

State of Nevada TRE: Nevada Pre-Paid Tuition Program

Version Date: 10/16/2013

2003078 Banner Nevada Prepaid Tuition Program Imaging and Database System

Reviewed: 05/21/2003

Description: This record series is used to administer the Nevada Prepaid Tuition Program as described in NRS 353B.010 to 353B.190 and NAC 353B.010 to 353B.510. This system uses Banner software, including Banner Imaging. The database includes imaged documents and regular database applications. The imaged documents may include, but are not limited to: Nevada Pre-Paid Tuition Program Application and associated documentation; Nevada Pre-Paid Tuition Program Enrollment Form; Automatic Payment Authorization; Enrollment Signature Card (a letter sized form), and; The database has fields taken from the imaged documents and includes details on the purchaser, beneficiary and payment plan. The imaged documents are accessible to the purchaser via the Treasurer's website.

Retention: Retain this data for six (6) calendar years from the termination of the contract, maintaining data in a secure and protected manner and providing for the eventual migration to newer hardware and software.

Disposition: Destroy Securely

2002097 Nevada Prepaid Tuition Files

Reviewed: 05/21/2003

Description: This record series documents and administers the program of Prepaid Tuition as described in NRS 353B.010 to 353B.190 and NAC 353B.010 to 353B.510. The files may contain, but are not limited to: Copies of Advantage IFS reports; Verification of key entry of data (Advantage IFS); Nevada Pre-Paid Tuition Program Application with associated documentation; Nevada Pre-Paid Tuition Program Enrollment Form; Automatic Payment Authorization, Enrollment Signature Card (a letter sized form), and; Related correspondence

Retention: Retain these records for thirty (30) calendar years from the end of the calendar year in which the contract for the Trust Fund was created.

Disposition: Destroy Securely