

1530 Scholarship Records

Description: Records related to individual scholarship recipients, including information on student eligibility.

Examples: Records may include applications, eligibility reports, scholarship count sheets, transcripts, letters of recommendation, CVs, and related correspondence, including offer and acceptance letters.

Retention Period: **Retain for 5 years after graduation, transfer, or separation, and then securely destroy.**

Authority: Rev. Rul. 56-304, 1956-2 C.B. 306