

State of Nevada Western Interstate Commission for Higher Education

Version Date: 7/11/2018

Department ID /1280100/

1988002 Applicant Files - Unfunded

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

Minimum

Retention: Retain for five (5) fiscal years from the end of the fiscal year in which the application was denied, withdrawn or incomplete.

Disposition: Destroy Securely

1998038 Recipient Files

Description: This record series is used to document student loans in accordance to NRS Chapter 397. The files may include, but are not limited to: contact information, application with associated records, loan documentation, promissory notes, academic progress reports including transcripts of grades; related correspondence.

Minimum

Retention: Retain for twenty (20) fiscal years after the contract satisfaction.

Disposition: Destroy Securely

1998043 Statistical Reports

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.

Minimum

Retention: Retain for twenty (20) fiscal years from the end of the fiscal year in which the report was finalized.

Disposition: Permanent: Transfer to State Archives