

# 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