

State of Nevada TRE: Governor Guinn Millennium Scholarship Program

Version Date: 10/12/2016

2010032 Application Files: Not Funded

Description: These records document the applicants for the Governor Guinn Millennium Scholarship Program (See NRS 396.926 et seq.) that were not funded. The files may contain, but are not limited to: Application with associated documentation; Determination documentation including denial letter; Appeals with associated supportive documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of denial or final outcome of any appeal, whichever is later.

Disposition: Destroy Securely

2007077 Financial Files

Description: These records document the financial administration of the Governor Guinn Millennium Scholarship Program (See NRS 396.926). The files may contain, but are not limited to: Requests for advancement of funds; Transfer of funds documentation; Enrollment and Funds Report; Disbursement summaries and reports; Reconciliation reports; Copies of various IFS Advantage reports; Workpapers with copies of supportive documentation, and; Related correspondence

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2007076 Governor Guinn Millennium Scholarship Applications

Description: These records document the applicants and recipients of the Governor Guinn Millennium Scholarship Program (See NRS 396.926). The files may contain, but are not limited to: Acknowledgement of Award form; Appeals form with associated supportive documentation; Data Requirement form with associated supportive documentation (transcripts, GED Proficiency Exam reports, etc.); Documentation of proof of residency; Contact information (including change of address & change of name forms); Military Duty Application for Extension; Logs and worksheets, and; Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of application or from the date of termination of funding, whichever is later.

Disposition: Destroy Securely

2007078 High School Eligibility Files

Description: These records document the eligibility reports sent to the Governor Guinn Millennium Scholarship Program (See NRS 396.926). The files may contain, but are not limited to: Data Requirement Report; List of Eligibles (containing the student's name, address, phone number, school ID#, SSN, GPA data and school data), and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the academic year to which they pertain. If the data contained in these records is entered into the INSTEP electronic record system, the paper documents may be disposed of after verification of data entry (See NRS 239.051).

Disposition: Destroy Securely

2007079 Institution Files

Description: These records document the reports from accredited institutions receiving funds through the Governor Guinn Millennium Scholarship Program (See NRS 396.926). The files may contain, but are not limited to: Authorization to Correct Student Records; Students with Documented Disabilities form; 100% Refund and Incomplete Grade Report; Copies of supportive documentation, and; Related correspondence

Retention: Retain these records for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely