

## BURSAR

### NATIONAL DEFENSE STUDENT LOANS

**670.01            Financial Accounting System AMO Reports  
Documenting NDSL Fund Transactions (Duplicates)**

Dates:                            1977 -  
Volume:                         2½ Cu. Ft.  
Annual Accumulation:       Negligible  
Arrangement:                 Chronological

These computer printout reports are generated under the Financial Accounting System (FAS). Because of the nature of federal reporting on a cumulative basis incidental to Nation Defense Student Loan Program fund accounting, this series possesses active and semi-active reference value for a period of ten (10) years and ongoing historical value thereafter.

Application 87-66, item 380.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.

**Recommendation:**       Retain in office for ten (10) years, then microfilm and dispose of original paper. Retain all record series microforms in office for twenty (20) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**670.02            National Defense Student Loans or "Perkins"  
Loans Individual Account Files (Active and  
Inactive)**

Dates:                            1958 -  
Volume:                         115½ Cu. Ft.  
Annual Accumulation:       4 Cu. Ft.  
Arrangement:                 Alphabetical

This series consists of the individual files of NDSL Loan accounts, both "active" (i.e., in the process

of disbursement and collection) and "inactive" (cancelled due to bankruptcy and/or death, paid-in-full, assigned to the U.S. Department of Education etc.). File contents consist of loan applications, Exit Interview Teacher Cancellation of Payments, payment deferment forms, payment ledgers, accounts of collection activity and copies of promissory notes.

Application 87-66, item 380.02, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for one (1) year after the settlement and/or closure of each account, the microfilm and dispose of original paper. Retain all record series microforms in office for thirty (30) years after generation, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 670.03

### University Accounting service Reports

Dates: 1985 -  
Volume: 5 Cu. Ft.  
Annual Accumulation: 2½ Cu. Ft.  
Arrangement: Chronological

These reports in both microfiche and hard copy are received from the University Accounting Service for providing the status of the overall financial administration of monies handled by the Bursar as generated under the Nation Defense Student Loan Program.

Application 87-66, item 380.03, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain hard copy reports in office for five (5) years, then dispose of provided all audits have been completed under the supervision of

the Auditor General, if necessary, and no litigation is pending or anticipated.

**670.04**

**Administrative Correspondence and Related Documents (Originals and Duplicates)**

Dates: 1958 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and Alphabetical

This file series consists of incoming and outgoing correspondence, memos, drafts, working papers, procedure documents, regulations documents/information, and related materials.

Application 87-66, item 380.04, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain correspondence not pertinent to regulation information in office for three (3) years, then dispose of. Retain regulations documents and correspondence in office until superseded, then offer to the University Archives for accessioning upon the expiration of active and semi-active referral frequency. If Archives accessioning is denied, maintained and dispose of all inactive procedural documents on a discretionary basis.

**670.05**

**Collection Agency Billings Files**

Dates: 1977 -  
Volume: 1½ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file consists of the Bursar's copies of billings received from the contracting collection agency for recovering delinquent student loan accounts.

Application 87-66, item 380.05, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs

and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for ten (10) years, then microfilm and dispose of original paper. Retain all record series microforms in office for an additional ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**670.06**

**Vouchers and Schedules (Duplicates)**

Dates: 1977 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

The Accounting Office of the university maintains the record copies of vouchers.

Application 87-66, item 380.06, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.