

**HEA1.1 Student Files**

Correspondence and award notifications of applications to the RI State Scholarship and Grants programs. Arranged alphabetically within academic year.  
34 CFR Titles 74 and 80

Retention: Retain three (3) years from last day of award year.

**HEA1.2 Transmittal Vouchers**

Refunds of awards from postsecondary institutions. Arranged by voucher number within academic year.  
34 CFR 74 and 80

Retention: Retain three (3) years from last day of award year.

**HEA1.3 Invoice Vouchers**

Payment of awards to postsecondary institutions. Arranged alphabetical by institution within academic year.  
34 CFR 74 and 80

Retention: Retain three (3) years from last day of academic year.

**HEA2.1 Federal Loan Program Records**

Applications and supporting documentation for federal student loans.  
34 CFR Ch. VI 682.414.

Retention: Retain records for not less than five (5) years following the date the agency receives payment in full.

**HEA3.1 Certificates of Records Destruction**

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorized the disposal of records listed in this and other applicable records retention schedules.  
RIGL §38-1-10, §38-3-6(j), and §42-8.1.10

Retention: Permanent.

**Administration**

Administrative, Fiscal, Personnel and Payroll Records.

Retention: Retain in accordance with General Records Schedules.