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TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 20 – STATE AGENCY RECORDS RETENTION SCHEDULES

PART 26 – OFFICE OF THE POSTSECONDARY COMMISSIONER RECORDS (HEA)

26.1 Purpose, Authority, Severability, and Destruction

26.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

26.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

26.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

26.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 10-2 of this Chapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

HEA1 **Reserved**

HEA1.1 **Student Files**

Correspondence and award notifications of applications to the RI State Scholarship and Grants programs. Arranged alphabetically within academic year. (34 C.F.R. Parts 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 C.F.R. Parts 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 alphabetically by institution within academic year. (34 C.F.R. Parts 74 and 80)

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

HEA2 **Reserved**

HEA2.1 **Federal Loan Program Records**

Applications and supporting documentation for federal student loans. (34 C.F.R. § 682.414)

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

HEA3 **Reserved**

HEA3.1 **Certificates of Records Destruction [LEGACY – DUPLICATE]**

Certification of Records Destruction forms 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. (R.I. Gen. Laws §§ 38-1-10, 38-3-6(j), and 42-8.1.10)

Retention: Permanent.

See Also: This record series is for information only, see GRS6.8B
(Certificates of Records Destruction).