



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Student Aid

Division: Lincoln University

Sub-Section:

**TITLE:** Master Schedule of Awards-list of all student awards, amounts by program, wheather accepted or declined, enrolled, amounts awarded and balance

**CUTOFF:**

**DESCRIPTION:** Master Schedule of Awards-list of all student awards, amounts by program, wheather accepted or declined, enrolled, amounts awarded and balance

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 10767      **SERIES STATUS:** Approved

**APPROVAL DATE:** 02/27/1992

**TITLE:** Reference and Printed Material

**CUTOFF:**

**DESCRIPTION:** Reference and Printed Material

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 10769      **SERIES STATUS:** Approved

**APPROVAL DATE:** 02/27/1992

**TITLE:** Student Awards Not Claimed-fail to enroll; and have not previously received awards

**CUTOFF:**

**DESCRIPTION:** Student Awards Not Claimed-fail to enroll; and have not previously received awards

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 10768      **SERIES STATUS:** Approved

**APPROVAL DATE:** 02/27/1992

**TITLE:** Student Financial Aid Folders: Contains need analysis, Financial Aid voucher card, applicant award letter, denial letter, year to date awards, student eligibility report of BEOG, release of information form, memo to

**CUTOFF:**

**DESCRIPTION:** Student Financial Aid Folders: Contains need analysis, Financial Aid voucher card, applicant award letter, denial letter, year to date awards, student eligibility report of BEOG, release of information form, memo to student file and job assignments. (Institutional Scholarships, PELL, SEOG, NSDL, CWSP, other sources of Aid) Basic Education Opportunity Grant, Supplemental Education Opportunity Grant, National Defense Student Loan, College Work Study Program

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 10766      **SERIES STATUS:** Approved

**APPROVAL DATE:** 02/27/1992