.	Description	Retention
3.	<p><u>SENATORIAL SCHOLARSHIP PROGRAM (continued)</u></p> <p>E. <u>Senatorial Balance Sheets</u></p> <p>F. <u>Senatorial Rosters</u></p> <p><u>DELEGATE SCHOLARSHIP PROGRAM</u></p> <p>A. <u>District Files [Awards made by Delegate]</u></p> <p>.Yellow copies of award certificate from Delegate's office</p> <p>.List of students with increased awards</p> <p>.Correspondence changing student from full/part-time</p> <p>.FAF's and miscellaneous information</p> <p>.Correspondence from SSA to Delegate</p> <p>B. <u>District Files [Awards administered by SSA]</u></p> <p>.List of district awarded and tentative students from General State and those selected by staff person for Delegate Award</p> <p>C. <u>Miscellaneous Student Correspondence</u></p> <p>.Personal correspondence re: changes in enrollment status, changes in schools, etc.</p> <p>D. <u>Unique Majors</u></p> <p>.Verification records of all out-of-state awards, annually, to certify student continues to be enrolled in approved unique major program</p> <p>E. <u>Delegate Balance Sheets</u></p> <p>F. <u>Delegate Rosters</u></p>	<p>Retain in agency for 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center; retain in State Records Center 4 years, then destroy.</p>

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Item No.	Description	Retention
4.	<p><u>DISTINGUISHED SCHOLARS PROGRAM (DS)</u></p> <p>A. <u>DS Student Recipients</u></p> <p>.Award information, questionnaires, documentation for students receiving DS</p> <p>B. <u>DS Achievement</u></p> <p>.Applications submitted annually by high schools which include control sheet, student's application, GPA codes, and transcripts</p> <p>C. <u>DS Talent</u></p> <p>.Nominations/Applications from high schools .Judges decision records</p> <p>D. <u>DS Questionnaire</u></p> <p>.Student's declaration of college choice, annual responses .Out-of-state students and waitlist students</p>	<p>Retain in agency for 7 years and until all audit requirements have been fulfilled, then destroy.</p>
5.	<p><u>EDWARD T. CONROY GRANT PROGRAM</u></p> <p>.Correspondence .Award Letters .Application/Reapplication Forms</p>	<p>Retain in agency 5 years for full-time students and 8 years for part-time students and until all audit requirements have been fulfilled, then destroy.</p>
6.	<p><u>MARYLAND STATE NURSING SCHOLARSHIP PROGRAM</u></p> <p>A. Student Records</p> <p>.Applications, award letters, transcripts</p> <p>B. Correspondence</p> <p>C. Inactive student files</p> <p>.Applications, follow-up letters, promissory notes</p>	<p>Retain in agency for: A. 10 years; B. 3 years; C. 2 years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
7.	<p><u>SHARON CHRISTA MCAULIFFE TEACHER SCHOLARSHIP PROGRAM</u></p> <p>A. <u>Student Files</u></p> <p>.Applications with academic information, surety bonds/promissory notes, obligation fulfillment and/or repayment histories</p> <p>.Correspondence</p> <p>B. <u>Repayment Records</u></p> <p>.Computer payment record</p>	<p>Retain in agency 10 years and until all audit requirements have been fulfilled, then destroy.</p>
8.	<p><u>PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM</u></p> <p>A. <u>Student Files</u>: Applications for student financial aid with academic information, federal certifications, surety bonds, service obligation fulfillment and/or repayment histories, and Correspondence</p> <p>B. <u>Repayment Records</u>: Computer history/payment records</p> <p>C. <u>Non-Awarded Student Files</u>: Applications for students who did not receive an award.</p>	<p>A. and B. Retain in agency 16 years and until all audit requirements have been fulfilled, then destroy.</p> <p>C. Retain in agency for 5 years and until all audit requirements have been fulfilled, then transfer to State Records Center; retain in State Records Center 30 years, then destroy.</p>
9.	<p><u>PHYSICAL AND OCCUPATIONAL THERAPIST AND ASSISTANT PROGRAM</u></p> <p>A. <u>Student Files</u></p> <p>.Application</p> <p>.Transcript</p> <p>.Bond</p> <p>B. <u>Correspondence</u></p> <p>.Verification of Employment</p> <p>.Letters from award recipients</p> <p>C. <u>Repayment Records</u></p> <p>.Obligation fulfillment</p> <p>.Repayment schedule</p>	<p>Retain in agency 10 years or until all audit requirements have been fulfilled, then destroy.</p>

APR 19 1984
 FEDERAL BUREAU OF INVESTIGATION
 U.S. DEPARTMENT OF JUSTICE

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10.	<p><u>CHILDCARE PROVIDER PROGRAM</u></p> <ul style="list-style-type: none"> .Application for student financial aid with academic information, promissory notes, and service obligation fulfillment and/or repayment histories .Correspondence .Repayment Records 	<p>Retain in agency 12 years and until all audit requirements have been fulfilled, then destroy.</p>
11.	<p><u>TOLBERT MEMORIAL GRANT PROGRAM</u></p> <ul style="list-style-type: none"> .Nominations/student award information .Budget survey/school information .Correspondence .Federal Certification Statements .Award Letters 	<p>Retain in agency 1 year and until all audit requirements have been fulfilled, then transfer to State Records Center; retain in State Records Center 4 years, then destroy.</p>
12.	<p><u>PROFESSIONAL SCHOLARSHIP PROGRAM</u></p> <ul style="list-style-type: none"> .Applicant Lists .Student award letters .Correspondence 	<p>Retain in agency 5 years and until all audit requirements have been fulfilled, then destroy.</p>
13.	<p><u>FAMILY PRACTICE MEDICAL</u></p> <ul style="list-style-type: none"> .Application .Award Letters .Bonds .Correspondence .Repayment Records 	<p>Retain in agency 10 years and until all audit requirements have been fulfilled, then destroy.</p>
14.	<p><u>LOAN ASSISTANCE REPAYMENT PROGRAM (LARP)</u></p> <p>A. <u>LARP Recipient Files</u></p> <ul style="list-style-type: none"> .Applications, follow-up correspondence and materials, employment verification, student correspondence, award letters <p>B. <u>LARP Waiting List Files</u></p> <ul style="list-style-type: none"> .Applicant correspondence, applications, follow-up correspondence/material, waiting list of eligible applicants, ineligible applicant files <p>C. <u>LARP Miscellaneous</u></p> <ul style="list-style-type: none"> .Annual Reports, correspondence 	<p>Retain in agency for 7 years and until all audit requirements have been fulfilled, then destroy.</p>

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15.	<p><u>REIMBURSEMENT OF FIREMEN AND RESCUE SQUAD MEMBERS PROGRAM</u></p> <ul style="list-style-type: none"> .Application .Transcript: grade report, subjects taken, authentication, major course of study, tuition receipts, verification of payment .Fire Department Service Verification Forms .Student Letters indicating special circumstances .Department Head Letters verifying (fire or emt) major .Registrar Letters verifying student grades 	<p>Retain in agency for 5 years and until all audit requirements are fulfilled, then destroyed.</p>
16.	<p><u>TUITION REDUCTION FOR NON-RESIDENT NURSING STUDENTS</u></p> <p>A. <u>Student Files</u></p> <ul style="list-style-type: none"> .Applications for student financial aid .Promissory notes .Service obligation and/or repayment histories .Correspondence <p>B. <u>Repayment Records</u></p> <ul style="list-style-type: none"> .Computer history/payment records 	<p>Retain in agency 14 years and until all audit requirements have been fulfilled, then destroy.</p>
17.	<p><u>PART-TIME STUDENT GRANT PROGRAM</u></p> <ul style="list-style-type: none"> .General Correspondence .Agreement Forms .Transmittals of award funds to institutions .Calculations of distribution among institutions 	<p>Retain in agency 5 years and until all audit requirements have been fulfilled, then destroy.</p>
18.	<p><u>GENERAL STATE PART-TIME NURSING SCHOLARSHIP</u></p> <p>A. <u>Recipient Files</u></p> <ul style="list-style-type: none"> .Award letters, student correspondence, federal certifications <p>B. <u>Applicant List</u></p> <p>C. <u>Miscellaneous</u></p> <ul style="list-style-type: none"> .Correspondence 	<p>Retain in agency 5 years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
19.	<p><u>ADMINISTRATIVE</u></p> <p>A. <u>Unique Major - Approved</u></p> <p>.Request from student .Decision by Academic Affairs Division .Reply to student .Annual Verification</p> <p>B. <u>Unique Major - Disapproved</u></p> <p>.Request from student .Decision by Academic Affairs Division .Reply to student</p> <p>C. <u>General Correspondence</u></p> <p>D. <u>SSA Personnel Records</u></p> <p>.Resumes submitted for available positions in the Scholarship Division</p>	<p>Retain A. for 5 years and B. and C. for 3 years, and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain D. in SSA Division 6 months, then transfer to Personnel Division.</p>