

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. *2870*

Page 1 of 2

Agency

Frederick Community College

Division/Unit


Learning Support/Financial Aid

Item No.	Description	Retention
1	Financial Aid Records	Scan to Maryland State Archives standards, retain paper version until the end of the award year, and then destroy. If student received a Federal Loan, retain digital version for three (3) years from the end of the award year in which the student last attended, then destroy. If student did not receive a Federal Loan, retain digital version for three (3) years from end of the award year in which the aid was awarded, then destroy.
2	Fiscal Operations Report and Application to Participate (FISAP) and supporting documentation	Retain for three (3) years from the end of the award year (June 30) in which the report was submitted, then destroy.
3	Federal Loans	Scan to Maryland State Archives standards, then retain paper version until the end of the award year. Retain digital version for three (3) years from the end of the award year in which the student last attended, then destroy.
4	Title IV Program Participation Agreement (PPA/ECAR)	Scan to Maryland State Archives standards, retain paper version until the end of the award year, and then destroy. Retain digital versions for three (3) years from the end of the award year for which aid was awarded, then destroy.

5	Identity and Statement of Educational Purpose Documentation	Scan to Maryland State Archives standards. Then, if student received a Federal loan, retain paper and digital version for three (3) years from the end of the award year in which the student last attended. If student did not receive a loan, retain paper and digital version for three (3) years from the end of the award year in which the aid was awarded.
---	---	---

Schedule Approved by Department, Agency, or Division Representative.

Date 11/30/2017


Signature 

Typed Name Dr. Wayne Barbour

Title Vice President for Learning Support

Schedule Authorized by State Archivist

Date 1-4-18

Signature 

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u>1</u> of <u>9</u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Learning Support	3 UNIT Financial Aid
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Financial Aid Records		5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>Present</u>
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow Data entered/processed in PeopleSoft Data from Department of Education electronic files	7 OUTPUT - Identify the use/s of information generated by system Financial aid staff members and student workers who have been authorized to have access	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.		
<ol style="list-style-type: none"> 1. <u>Applicant data submitted to the Department, lender or guaranty agency</u> – Electronic files containing applicant data submitted to U.S. Department of Education agencies, lenders and/or guarantee agencies. Files contain student information, including social security number, degree program, date of birth and other information required for loans. This information is transmitted to create Pell and loan origination and disbursement records, income information, and household size information. 2. <u>Free Application for Federal Student Aid (FAFSA)</u> - this is additional applicant data submitted to the U.S. Department of Education, which contains personally identifiable information. 3. <u>State Grant and scholarship award rosters and reports</u> – Files includes information on Maryland Higher Education Commission (MHEC) state scholarship and grant awards information stored on financial aid shared drive. Documents include rosters that are downloaded from MHEC and excel spreadsheets. 4. <u>Direct loan records/paperwork</u>. This includes documentation of completion of Master Promissory Note, Entrance Counseling, loan request form, NSLDS history and form used to calculate eligibility. Part of this paperwork is scanned from hard copy into ImageNow and other documentation is saved from U.S. Department of Education online websites into ImageNow. 5. <u>Documentation of information collected at any entrance or exit loan counseling</u>. This is completed online and completion of entrance counseling is saved to ImageNow and documentation of student notification of exit counseling requirements. 6. <u>Documentation of Return of Title IV Calculation of Return of Title IV Funds</u>. This documentation includes student bill, documentation of attendance, calculation worksheet, revised student bill and letter to student. 7. <u>Documentation of each student’s or parent borrower’s eligibility for Financial Student Aid (FSA) program funds:</u> Records for each student will be different but could include a combination of any of the following: FCC financial aid application, verification worksheet, tax returns, tax return transcripts, W-2’s, low income worksheet, dependency override form and documentation, documentation of dependents, documentation of dependents other than spouse, academic transcripts, SAP appeal documentation, work-study applications, work-study contracts, work-study job descriptions, asset letter, child support paid documentation, citizenship documentation; high school completion 		

documentation, and household resources documentation. This documentation is different for each student and is required to complete verification of FAFSA data to determine eligibility for financial aid funds, These records must be kept a minimum of three years from the end of the award year. However, the starting point for the three-year period is not the same for all students. Any student receiving a Federal loan requires that documentation be kept for three years from the end of the award year in which the student last attended. Current records are now scanned into ImageNow and maintained in paper copy until after the annual audit each year.

8. Identity statement of educational purpose and documentation to confirm identity.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

All financial aid records are confidential and access is limited to financial aid staff. Security in Peoplesoft is restricted by staff member role and access for ImageNow is set up by user and access is granted for specific folders. All security is set up by IT. All records are protected by: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

All information in ImageNow is linked to a financial aid year. Notes are added on a customized page within ImageNow and financial aid staff have access to add notes to documents. The actual document scanned is not revised. Additional notes/documents are added to a student file on an ongoing basis tied to a specific aid year.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Financial aid student documents are scanned into ImageNow by financial aid staff. Student documents are tied by name and student ID and also tied to a specific financial aid year. All ImageNow records are stored on college server.

Student financial aid information stored in PeopleSoft. Files are received from the US Department of Education that contain FAFSA data, loan data and disbursement records are stored on a financial aid shared drive that only financial aid staff have access to. Files are moved to a shared drive that is mapped to PeopleSoft for the file load process.

Financial aid staff have a FCC Shared drive to store financial aid electronic records.

12 RECOMMENDED RETENTION

Scan to Maryland State Archives standards, retain paper version until the end of the award year, and then destroy. If student received a Federal Loan, retain digital version for three (3) years from the end of the award year in which the student last attended, then destroy. If student did not receive a Federal Loan, retain digital version for three (3) years from end of the award year in which the aid was awarded, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER

14 TELEPHONE NUMBER
301-846-2663

15 DATE
3/15/17

Brenda K. Dayhoff

16 TITLE OF PREPARER

Executive Director, Financial Aid

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>3</u> of <u>9</u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Learning Support	3 UNIT Financial Aid
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Fiscal Operations, Report and Application to Participate (FISAP) and supporting documentation	5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow Data entered/processed in PeopleSoft Data from Department of Education electronic files	7 OUTPUT - Identify the use/s of information generated by system Financial aid staff members and student workers who have been authorized to have access	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 1. <u>Records used to prepare income grid of Fiscal Operations Report and Application to Participate (FISAP)</u> – scanned electronic copy of PeopleSoft generated report. 2. <u>Application portion of FISAP</u> : PeopleSoft reports generated for completion of the FISAP and a copy of the scanned document with signature are saved to an electronic file.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All financial aid records are confidential and access is limited to financial aid staff. Security in Peoplesoft is restricted by staff member role and access for ImageNow is set up by user and access is granted for specific folders. All security is set up by IT. All records are protected by: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM All information in ImageNow is linked to a financial aid year. Notes are added on a customized page within ImageNow and financial aid staff have access to add notes to documents. The actual document scanned is not revised. Additional notes/documents are added to a student file on an ongoing basis tied to a specific aid year.		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Financial aid student documents are scanned into ImageNow by financial aid staff. Student documents are tied by name and student ID and also tied to a specific financial aid year. All ImageNow records are stored on college server. Student financial aid information stored in PeopleSoft. Files are received from the US Department of Education that contain FAFSA data, loan data and disbursement records are stored on a financial aid shared drive that only financial aid staff have access to. Files are moved to a shared drive that is mapped to PeopleSoft for the file load process. Financial aid staff have a FCC Shared drive to store financial aid electronic records.		

4

12 RECOMMENDED RETENTION Retain for three (3) years from the end of the award year (June 30) in which the report was submitted, then destroy		
13 TYPED OR PRINTED NAME OF PREPARER Brenda K. Dayhoff	14 TELEPHONE NUMBER 301-846-2663	15 DATE 3/15/17
16 TITLE OF PREPARER Executive Director, Financial Aid		
DGS 550-6 (rev. 10/12)		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u>5</u> of <u>9</u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Learning Support	3 UNIT Financial Aid
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Federal Loans	5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow Data entered/processed in PeopleSoft Data from Department of Education electronic files	7 OUTPUT - Identify the use/s of information generated by system Financial aid staff members and student workers who have been authorized to have access	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.		
<ol style="list-style-type: none"> 1. <u>Federal Student Aid – Institutional Student Information Record (ISIR) - (Free Application for Federal Student Aid (FAFSA) data) includes records loaded into EdExpress (U.S. Department of Education) software and electronic files containing FAFSA data stored on shared network drive. These are electronic files that contain FAFSA data and electronic ISIR records</u> 2. <u>Documentation of any refund/return overpayment to the Federal Student Aid (FSA) program fund, a lender, or the Department.</u> This paperwork includes documentation to support refund/overpayment and paperwork sent to student and U.S. Department of Education. It is scanned into ImageNow from hardcopy. 3. <u>FAFSA data, award data, checklist item list and other award related information stored in PeopleSoft:</u> Records for each student will be different but could include a combination of any of the following that are scanned into ImageNow: FCC financial aid application, verification worksheet, tax returns, tax return transcripts, W-2's, low income worksheet, dependency override form and documentation, documentation of dependents, documentation of dependents other than spouse, academic transcripts, SAP appeal documentation, work-study applications, work-study contracts, work-study job descriptions, asset letter, child support paid documentation, citizenship documentation, high school completion documentation, and household resources documentation. 4. <u>Records of all FSA program transactions.</u> PeopleSoft is used to create electronic files for FAFSA corrections, origination and disbursement files that are transmitted to U.S. Department of Education agencies, and ISIR data files stored on the financial aid shared drive. 5. <u>Identity and Statement of Educational Purpose Documentation</u> – Identity and statement of educational purpose – Scanned into ImageNow from original. 6. <u>FSA Program Reconciliation reports – Pell</u> – required to document reconciliation of Title IV Programs – documents are required to be kept for three years from the end of the award year. Documents include COD (Common and Origination) U.S. Department of Education agency reports of funding balances and paper reports from PeopleSoft showing balances for Pell disbursements. 7. <u>FSA Program Reconciliation reports – Direct Loans</u> – Documents end of the month reconciliation for Direct Loan Program - documents are required to be kept for three years from the end of the award year Documents include COD (Common and Origination) U.S. Department of Education agency reports of funding balances and paper reports from 		

PeopleSoft showing balances for Direct Loan disbursements and copies of Finance Office reconciliations.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

All financial aid records are confidential and access is limited to financial aid staff. Security in Peoplesoft is restricted by staff member role and access for ImageNow is set up by user and access is granted for specific folders. All security is set up by IT. All records are protected by: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

All information in ImageNow is linked to a financial aid year. Notes are added on a customized page within ImageNow and financial aid staff have access to add notes to documents. The actual document scanned is not revised. Additional notes/documents are added to a student file on an ongoing basis tied to a specific aid year.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Financial aid student documents are scanned into ImageNow by financial aid staff. Student documents are tied by name and student ID and also tied to a specific financial aid year. All ImageNow records are stored on college server.

Student financial aid information stored in PeopleSoft. Files are received from the US Department of Education that contain FAFSA data, loan data and disbursement records are stored on a financial aid shared drive that only financial aid staff have access to. Files are moved to a shared drive that is mapped to PeopleSoft for the file load process.

Financial aid staff have a FCC Shared drive to store financial aid electronic records.

12 RECOMMENDED RETENTION

Scan to Maryland State Archives standards, then retain paper version until the end of the award year. Retain digital version for three (3) years from the end of the award year in which the student last attended, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER

14 TELEPHONE NUMBER
301-846-2663

15 DATE
3/15/17

Brenda K. Dayhoff

16 TITLE OF PREPARER

Executive Director, Financial Aid

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>7</u> of <u>9</u>	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Learning Support		3 UNIT Financial Aid	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Title IV Program Participation Agreement (PPA/ECAR)				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow Data entered/processed in PeopleSoft Data from Department of Education electronic files			7 OUTPUT - Identify the use/s of information generated by system Financial aid staff members and student workers who have been authorized to have access		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 1. <u>Program Participation agreement, approval letter and Eligibility and Certification Approval Report (ECAR): ECAR (Eligibility and Certification Approval Report) downloaded copy saved to financial aid shared drive</u>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All financial aid records are confidential and access is limited to financial aid staff. Security in Peoplesoft is restricted by staff member role and access for ImageNow is set up by user and access is granted for specific folders. All security is set up by IT. All records are protected by: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM All information in ImageNow is linked to a financial aid year. Notes are added on a customized page within ImageNow and financial aid staff have access to add notes to documents. The actual document scanned is not revised. Additional notes/documents are added to a student file on an ongoing basis tied to a specific aid year.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Financial aid student documents are scanned into ImageNow by financial aid staff. Student documents are tied by name and student ID and also tied to a specific financial aid year. All ImageNow records are stored on College server. Student financial aid information stored in PeopleSoft. Files are received from the US Department of Education that contain FAFSA data, loan data and disbursement records are stored on a financial aid shared drive that only financial aid staff have access to. Files are moved to a shared drive that is mapped to PeopleSoft for the file load process. Financial aid staff have a FCC Shared drive to store financial aid electronic records.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, retain paper version until the end of the award year, and then destroy. Retain digital versions for three (3) years from the end of the award year for which aid was awarded, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Brenda K. Dayhoff		14 TELEPHONE NUMBER 301-846-2663		15 DATE 3/15/17	
16 TITLE OF PREPARER Executive Director, Financial Aid					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>8</u> of <u>9</u></p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Learning Support</p>	<p>3. Unit Financial Aid</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title – Identity and Statement of Educational Purpose Documentation</p>	<p>5. Earliest Year/Latest Year 2009 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Identity and Statement of Educational Purpose Documentation.</u> Documents include copies of a valid government-issued photo identification (ID) and a signed FCC Identity and Statement Educational Purpose Form. Paper copies of this documentation must be maintained.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Depends on the document the frequency of use</p>	<p>12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Three years</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Jefferson Hall, 3rd Floor, Rooms J302 and J316</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Access limited to Financial Aid Staff The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p> <p>Files could be selected for audit</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>If student received a Federal loan, retain for three (3) years from the end of the award year in which the student last attended. If student did not receive a loan, retain for three (3) years from the end of the award year in which the aid was awarded.</p>	
<p>19. Name and Title of Preparer Brenda K. Dayhoff, Executive Director, Financial Aid</p>	<p>20. Telephone Number 301-846-2663</p>	<p>21. Date 3/15/17</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>9</u> of <u>9</u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Learning Support	3 UNIT Financial Aid
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Identity and Statement of Educational Purpose Documentation		5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>Present</u>
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow	7 OUTPUT - Identify the use/s of information generated by system Financial aid staff members and student workers who have been authorized to have access	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documentation includes copies of a valid government-issued photo identification (ID) and a signed FCC Identity and Statement Educational Purpose form.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All financial aid records are confidential and access is limited to financial aid staff. Security in Peoplesoft is restricted by staff member role and access for ImageNow is set up by user and access is granted for specific folders. All security is set up by IT. All records are protected by: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM All information in ImageNow is linked to a financial aid year. Notes are added on a customized page within ImageNow and financial aid staff have access to add notes to documents. The actual document scanned is not revised. Additional notes/documents are added to a student file on an ongoing basis tied to a specific aid year.		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Financial aid student documents are scanned into ImageNow by financial aid staff. Student documents are tied by name and student ID and also tied to a specific financial aid year. All ImageNow records are stored on College server. Student financial aid information stored in PeopleSoft. Files are received from the US Department of Education that contain FAFSA data, loan data and disbursement records are stored on a financial aid shared drive that only financial aid staff have access to. Files are moved to a shared drive that is mapped to PeopleSoft for the file load process. Financial aid staff have a FCC Shared drive to store financial aid electronic records.		
12 RECOMMENDED RETENTION If student received a Federal loan, retain for three (3) years from the end of the award year in which the student last attended. If student did not receive a loan, retain for three (3) years from the end of the award year in which the aid was awarded.		
13 TYPED OR PRINTED NAME OF PREPARER Brenda K. Dayhoff	14 TELEPHONE NUMBER 301-846-2663	15 DATE 11/30/17
16 TITLE OF PREPARER Executive Director, Financial Aid		
DGS 550-6 (rev. 10/12)		