

**University of Alaska College Savings Plan and Scholars Program
Records /OnBase Document Type Retention and Disposition Schedule**

Effective Date: June 21, 2013

Item Number	Record Series/Title	* OnBase Document Type	Media of Origin	Minimal Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/ Reference/ Citations/Best Business Practices
1	University of Alaska Scholars Program	USP Scholars Award Letter USP Scholars Award Appeal USP Scholars Appeal Response USP Scholars Extended Leave Request USP Scholars Extended Leave Response USP Open Records Request	Paper and/or Electronic	Retain 12 years after award year. Retain paper document 30 days after scanned into OnBase.	UA Scholars Program OnBase System	Destroy/ Delete digital document 12 years after award year. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Scholars Program)
2	University of Alaska Presidential Tuition Waiver	USP Incoming Communication Misc USP Presidential Tuition Waiver USP Presidential Tuition Waiver Letter USP PTW Ineligible / Maxed Out USP PTW Appeal Request USP PTW Appeal Response USP PTW Reservation Form	Paper and/or Electronic	Retain 12 years after award year. Retain paper document 30 days after scanned into OnBase.	UA Scholars Program OnBase System	Destroy/ Delete digital document 12 years after award year. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA Scholars Program)
3	University of Alaska College Savings Plan	UA CSP Scholarship Letter UA CSP Scholarship UA CSP Final ACT Contract Statement UA CSP Open Records Requests UA CSP Incoming Communication Misc UA CSP Expire Letter UA CSP Memorandum of Agreement	Paper and/or Electronic	Retain 30 years after scanning. Retain paper document 30 days after scanned into OnBase.	UA College Savings Plan OnBase System	Destroy/ Delete digital document 30 years after scanning. Purge from ECM system by requesting the ECM System Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	University of Alaska Best Practices (UA College Savings Plan)

Lael Oldmixon, Director, approved this on June 10, 2013

Dr. Russ O'Hare, Chief Records Officer, approved this on June 20, 2013