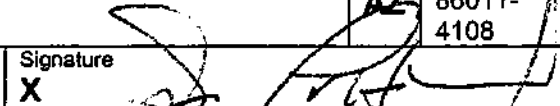


RECORDS RETENTION AND DISPOSITION SCHEDULE

PROVIDING ACCESS
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Arizona

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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Phoenix, Arizona 85009
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PAGE 1 of 1


State Agency Password	Political Subdivision	Agency Name Northern Arizona University		
Org. Unit/Division Office of Student Financial Aid		Office	Phone	
Address NAU Box 4108		City Flagstaff	AZ	Zip 86011-4108
Submitted By (Name) James Pritchard	Title Director, Financial Aid	Signature 		

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records shall be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond the time and to periods indicated herein, or extending special circumstances warrant the extension of any of these retention periods, records should be deleted. If it is determined that any of these record series may be appropriate for transfer, should be transferred to the Arizona State Library, Archives and Public Records Management Division to inquire about a change to the retention period. Only the State Library, Archives and Public Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Financial Aid Financial Aid Application and Award Records	906	1	5	6	Including (to the extent applicable to specific programs): Electronic records-need analysis, NSLDS information, authorization and award information. Paper records-copies of documents submitted by students and parents for verification of student aid application information and similar records relating to the application for and award of grants, scholarships, loans, veteran's education benefits or opportunities to participate in work/study programs. Retention starts after the fiscal year of award.
2.	Financial Aid Disbursement and Repayment Records		1	5	6	Including (to the extent applicable to specific programs): Electronic records-documentation of entrance and exit counseling Paper records-work/study certifications and time reports

Supersedes Schedule Dated:

3/3/1989

Approved by:  Director, Arizona State Library, Archives and Public Records	Approval Date: NOV 24 2003
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