

Provost and Vice Chancellor for Academic Affairs
Assistant Vice Chancellor for Enrollment Management and Registrar
Student Financial Aid and Student Employment

2000.001 Student Employment Files (Originals)

Dates: 1988-
Volume: 60 Cubic Feet
Annual Accumulation: 5 Cubic Feet
Arrangement: Alphabetical by name

This record series consists of files which summarize the employment histories of students working part-time at the university.

Contents include job referral forms, payroll certification documents, federal work-study awards, termination notices, I-9 forms, W-4's, and Student Employee Compliance Agreements.

Recommendation: Retain in office for five (5) years lapsed from the termination of employment or the last date of enrollment of the respective student(s), whichever occurs first, then destroy in a secure fashion, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Amended 08/20/08

2000.002 Student Financial Aid Case Files (Originals)

Dates: 1994-
Volume: 360 Cubic Feet
Annual Accumulation: 30 Cubic Feet
Arrangement: Alphabetical by name

This record series consists of files which document student financial aid, and loan assistance.

Contents include anecdotal notes of counselor, applications for assistance, student data sheets, award letters, income tax forms, verification statements of family budget and current financial condition, supplemental worksheets, financial assistance reports, information summary reports, loan data, and supporting correspondence.

Northern Illinois University maintains "Comprehensive Student Assistance Case Files" for five (5) years following graduation or date of last attendance per item 150.21 of Application 89-26.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated and all financial assistance accounts have been fully settled and closed (including all account write-offs completed for the closure of uncollectible accounts).

Disposition Amended 08/20/08

2000.003 Monetary Award Program Printouts (Central Copies)

Dates: 1988-
Volume: 15 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Chronological

This record series consists listings, submitted by the Illinois Student Assistance Commission, which identify students receiving state, and/or local monies for educational pursuits.

Data include name of student, social security number, amount of awards and amount of total awards. Original "Listings of Grant Fund Payments" are maintained with the Illinois Student Assistance Commission for six (6) years per item 1 of Application 85-8M.

Recommendation: Retain in office for three (3) then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Amended 08/20/08

2000.004 Student Employment Files

Dates: 1967-
Volume: 256 Cubic Feet
Annual Accumulation: 5 Cubic Feet
Arrangement: Alphabetical

This record series consists of files summarizing the employment histories of students working part-time at the University. Contents may include:

- A. Job referral forms,
- B. Payroll certifications,
- C. Federal work-study awards,
- D. Termination notices,
- E. I-9 forms,
- F. W-4's,
- G. Student Employee Compliance Agreements, and
- H. Department of Children and Family Services' "Acknowledgement of Mandated Reporter Status" forms.

This item supersedes approved State Records Application No. 07-09, item 2000.001, in order to update the record series description, and to increase the retention period from "five (5) years" to "sixty-five (65) years" in order to match the retention period for original Personnel Files (Civil Service Employees) and

Personnel Files (Professional and Faculty) maintained for sixty-five (65) years by the agency's Office of Human Resources per items 150.14 and 150.15, respectively, of approved State Records Application No. 07-11, per agency request.

Recommendation: Retain for sixty-five (65) years lapsed from the termination of employment or the last date of enrollment of the respective student(s), whichever occurs first, then destroy in a secure manner or delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Electronic records must be retained in compliance with 44 Ill. Adm. Code 4400.50, 4400.70, and 4400.80.

Disposition Approved 04/18/18