

STATE UNIVERSITY OF NEW YORK RECORDS RETENTION AND DISPOSITION SCHEDULE

STUDENT ACCOUNTS

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NOTE: Paper records may be destroyed after scanning, microfilming or entering into a database, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
<p>1. Student Accounts Folders and Correspondence (student-specific records)</p>	<p>22298</p>	<p>Contains but is not limited to: Monthly student account reconciliations; monthly cash receipts; disbursements and adjustments related to student billing activity; student bills and invoices; power of attorney forms; deferral reports; refund requests documentation and computer listings of refunds due to students; invoices and correspondence relating to student's outstanding obligations and other matters; written notification of student's official date of withdrawal (by semester); semester authorizations to waive student activity fees; memos requesting student activity fee refunds; semester authorizations to waive tuition; supervising critic teacher cards; State University employee waivers; Graduate Student Assistantships; Fellowships; and misc. authorizations (memoranda); residency applications; Title IV refund calculations; TAP certifications; authorizations for voided checks and stop payments;</p>	<p>6 years</p>		<p>CPLR 213</p>

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		authorizations to change student room and board charges; correspondence regarding bankruptcy filing and collections activities; results of disciplinary actions where enrolment is affected; student telephone statement (bills) and office copy of payment receipts.			
2. General Administrative Records (not specific to any student)	22299	Contains but is not limited to: Student credit balance reports; drop & add listings; alpha listings of registered students; hold listings; financial aid awards listings; etc.	3 years		Sufficient to meet administrative needs.
3. Credit Card Receipts and Records	22300	Student credit card payment forms and reports as they relate to payments via in house, mail or online credit card payments	Either 0 after account is resolved or longer pursuant to contract.		Sufficient to meet administrative needs and Payment Card Industry Standards (PCI-DSS).
4. Cumulative Payment Listings & Cumulative Transaction Listings	22301	Monthly computer reports of student payment and non cash transactions on student accounts. These reports are utilized as reference reports only and are not auditable documentation	1 year		Sufficient to meet administrative needs.