

Minimum Record Retention Periods

SFA Program

End of the award year in which the report was submitted

End of the award year for which the aid was awarded

End of the award year in which the student last attended

The loan is satisfied or the documents are needed to enforce the obligation

The date on which a loan is assigned to the Department, cancelled, or repaid

Campus-based and Pell Grant

Except:

❖ Fiscal Operations Report (FISAP) and supporting records

❖ Perkins repayment records (after 12/87, includes original repayment schedule, though manner of retention remains same as promissory note)

❖ Perkins original promissory notes (before 12/87, included original repayment schedule)

FFEL and Direct Loans

❖ Records related to borrower's eligibility and participation

❖ All other records, including any other reports or forms

3 YEARS

3 YEARS

3 YEARS

UNTIL

3 YEARS

3 YEARS