

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Higher Education Commission		Office of Student Financial Assistance
Agency		Division
Item No.	Description	Retention
1.	<p>The Office of Student Financial Assistance (OSFA) is a part of the Maryland Higher Education Commission and is charged with the responsibility of administering the State's scholarship and tuition assistance programs. This schedule includes all the programs for which OSFA has responsibility. Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a record series be altered, the schedule may be amended to reflect such changes.</p> <p><u>EDUCATIONAL EXCELLENCE AWARD PROGRAM</u></p> <p>A. <u>Educational Assistance (EA) Program</u></p> <ol style="list-style-type: none"> 1. Award Letters <ul style="list-style-type: none"> • Signed acceptances • Returned/undeliverable award letters 2. Tracking Letters <ul style="list-style-type: none"> • Result of Edit Process: includes correspondence to verify Maryland residency, alien registration number, PO Box in address, etc. • Returned/undeliverable letters 3. Verification <ol style="list-style-type: none"> A. Internal <ul style="list-style-type: none"> • Completed Verification Responses with tax returns, etc. B. External <ul style="list-style-type: none"> • Lists of selected students • Responses from schools • Additional correspondence regarding changes. 4. Independent Override Forms <ul style="list-style-type: none"> • Professional judgment forms sent from college financial aid officers 	<p>Retain A. in agency 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

5/19/05 *Antonia C. Thompson*, Director, OSFA
Date Signature Title

Schedule Authorized by
Hall of Records Commission

JUL 11 2005 *Edward C. Spearman*
Date State Archivist

Item No.	Description	Retention
2.	<p><u>EDUCATIONAL EXCELLENCE AWARD PROGRAM (continued)</u></p> <p>B. <u>Guaranteed Access (GA) Grant</u></p> <p>1. Applications</p> <ul style="list-style-type: none"> • Student files listed alphabetically which contain GA applications, high school transcripts, correspondence, award letters, appeals and verification <p>2. Verification</p> <ul style="list-style-type: none"> • Lists of selected students • Responses from students, including verification worksheets <p>C. <u>Miscellaneous</u></p> <ul style="list-style-type: none"> • Final copies of Edit Reports, Packaging, Funding <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 OSFA to Senator <p>B. <u>District Files [Awards administered by OSFA]</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>Senatorial Balance Sheets</u></p> <p>E. <u>Senatorial Rosters</u></p> <p>F. <u>Senatorial Award Letters – Signed Acceptances</u></p>	<p>Retain B. in agency 4 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain C. in agency 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain in agency 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>

Item No.	Description	Retention
3.	<p><u>DELEGATE SCHOLARSHIP PROGRAM</u></p> <p>A. <u>District Files [Awards made by Delegate]</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 OSFA to Delegate <p>B. <u>District Files [Awards administered by OSFA]</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 Delegate 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>Delegate Balance Sheets</u></p> <p>E. <u>Delegate Rosters</u></p> <p>F. <u>Delegate Award Letters – Signed Acceptances</u></p>	<p>Retain in agency 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>
4.	<p><u>DISTINGUISHED SCHOLARS PROGRAM (DS)</u></p> <p>A. <u>DS Achievement</u></p> <ol style="list-style-type: none"> 1. Student Files – Awarded <ul style="list-style-type: none"> • Applications submitted annual by high school, which include control sheet, student's application, GPA codes, questionnaires, correspondence and transcripts. 2. Student Files – Not Awarded <ul style="list-style-type: none"> • Applications, correspondence <p>B. <u>DS Talent</u></p> <ol style="list-style-type: none"> 1. Student Files – Awarded <ul style="list-style-type: none"> • Nominations/Applications from high schools 2. Student Files – Not Awarded <ul style="list-style-type: none"> • Nominations/Applications from high schools 3. Judges decision records 	<p>Retain A.1 and B.1 in agency 4 years and until after all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain A.2 , B. 2, and B.3 in agency until all audit requirements have been fulfilled, then destroy.</p>

Item No.	Description	Retention
	<p><u>DISTINGUISHED SCHOLARS PROGRAM (DS) (continued)</u></p> <p>C. <u>DS Teacher Education</u></p> <p>1. Student Files – Awarded</p> <ul style="list-style-type: none"> • Application • Promissory Note • Correspondence • Service Information <p>2. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Application • Correspondence 	<p>Retain C.1 in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain C.2 in agency until all audit requirements have been fulfilled, then destroy.</p>
5.	<p><u>EDWARD T. CONROY GRANT PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Application/Reapplication Forms • Award Letters • Correspondence <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Application Forms • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>
6.	<p><u>MARYLAND STATE NURSING SCHOLARSHIP PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until after all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>

Item No.	Description	Retention
7.	<p><u>SHARON CHRISTA MCAULIFFE TEACHER SCHOLARSHIP PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>
8.	<p><u>PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>
9.	<p><u>PHYSICAL AND OCCUPATIONAL THERAPIST AND ASSISTANT PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>

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10.	<p><u>CHILDCARE PROVIDER PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency 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 • Student Aid Reports • Award Letters 	<p>Retain in agency for 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>
12.	<p><u>PROFESSIONAL SCHOLARSHIP PROGRAM</u></p> <p><u>Student Files – Awarded</u></p> <ul style="list-style-type: none"> • Applicant Lists • Award Letters • Correspondence 	<p>Retain in agency for 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>
13.	<p><u>FAMILY PRACTICE MEDICAL</u></p> <ul style="list-style-type: none"> • Application • Award Letters • Bonds/Prom. Notes • Correspondence • Repayment Records 	<p>Retain in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>

Item No.	Description	Retention
14.	<p><u>LOAN ASSISTANCE REPAYMENT PROGRAM (LARP)</u></p> <p>A. LARP Applicants - Awarded</p> <ul style="list-style-type: none"> • Applications • Award Letters • Correspondence • Employment Verification <p>B. LARP Applicants – Not Awarded</p> <ul style="list-style-type: none"> • Waitlist and Non-Eligible Applications • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>
15.	<p><u>REIMBURSEMENT OF FIREMEN AND RESCUE SQUAD MEMBERS PROGRAM</u></p> <p>A. FIRE Applicants - Awarded</p> <ul style="list-style-type: none"> • Applications (transcripts, tuition receipts, etc.) • Award Letters • Correspondence • Employment Verification <p>B. FIRE Applicants – Not Awarded</p> <ul style="list-style-type: none"> • Non-Eligible Applications • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>
16.	<p><u>TUITION REDUCTION FOR NON-RESIDENT NURSING STUDENTS</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>

Item No.	Description	Retention
17.	<p><u>PART-TIME 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>ADMINISTRATIVE</u></p> <p>A. Unique Major – Approved and Awarded</p> <ul style="list-style-type: none"> • Request from student • Decision by Academic Affairs Division • Reply to student • Annual Verification <p>B. Unique Major – Approved by Not Awarded/Disapproved</p> <ul style="list-style-type: none"> • Request from student • Decision by Academic Affairs Division • Reply to student <p>C. General Correspondence</p> <p>D. OSFA Personnel Records</p> <ul style="list-style-type: none"> • Staff Leave Requests <p>E. Billing Rosters/Class Schedules</p>	<p>Retain A. in agency 4 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency 2 years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain C. and D. in agency 3 years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain E. in agency 2 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 3 years, then destroy.</p>

Item No.	Description	Retention
19.	<p><u>LOAN ASSISTANCE REPAYMENT PROGRAM – PRIMARY CARE PHYSICIANS (LARP-PCS)</u></p> <p>A. Accepted Recipients</p> <ul style="list-style-type: none"> • Applications • Award notifications and Promissory Notes • Loan debt certification forms • DHMH correspondence and Verification letters • General correspondence • Annual payment forms <p>B. Wait List Recipients</p> <ul style="list-style-type: none"> • Applications • Notification letters • Correspondence <p>C. Rejected Applicants</p> <ul style="list-style-type: none"> • Applications • Notification of decision • Correspondence 	<p>Retain A. in agency 4 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. and C. in agency 2 years and until all audit requirements have been fulfilled, then destroy.</p>
20.	<p><u>MARYLAND DENT-CARE LOAN ASSISTANCE REPAYMENT PROGRAM FOR DENTISTS (LARP-MDC)</u></p> <p><u>Accepted Recipients</u></p> <ul style="list-style-type: none"> • Applications • Award notifications and Promissory Notes • Loan debt certification forms • DHMH Correspondence and Verification • Annual payment forms • General correspondence 	<p>Retain in agency 4 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p>
21.	<p><u>GRADUATE AND PROFESSIONAL SCHOLARSHIP PROGRAM</u></p> <p>General correspondence</p> <p>Transmittals of award funds to institutions</p> <p>Calculations of distribution among institutions</p>	<p>Retain in agency 5 years and until all audit requirements have been fulfilled, then destroy.</p>

Item No.	Description	Retention
22.	<p><u>CAMPUS-BASED EDUCATIONAL ASSISTANCE GRANT PROGRAM</u></p> <ul style="list-style-type: none"> • General correspondence • Transmittals of award funds to institutions • Calculations of distribution among institutions • Reports submitted by institutions to MHEC • End of year reports from institutions 	<p>Retain in agency 5 years and until all audit requirements have been fulfilled, then destroy.</p>
23.	<p><u>DEVELOPMENTAL DISABILITIES, MENTAL HEALTH, CHILD WELFARE AND JUVENILE JUSTICE WORKFORCE TUITION ASSISTANCE PROGRAM</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>
24.	<p><u>MARYLAND HOPE SCHOLARSHIP PROGRAM; COMMUNITY COLLEGE TRANSFER HOPE SCHOLARSHIP; HOPE (GENERAL) SCHOLARSHIP; MARYLAND TEACHER SCHOLARSHIP; AND SCIENCE AND TECHNOLOGY SCHOLARSHIP</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
25.	<p><u>WILLIAM DONALD SCHAEFER SCHOLARSHIP</u></p> <p>A. Student Files – Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Award Letters • Promissory Notes • Correspondence • Service Information <p>B. Student Files – Not Awarded</p> <ul style="list-style-type: none"> • Applications/Transcripts • Correspondence 	<p>Retain A. in agency while active and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years, then destroy.</p> <p>Retain B. in agency until all audit requirements have been fulfilled, then destroy.</p>