

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
178#:Kim Wallace Adaptive Equipment Loan Program Board						
Schedule #: 2140	1:AELP Loan Program Records					
AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. They include the loan application, all documents (financial, personal, and otherwise) supporting the loan application, the decision of the Board or its Financial Support Service Provider, the AELP Financial Support Service Provider's correspondence with the borrower, payments, adjustments to payment schedule or loan terms, delinquency disposition, and final payoff documents. AELP's Financial Support Service Provider retains these records while the matter is active.	Paper	8/14/2019	No Retention	0	Years 7	Destroy Current
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Schedule #: 2140	2:AELP Promissory Notes					
AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. The promissory notes are the borrowers' and AELP's signed legal instrument for a loan to be made, its specific terms, and a promise for it to be paid back. AELP's Financial Support Service Provider retains the promissory note while the loan is open. Once the file is considered closed, records are sent to the State Records Center.	Paper	8/14/2019	No Retention	0	Years 7	Destroy Current
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Schedule #: 2140	3:AELP Lien Documents					
AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. During the course of a loan, AELP requires collateral, and liens may be placed on items of value to protect AELP's interest in case of default. AELP's Financial Support Service Provider holds the lien documents until the loan is paid off. When a loan is paid off, AELP releases the lien. Once the file is considered closed, records are sent to the State Records Center.	Paper	8/14/2019	No Retention	0	Years 7	Destroy Current
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Schedule #: 2140	4:AELP Title Documents					

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AELP approves loans to individual borrowers for adaptive equipment. The records of this process are CONFIDENTIAL. During the course of a loan, AELP requires collateral and may retain the title for items of value to protect AELP's interest in case of default. AELP's Financial Service Provider holds the title documents until the loan is paid off. When a loan is paid off, AELP returns the title and records that it did so. Once the file is considered closed, records are sent to the State Records Center.	Paper	8/14/2019	No Retention 0	Years 7	Destroy	Current
Schedule #: 2140 5:Board Agendas and Minutes						
The Agendas and Minutes of the Board meetings constitute the official record of what occurred and are retained for archival purposes. The Agendas and Minutes are public documents and NOT CONFIDENTIAL. When the Agendas and Minutes fill a box, they will go to Archives.	Paper	8/14/2019	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current