

## BURSAR

### HEALTH PROFESSIONS STUDENT LOAN

650.01

#### Health Professions Student Loan Individual Account Files (Active and Inactive)

Dates: 1978 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 3/4 Cu. Ft.  
Arrangement: Alphabetical by borrower

This series consists of the individual files of Health Professions Student Loans, both "active" (i.e., in the process of disbursement and collection) and "inactive" (cancelled due to bankruptcy and/or death, paid-in-full, etc.). File contents consist of loan applications, promissory notes, repayment activity accounts, any applicable payment deferment documents and related correspondence.

Application 87-66, item 360.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student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 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.