

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

STUDENT RECORDS
Schedule 3: Student Financial Services

This records retention schedule will apply to the Andrews University campus and all of its affiliated institutions. Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

TRAINING AND ASSISTANCE: The staff of the Andrews University Archives and Records Center will provide training and assistance with the implementation of this personnel records schedule.

CONFIDENTIALITY: All record series that are transferred to the AUARC are treated as confidential with the exception of official Andrews University publications and those items that are designated as open records by the individual and/or office of origin.

APPROVALS: This document has been created for the office of the Legal Council from a Records Retention Schedule approved by the AUARC and the AUARC Committee.

CODES:
 Retention in Office: 00 = years, U = useful life in office/period of reference value
 Retention at RC/AHC: PERM = Permanent, 00 = years
 Disposal: Archives = University Archives, AHC = Adventist Heritage Center
 D = discard/shred/erase, R = review with AUARC for PERM in RC, Archives or AHC, or D

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
Financial Aid Records These include also documents about loans and grants.	5	---	D	After graduation or date of last attendance
Student Accounts Records , active Included are tuition and fee charges.	3	---	D	After graduation or date of last attendance Note: Records of Student Accounts that have not been payed off at that time are transferred to the Collection Office.
Student Accounts Records , collections Included are tuition and fee charges.	U	---	D	These records are kept at the Collection Office. See Note above.