

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Academic	Enrollment Management	Financial Aid Office	Student Business Center	ACG Spreadsheets	Excel spreadsheet of students that self-certify for the ACG grant. Maintained on Financial Aid Server.	0607 - Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	ACG/Smart Spreadsheets	Excel Spreadsheets used to track and award eligible students; maintained on Financial Aid Server.	06/07 - Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Athletic Scholarships	Sheets from coaches telling what each student is awarded; divided by sport, filed by sport	04/05- Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	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.	09/10- Present	electronic	educ2000	1 year
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Current Scholarship Applications	Application and recommendations for non awarded students, filed alphabetically by last name	09/10- Present	paper	ADM9900	active + 1
Academic	Enrollment Management	Financial Aid Office	Student Business Center	EdConnect Log	Maintained on EdConnect database located on the computer system used to process FAFSA, filed by batch type on the Financial Aid Server.	04/05- Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	EFT Loan Rosters	Disbursement rosters by academic year/semester for all monies dispersed electronically; filed chronological by date, saved on Financial Aid Server.	04/05- Present	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Fee Waiver Database	Excel spreadsheet used to track and award fee waivers; maintained on Financial Aid Server.	07/08- Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Fee Waivers	Fee waivers for SSU employees and dependents, filed alphabetically by last name	04/05- Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	FISAP	Electronic files of FISAP data maintained on the Financial Aid Server, filed by submission year.	04/05- Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	List of Scholarship Recipients	Spreadsheet of all recipients of scholarships we have awarded/transmitted, filed alphabetically by last name	04/05- Present	electronic	educ2000	active + 6

Academic	Enrollment Management	Financial Aid Office	Student Business Center	Loan Certification Records	Batch files of loan records exported to the loan lender, guarantor, or servicer. Filed chronologically by date on Financial Aid Server.	04/05-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	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	04/05-Present	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Pcard Transactions	Pcard transactions and approvals for Financial Aid Staff.	06/07-Present	paper	ACC1000	active + 4
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Pell Batch Summary	Batch Summary is maintained electronically on the Financial Aid Server, filed by batch ID, on the Financial Aid Server.	04/05 - Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	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	Student Business Center	Scholarship Statistics	Statistics used for Director's year end report	04/05-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	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	Student Business Center	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.	04/05-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Standards of Progress	List of students on Standards of Progress. Filed alphabetically by last name, by term.	04/05-Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	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.	04/05-Present	electronic	educ2000	active + 6

Records Inventory
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Shawnee State University

Academic	Enrollment Management	Financial Aid Office	Student Business Center	TEACH Spreadsheet	Excel Spreadsheets used to track and award eligible students; maintained on Financial aid Server.	08/09-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Third Party Billing Contracts	Written contracts between SSU and a Third Party for billing of specified student accounts	04/05-Present	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Veteran Files (Active)	Veterans receiving GI Bill education benefits, CH 106, 30, 32, 35, filed alphabetically by last name	04/05-Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Work Study Applications	Applications of students applying for work study, filed alphabetically by last name	04/05-Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Disb Data Files	Electronic files with loan disbursement dates and student info used to send email/ letters to students.	06/07-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	EFT Data Files	Electronic files with student info and loan amounts used to send email/letters to students.	05/06-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Schell Loan Balance Reports	Yearly balance report for Schell loan.	06/07-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Scholarship Deposits	Deposits of scholarship checks.	09/10-Present	paper	FIN1000	4 yrs.