

**Washington State College of Ohio
Student Services Record Retention Schedule**

Record Title	Description	Period of Retention	Form of Retention	Method of Destruction	Document Owner
Title IV Financial Aid records relating to Title IV Student Eligibility	Program Participation Agreement, Approval Letter, Eligibility, and Cost of Attendance Information, and Documentation of a student's	white Active + 0 years	Hard Copy, OnBase, computer	Destroy	Financial Aid
Title IV Fiscal Records	bank statements for all accounts	white Active + 5 years	Hard Copy, OnBase, computer	Destroy	Financial Aid Office
Title IV Loan Program Records	certification or origination record, loan current academic year	white Active + 0 years	Hard Copy, computer	Destroy	Financial Aid
Ohio Instructional Grant Applications for Admissions	Paper Applications for Admissions, printed copies of students' online	5 years, or stored, or	OnBase and Ellucian Colleague	Destroy	Admissions
High School Transcripts and ACT and SAT test score records	Official high school transcripts and test transcripts provided to WSCC for proof of prospect inquiry cards, campus visit	10 years, or stored, or	OnBase and Ellucian Colleague	Destroy	Admissions
Transient Documents	Electronic record of a student's request for information	1 Year	Electronic, stored within institutional	Shred	Admissions
Prospect Records	Electronic record of a student's application for admission	5 years, or stored	Electronic, stored within institutional	batch purge process	Admissions
Application Records					
	shredding or via approved document				

Storage Location	Review Completed
Financial Aid Office	TRUE
Student Services	TRUE
APPLICATION	TRUE
APPLICATION	TRUE
Module of	