

Department Records Retention Schedule



This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name Student Financial Services	Office I.D. # 1930	Records Coordinator	Telephone 335-9721	E-Mail
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 29, 2016	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Federal Student Aid Programs Applications and Reports</p> <p>Provides a record of reapproval/recertification applications and associated reports required for the University to participate in federal student financial aid programs. Includes the Fiscal Operations Report and Application to Participate (FISAP) and the Application for Approval to Participate in Federal Student Financial Aid Programs (E-App). Records are required in accordance with 34CFR600.31 and U.S. Department of Education rules.</p> <p>(Length of retention is based on functional need, as retention period is not stipulated in federal rules or regulations.)</p>	U.S. Dept. of Education	Retain for 6 years after end of fiscal year, then destroy.	99-03-59041 revision 1	