

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	ACG Spreadsheets	Excel spreadsheet of students that self-certify for the ACG grant. Maintained on Financial Aid Server.	0607 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	ACG/Smart Spreadsheets	Excel Spreadsheets used to track and award eligible students; maintained on Financial Aid Server.	0607 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Athletic Scholarships	Sheets from coaches telling what each student is awarded; divided by sport, filed by sport	0304 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	College Work study Bookkeeping	Excel spreadsheet of pay by pay account of all students on CWS and by year/pay period, filed alphabetically by last name maintained on the Financial Aid Server.	0304 - pres	electronic	educ2000	1 year
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Current Scholarship Applications	Application and recommendations for non awarded students, filed alphabetically by last name	0506 - pres	paper	ADM9900	active + 1
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Defaulted Student Loans	Listing of students who are now in default of student loans, filed chronological by release date.	2003 - 04	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Delinquent Borrowers by School	Listing of students who have had student loans that are now in preclaim status, filed chronologically by date.	2003 -04	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	EdConnect Log	Maintained on EdConnect database located on the computer system used to process FAFSA, filed by batch type on the Financial Aid Server.	0405 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	EFT Loan Rosters	Disbursement rosters by academic year/semester for all monies dispersed electronically; filed chronological by date, saved on Financial Aid Server.	0304 - pres	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Fee Waiver Database	Excel spreadsheet used to track and award fee waivers; maintained on Financial Aid Server.	0708 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Fee Waivers	Fee waivers for SSU employees and dependents, filed alphabetically by last name	0304 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	FISAP	Electronic files of FISAP data maintained on the Financial Aid Server, filed by submission year.	0304 - pres	paper	educ2000	active + 6

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Academic	Enrollment Management	Financial Aid Office	University Center Room 218	List of Scholarship Recipients	Spreadsheet of all recipients of scholarships we have awarded/transmitted, filed alphabetically by last name	0304 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Loan Certification Records	Batch files of loan records exported to the loan lender, guarantor, or servicer. Filed chronologically by date on Financial Aid Server.	0304 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	OIG/OIP/OWO/OES/OC OG	System printouts and electronic files generated and sent to OBR in Columbus, filed by roster number/alphabetically by last name	0304 - pres	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Pcard Transactions	Pcard transactions and approvals for Financial Aid Staff.	0506 - pres	paper	ACC1000	active + 4
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Pell Batch Summary	Batch Summary is maintained electronically on the Financial Aid Server, filed by batch ID, on the Financial Aid Server.	0405 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	SAP Appeal Tracking Spreadsheet	Excel spreadsheet used to track the status of SAP appeals. Sorted on financial aid server. Maintained chronologically by date	0708 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Scholarship Statistics	Statistics used for Director's year end report		electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Scholarships	Title, eligibility requirements, amount to be given, how many given, on all scholarships known to be available to our students, filed alphabetical by scholarship title	0506 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Stafford Loan Origination Records	Applicant records of all Stafford and Plus loans sent electronically, loan history accessible through Opennet website, filed random on Financial Aid Server.	0304 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Standards of Progress	List of students on Standards of Progress. Filed alphabetically by last name, by term.	0304 - pres	paper	educ2000	active + 6

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Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Student Financial Aid Files	All financial aid records for each student including ISIRs, verification information, loan requests/applications, scholarships, work study, third party, special condition applications, independent status, standards of progress, and any other information pertaining to financial aid located on the Financial Aid Server.	2003-04	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	TEACH Spreadsheet	Excel Spreadsheets used to track and award eligible students; maintained on Financial aid Server.	0809 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Third Party Billing Contracts	Written contracts between SSU and a Third Party for billing of specified student accounts	0304 - pres	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Veteran Files (Active)	Veterans receiving GI Bill education benefits, CH 106, 30, 32, 35, filed alphabetically by last name	0304 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Work Study Applications	Applications of students applying for work study, filed alphabetically by last name	0304 - pres	paper	educ2000	active + 6