

State of Nevada Western Interstate Commission for Higher Education

Version Date: 10/16/2013

1988002 Applicant Files

Reviewed: 05/20/1998

Description: This record series is used to document the processing of applying for student loans, including all documents pertaining to certification and alternate files. Those certified have their documents transferred to the Recipient Files. The series may include, but is not limited to: Applications with associated documentation; Investigative and determination records; Related correspondence.

Retention: Retain for a period of five (5) calendar years after the date of the application.

Disposition: Destroy Securely

1998040 Professional Student Exchange Program (PSEP)

Reviewed: 05/20/1998

Description: This record series documents the Professional Student Exchange Program (PSEP). The files may contain, but are not limited to:
(a) Brochures, pamphlets, informational reports on these programs, and
(b) Correspondence and notes concerning yearly programs, yearly program plans, and associated records.

Retention: Retain the records listed under (a) for as long as administratively useful and records listed under (b) for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1988003 Professional Student Exchange Program (PSEP) Certification Files

Reviewed: 05/20/1998

Description: This record series documents the applications qualifying for certification within the PSEP. The files may contain, but are not limited to: Application material; Certification records and reports; Procedural material; Related correspondence.

Retention: Retain for a period of five (5) calendar years after the date of application.

Disposition: Destroy Securely

1998038 Recipient Files

Reviewed: 05/20/1998

Description: This record series is used to document and control student loans in accordance to NRS Chapter 397. The files may include, but are not limited to: Contact and personal identifying information; Application with associated records; Loan documentation including accounting records; Promissory notes; Academic progress reports including copies of transcripts of grades; Related correspondence.

Retention: Retain these records for a period of twenty (20) calendar years after the promissory note is paid in full or written off by Commission action.

Disposition: Destroy Securely

1998042 Student Loan Program Files

Reviewed: 05/20/1998

Description: This record series documents student loans. The files may contain, but are not limited to: Delinquent Loan List; Stipend Grant Practice Verification Files; Accounting records and reports; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

1998043 Student Loan Program Files: Statistical Reports

Reviewed: 05/20/1998

Description: This record series is composed of statistical reports for the Student Loan Program. The files may contain, but are not limited to: Current Loans Report; Delinquent Loans Report; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Permanent: Transfer to State Archives