

OP4810 ADMINISTRATION OF GOVERNMENT LOANS

Records documenting the issuing of federal and provincial government loans and bursaries to students studying at the University.

Includes the correspondence with provincial and federal student loan bodies and provision of proof of student registration.

Also includes assessment appeals and applications for reassessment for the Ontario Student Assistance Program (OSAP).

Used for OSAP and out-of-province government loan documentation, etc.

Not used for scholarships and bursaries. See OP4700.

Not used for the Student Line of Credit. OP4820.

Not used for short-term loans. See OP4830.

Example documents: Documents sent from OSAP including loan assessments, documents sent from out-of-province funding institutions, proof of student registration, student appeals, requests for reassessment, Canadian Millennium Bursary, correspondence

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.

OPR - University Registrar

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Ontario Student Loan Files	ET + 0	0	DP	PIB
<i>ET Definition: Students graduate or 7 years after the filed are created, whichever is longer.</i>					
<i>Disposition Plan: Records sent to the Ontario Ministry of Training, Colleges and Universities.</i>					
31	Out-of-Province Student Loan Files	ET + 0	0	D	PIB
<i>ET Definition: Students graduate or 7 years after the filed are created, whichever is longer.</i>					

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi- Active	Dis- position	Personal Info
32	FFELP (Federal Family Education Loan Program) Student Loan Files	ET + 0	0	D	PIB

ET Definition: Students graduate or 7 years after the filed are created, whichever is longer.

This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

GLOSSARY

FY = Fiscal Year (May 1 to April 30) DP = Special Disposition Plan
 AY = Academic Year (September 1 to August 31) AR = Transfer to Archives
 CY = Calendar Year (January 1 to December 31) D = Destroy / Delete
 ET = Event Trigger PIB = Personal Information Bank
 OPR = Office of Primary Responsibility

OP4810 was approved on 08/01/2007.