

Retention and Classification Report

Agency: Board of Regents (Utah). Higher Education Assistance Authority (1448)

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Records Officer: _____

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AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12635

4

TITLE: Accounting records

DATES: 1977-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION: 16.00 cubic feet.

DESCRIPTION:

Financial statements (interim), financial statements (audited), accounts payable, daily investment reports, accounting work papers, trustee statements, Utah State Treasurer's statements, bank statements, bank reconciliations, letters of transfer, journal entries, third party reviews, bond insurance files, bond issuance records, bond compliance records, correspondence, servicer reports, money management reports, audits, discretionary funds, and rating agency files of the Utah Student Loan Program.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 299 months and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12635

TITLE: Accounting records

(continued)

PRIMARY DESIGNATION:

Exempt Family Educational Rights and Privacy (FERPA) 34 CFR 99.

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(e) (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83122

3

TITLE: Accounts payable

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the expenditure reporting and control files of the Utah Higher Education Assistance Authority.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 119 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based on administrative need. In the 1988 General Schedule, 6-19, the suggested retention is 3 years.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(3)(e)(2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83123

3

TITLE: Accounts receivable files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records support the agency's function to audit all of its accounts (Utah Code 51-2a-201(2014)). These records document monies invoiced or collected in the conduct of business. Information may include bank records, revenue, asset and related accounting records.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then transfer to State Records Center. Retain in State Records Center for 118 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

RETENTION JUSTIFICATION:

This retention is based on administrative need. The 1988 General Retention Schedule 6:2 suggests 3 years.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83123

TITLE: Accounts receivable files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12626

4

TITLE: Assistance records

DATES: 2007-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Pre-claim assistance (PCA) requests (notifications of delinquent loans) and Cures (notifications that the delinquent loans have been paid) received on a weekly and monthly basis, also number of loans in aversions and how delinquent they are and the weekly and monthly totals of work completed. Information includes PCA requests, cures, delinquencies, contacts, and skips.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after delinquency is cleared and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on audit requirements identified by the agency.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12626

TITLE: Assistance records

(continued)

PRIMARY DESIGNATION:

Exempt

Family Education Rights and Privacy (FERPA) 34 CFR 99.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12640

3

TITLE: Board and meetings records

DATES: 1977-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. May include agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 21780

3

TITLE: Bond information records

DATES: 1988-

ARRANGEMENT: Chronological by bond maturity date

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records document bonds which are issued. Information includes the draft prospectus ("red herring") and final proposal, which delineates how the bonds are paid out, where the money comes from, and how they are secured. Information may also include bond financing documentation such as general ledgers. Both the draft and final proposals are retained for comparison purposes for litigation.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month after bond maturity and then transfer to State Records Center. Retain in State Records Center for 119 months and then destroy.

APPRAISAL:

These records have fiscal, and/or legal value(s). This disposition is based on the value these records hold during litigation, particularly when individuals who purchased bonds during the "red herring" stage bring suit. After 10 years, most claims and all audit requirements have been met.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 21780

TITLE: Bond information records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83119

3

TITLE: Borrower balance report

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 9.00 cubic feet.

DESCRIPTION:

These are computer reports run at month-end closing. It lists the borrower's name, social security number, account status and current balance.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based on administrative need. The 1988 General Schedule 6:25 suggests a retention of 7 years.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(h) and (2)(2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83110

3

TITLE: Borrower files

DATES: 1985-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 37.00 cubic feet.

DESCRIPTION:

These are student loans that have been either paid off, or been written off because the person has died, gone bankrupt or had a permanent disability as described in 34 CFR 682.402

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until file is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
The recommended retention for these records is 5 years as stated in 34 CFR 682.414. The submitted retention is for administrative need.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83110

TITLE: Borrower files

(continued)

PRIMARY DESIGNATION:

Exempt

Family Education Rights and Privacy Act (FERPA)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83111

3

TITLE: Borrower payment deposit

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are deposits of loans payments made to the Treasurer and include a list of name, social security number, amount paid, check number and borrower status. They also include the deposit receipt.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to 34 CFR 682.412, these records will be audited not less frequently than every 2 years and 1988 General Schedule suggests these records be kept 1 year. The submitted retention reflects administrative request.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83111

TITLE: Borrower payment deposit

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(h) and (2)(2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12358

3

TITLE: Closed school records

DATES: 1987-

ARRANGEMENT: Chronological by school closure date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any proprietary school in this state that ceases operations is required to file copies of the students' transcripts with the State Board of Regents in accordance with UCA 53B-5-109 (1992) to receive the records of closed schools. These files usually contain fiscal records and financial aid records, as well as student academic records which contain official documentation listing student's courses, grades, credits earned, and status achieved and are often referred to as a transcript.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Academic record files, GRS-2445.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12358

TITLE: Closed school records

(continued)

PRIMARY DESIGNATION:

Exempt

Family Educational Rights and Privacy (FERPA) 34 CFR 99.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12631

4

TITLE: Compliance reporting records

DATES: 1977-

ARRANGEMENT: Chronological by federal fiscal year

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Monthly form 1189 and quarterly form 1130 and all supporting documentation, repurchases/rehabilitations, indemnification letters, unfiled bankruptcy receivables, trigger calculations, reinsurance reports, and default claim schedules which demonstrate to the federal government the agency's compliance with its laws and rules regarding student loans.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12631

TITLE: Compliance reporting records

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(e) (2008)

SECONDARY DESIGNATION(S):

Exempt. Family Educational Rights and Privacy (FERPA) 34 CFR 99. (All personal data).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 26336

3

TITLE: Confidential case files

DATES: 2006-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains outstanding claims and litigation proceedings from account owners who request reimbursement from the Utah Education Savings Plan (UESP). Information includes names, addresses, Social Security numbers, and correspondence.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2009

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after documents are imaged and then transfer to State Records Center. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2006 and continuing to the present. Retain in Office for 7 years after account is closed and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This administrative and fiscal appraisal is based on the need for the agency to account for corrections made to participant fund accounts. Records also have legal value as they are required by UCA 53-B-8a (2009).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 26336

TITLE: Confidential case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(55) (2009)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12627

4

TITLE: Defaulted borrower payments

DATES: 1977-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Check copies, computer reports, and adjustments to borrower accounts for payments made on defaulted loans.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12627

TITLE: Defaulted borrower payments

(continued)

PRIMARY DESIGNATION:

Exempt Family Educational Rights and Privacy (FERPA) 34 CFR 99.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12332

3

TITLE: External correspondence

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83115

3

TITLE: Final holder report

DATES: 1983-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

When a student defaults on a student loan the Utah Higher Education Assistance Authority will purchase the loan (after a good faith effort on the part of the lender to collect) and collect the money. It includes the name and social security number of the loanee and the outcome of the loan.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to 34 CFR 682.414 these records need not be kept longer than 5 years. The submitted retention reflected administrative need.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83115

TITLE: Final holder report

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302(1)(h) and (2)(2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12356

3

TITLE: Financial aid administrative records

DATES: 1978-

ARRANGEMENT: Alphabetical by program type

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are the records of the State Board of Regents which demonstrate how the financial aid programs are administered. Includes information, policies, and procedures concerning the administration of various programs including SSIG (State Student Incentive Grant Program), SEOG (Supplemental Education Opportunity Grant), Title II (Math/Science Program), and Paul Douglas (Teacher Scholarship Program).

RETENTION:

Permanent. Retain for 3 year(s) or for 0

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12335

4

TITLE: Financial aid applications and promissory notes

DATES: 1985-

ARRANGEMENT: Numerical by batch number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

Promissory note loan data, loan disclosure data, applications for Stafford student loans, SLS (Supplemental Loans for Students) PLUS loans, loan consolidation, verification certificates, and copies of promissory notes for initial application and loan of funds to students. Original records held by the lender, which is sometimes an educational institution.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12335

TITLE: Financial aid applications and promissory notes

(continued)

PRIMARY DESIGNATION:

Exempt

Family Education Rights and Privacy (FERPA) 34 CFR 99.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12629

4

TITLE: Guarantee volume and fee billings

DATES: 1977-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Billings, refunds, and cumulative guarantee volume reports for fees charged and added to the total amount of the loan by the guarantee agency and the lender for processing student loans.

RETENTION:

Retain for 26 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12629

TITLE: Guarantee volume and fee billings

(continued)

PRIMARY DESIGNATION:

Public

UCA 63G-2-301(2)(e) (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83113

3

TITLE: Guaranteed fees report

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

When a student receives a loan for school, the guarantee agency (UHEEA) must guarantee this loan. This report is a record of the guarantee fees paid to each lending agency. It is a yearly report for the Secretary of Education Office.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
According to 34 CFR 682.414 these records should be kept 5 years.
The submitted retention reflects administrative need.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83135

3

TITLE: Late fee journal

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is posted the 15th of the month and includes how much late fee must be paid by the borrower and how much interest has accrued on that account during the month.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83118

3

TITLE: Loan servicing client reconciliation files

DATES: 1986-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These are reports for the servicing unit used to reconcile debits, credits, and other activity on the computer system. Reports included are: client reconciliation reports, aging of delinquent accounts, reports of debts serviced, debts converted, late charges and fees assessed, refund and cancellation reports, sale reports, deposit reports, disbursement reports.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 119 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to 34 CFR 482.412 these files will be audited not less frequently than every 2 years. State audit requirements are generally 3 years.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83118

TITLE: Loan servicing client reconciliation files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83121

3

TITLE: Master control file

DATES: 1983-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are computer reports run at month-end closing. It contains summaries and copies of all transactions which would affect a borrower's outstanding balance.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based on administrative need.

PRIMARY DESIGNATION:

Private

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83114

3

TITLE: Month-end interest journal

DATES: 1982-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a computer printout run monthly which reports the interest accrued on loans during the month.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to 34 CRF 682.412 these records will be audited not less frequently than every two years.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12336

4

TITLE: Operations reports

DATES: 1990-

ARRANGEMENT: Chronological by processing date

ANNUAL ACCUMULATION: 16.00 cubic feet.

DESCRIPTION:

Guarantee fee billing statements, daily operations reports, balancing reports, lender's manifest reports, and enrollment verification reports from the Utah Student Loan Program.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12336

TITLE: Operations reports

(continued)

PRIMARY DESIGNATION:

Exempt Family Education Rights and Privacy (FERPA) 34 CFR 99.

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2) (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83120

3

TITLE: Payment journal

DATES: 1982-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a daily record of payments received. Payments are posted daily.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based on administrative need the 1988 General Schedule 6:25 suggests a retention of 7 years.

PRIMARY DESIGNATION:

Private

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12355

3

TITLE: Personnel files

DATES: 1978-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports. Also contains resumes and interview evaluations.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years or until 3 years after death or retirement and then destroy.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12355

TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

Exempt. UCA 53B-7-201 thru 205 (1987)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12637

4

TITLE: Proposal and loan purchase requests

DATES: 1977-

ARRANGEMENT: Chronological by fiscal year

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Requests for proposals (RFP's) from financial institutions for investments and for student loan purchases, includes RFP's, responses, and student loan purchases.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12637

TITLE: Proposal and loan purchase requests

(continued)

PRIMARY DESIGNATION:

Exempt Family Educational Rights and Privacy (FERPA) 34 CFR 99.

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(e) (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83117

3

TITLE: Purchase journals

DATES: 1981-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

When a student defaults on a student loan the State (as a guarantee agency of the Federal Government) will purchase an uncollectable loan and pursue collection. This is a computer report listing the purchase date, borrower's social security number and principal and interest allocation. It also contains a listing of the loans purchased and the lender agency.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 83117

TITLE: Purchase journals

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302(1)(h) and (2)(2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 26711

3

TITLE: Student disability claims

DATES: 1990-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records document claims made by students regarding the inability to repay student loans due to a permanent disability. Claims include personal information such as name, address, Social Security number, and medical records regarding the disability.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Americans with disabilities act (ada) accommodation requests, GRS-1434.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Digital image: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 26711

TITLE: Student disability claims

(continued)

PRIMARY DESIGNATION:

Exempt Family Education Rights and Privacy Act (FERPA) 34 CFR 99.32(c)(3)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(b)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 17505

3

TITLE: Student loan data base quality reports

DATES: 1991-

ARRANGEMENT: Alphabetical by title, thereunder chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports track the history of information maintained in the student loan database. When changes in the types of information occur or the way information is collected and maintained, it must be recorded in the system documentation. Also, when corrections or programming changes take place in the data base they are documented. These reports are used for historical reference regarding the data base and are also helpful when audits are conducted and questions asked about why software programming changes were made. Information includes error detail research which lists specific student loan records and the data errors corrected.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the reference value the records hold for documenting the student loan electronic system. Records documenting the loans themselves and supportive information are

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 17505

TITLE: Student loan data base quality reports

(continued)

maintained "at least five years after the loan is paid in full or has been determined to be uncollectable" according to 34 CFR 682.414(a)(2) (1992). Included would be "documents required for the exercise of forbearance" under (3)(ii)(G).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12493

4

TITLE: Student loan default requests and cures

DATES: 1991-

ARRANGEMENT: Chronological by date received, thereunder by request date.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Pre-claims Assistance (PCA) Requests (notification from a loan lender/servicer that a loan is delinquent) and cures (notification that the loan is no longer delinquent). Information includes borrower's name, social security number, and information pertaining to the delinquency or reason PCA is cured.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on 34 CFR 682.414, which states that loan information must be retained "for at least 5 years after the loan is paid in full or has been determined to be uncollectable." The administrative need is due to possible loan deferments which could extend the payment period.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12493

TITLE: Student loan default requests and cures

(continued)

PRIMARY DESIGNATION:

Exempt

Family Education Rights Privacy (FERPA) 34 CFR 99.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 29105

3

TITLE: The Utah Education Savings Plan (UESP) account records

DATES: 1996-

ARRANGEMENT: Chronological.

DESCRIPTION:

The Utah Education Savings Plan (UESP) manages a public trust created to encourage and assist Utah's citizens in receiving higher education (Utah Code 53B-8a-101(1)(b)(2010). UESP creates investment accounts for individuals who would like to save money for a college education, typically to benefit a child or grandchild. These records document the investments related to these accounts. Records may include initial participation agreements, direct deposit forms, payment records, account adjustment documentation, disbursement request forms, and related correspondence.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Trust financial records, GRS-1858.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years after final action and then delete.

Paper: Retain in Office for 1 year after final action and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). These records have administrative and fiscal value as they document individual accounts and account tax benefits. Legal authority and obligations are outlined in Utah Code 53B-8a-103

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 29105

TITLE: The Utah Education Savings Plan (UESP) account records

(continued)

(2016).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)and (d)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12639

3

TITLE: U.S. Department of Education reports and audits

DATES: 1977-

ARRANGEMENT: Chronological by fiscal year or quarter.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are reports and audits from the U.S. Department of Education.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit work papers, GRS-1728.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 119 months and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 26335

3

TITLE: Utah Educational Savings Plan administrative transactions

DATES: 2006-

ARRANGEMENT: Chronological by date of processing.

DESCRIPTION:

This series contains the records of adjustments made to accounts, dividends, bounced checks, and automated clearing house transactions such as electronic account withdrawals. The records are used to track account adjustments and corrections. Information includes, names, addresses, Social Security numbers, payment information, account ledgers, and correspondence.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2009

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after documents are imaged and then transfer to State Records Center. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2006 and continuing to the present. Retain in Office for 7 years after account is closed and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This administrative and fiscal appraisal is based on the need for the agency to account for corrections and adjustments made to participant accounts. The records have legal value as they are required by UCA 53B-8a (2009).

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 26335

TITLE: Utah Educational Savings Plan administrative transactions

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(h) and (j); (2)(b) and (d) (2009)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(55) (2009)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12357

4

TITLE: Utah Student Loan Program audit files

DATES: 1978-

ARRANGEMENT: Alphabetical by school, thereunder by lender

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Audits of the Utah Student Loan Program include audit records, school history files, and lender history files.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the fiscal and administrative needs of the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12357

TITLE: Utah Student Loan Program audit files

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2008)

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12321

3

TITLE: Utah Student Loan Program board and subcommittee records

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records reflect items considered by the Utah Higher Education Assistance Authority Board and the Loan Finance Subcommittee and subsequent actions taken. Information includes agendas, mailings, and other related material.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Board of Regents (Utah). Higher Education Assistance Authority

SERIES: 12324

3

TITLE: Utah Student Loan Program internal correspondence

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related messages that document work accomplished, transactions made, or actions taken. These records do not offer unique information about agency functions, programs, or policies, though they may cite them. These records may originate on paper, electronic mail, or other media.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public