



RECORDS RETENTION AND DISPOSITION SCHEDULE

Higher Education, Commission For. Student Assistance.

Agency: Student Assistance		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2004-14	SEAS DATABASE The Scholar Enrollment and Affirmation System contains student application data for the 21st Century Scholars program and supporting income data. Any records not originally created in electronic format are imaged and added to the database.	IMAGE hard copy records according to IARA standards on receipt; DESTROY hard copies after verification of images for completeness and legibility. BACK UP database to Computer Output Microfiche (COM) annually. TRANSFER COM to the INDIANA ARCHIVES for permanent archival retention.
2	78-444	GRADS DATABASE The Grant Reporting and Award Delivery System, an electronic submission and storage program, contains all student records for scholarships and grants administered by State Student Assistance Commission of Indiana. Information includes but is not limited to: application data, award history, edit history, comments from staff, e-mail correspondence, and membership in programs such as 21st Century Scholar, Nursing or Minority Teacher Programs, Hoosier Scholars, National Guard grants, and the Child of Veteran or Certain Public Safety Officer Program (CVO).	DELETE records of students who did not meet the eligibility requirements to receive a state award after receipt of State Board of Accounts audit report and satisfaction of unsettled charges. DELETE student award records ten (10) years after final disbursement of award, and after receipt of State Board of Accounts audit report and satisfaction of unsettled charges.
3	78-453	CHPS DATABASE The Core 40 and Honors Internet Update System is an electronic registry of diploma types into which Indiana high schools enter school and student information, which is then matched with students in the Grads database to determine eligibility for student aid.	DELETE student records after ten (10) years and after the corresponding record in the GRADS database (RS 78-444) has been deleted.