



University of Washington  
**Departmental Records Retention Schedule**

REFERENCE: RCW 40.14

**APPROVED**

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
Office of Student Financial Aid	/15/05/	REV: 10 S. Kay Lewis	543-6107	Box 355880	v 2.28 (Feb 2024)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

**Award Administration Files**

Provides record of UW applications for state and federal financial aid funds. Includes applications, award notifications, correspondence, program reports, etc.

End of Award Year in Which Aid was Granted 3Y 88-1-41413 SHRED/ DELETE

**Eligibility Lists**

Various electronic and paper lists used to monitor student eligibility for financial aid and revise awards as needed. Lists produced from internal and external data and resource changes that potentially affect aid eligibility. May include outside aid lists, athletic aid lists, residency change reports, application change reports from the federal processing systems and other lists produced ad hoc to comply with federal, state and institutional rules.

End of Fiscal Year 1Y 12-09-68323 SHRED/ DELETE

**Federal and State Reconciliation File**

Provides a record of the request for federal and state funds as well as the record of the expenditures from those funds. May include reconciliation working papers, electronic transmissions to federal and state agencies, Common Origination and Disbursement system reports, and statement of accounts, student adjustment records.

End of Award Year in Which Report was Submitted 3Y 88-1-41402 SHRED/ DELETE

**Financial Aid Applications -- Enrolled**

Provides information to determine eligibility for student financial aid.

End of Last Award Year in Which Student Last Attended 6Y 89-1-43561 SHRED/ DELETE

Records Officer Name Records Officer Signature

**Barbara Benson**

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*Barbara Benson*

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**Financial Aid Applications -- Not Enrolled**

Provides information required to determine eligibility for receipt of financial aid for applicants who were not enrolled as students to the UW during the award year.

End of Award Year in Which Not Admitted      1Y      88-1-41383      SHRED/ DELETE

**Fiscal Operations Report and Application to Participate (FISAP)**

Annual report submitted to the federal government to allow UW participation in three federal student financial aid programs: the Perkins Loan, Supplemental Educational Opportunity Grant and College Work Study Programs. Provides information on previous year's award and request for award in the upcoming years.

End of Award Year in Which Report was Submitted      5Y      WSGS 09006      Archival

**Job Referral Forms**

Provides record of federal and state Work-Study positions offered by employers, and the student employees hired into those positions.

End of Academic Year      3Y      88-1-41395      SHRED/ DELETE

**Off-Campus Employer File**

Provides record of employers off-campus who employ financial aid students through state or federal programs. May include Work-Study contracts, correspondence, job announcements and descriptions, and notations of students hired.

End of Award Year in Which Report was Submitted      3Y      88-1-41397      SHRED/ DELETE

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**Off-Campus Payroll Vouchers**

Provides record of a Work-Study student's hours worked, supervisor and student certification, and reimbursement request for federal and state agreement employers.

End of Award Year in Which Report was Submitted 3Y 88-1-41400 SHRED/ DELETE

**On-Campus Job Descriptions**

Provides description of state or federal Work-Study job within a UW department. Includes supervisor's name and payroll contact.

End of Award Year in Which Report was Submitted 3Y 88-1-41396 SHRED/ DELETE

**On-Campus Time Sheets**

Provides record of student hours worked, and both supervisor and student verification of those hours, for students awarded either state or federal Work-Study aid.

End of Award Year in Which Report was Submitted 3Y 88-1-41398 SHRED/ DELETE

**Packaging Aid Reports**

Provides record of awards made to financial aid students through the automated fund awarding system. May include reports and student rosters.

End of Fiscal Year 3Y 88-1-41393 SHRED/ DELETE

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**Scholarship Applications**

Documents students' eligibility for and compliance with program requirements for scholarships.

End of Award Year for Which Aid was Awarded      3Y      88-1-41405      SHRED/ DELETE

**Scholarship Files (Donor)**

Provides record of scholarships administered by the Financial Aid Office. May include administrative requirements, notations of donations received, copies of wills, correspondence, etc.

End of Award Year for Which Aid was Awarded      5Y      88-1-41404      Potentially Archival

**Unit Record Report**

Annual report submitted to the Washington Student Achievement Council concerning demographic distribution of financial aid, and the State College Work Study Program.

End of Award Year in Which Report was Submitted      5Y      WSGS 09006      SHRED/ DELETE

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