FERRIS STATE UNIVERSITY

Schedule 2004.037- College of Technology Dean's Office

N.b. If departments are unable to retain records for the length of time set out in this general record schedule due to space constraints, consult the University's Archivist for assistance and storage at the Record Center.

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
1	**Accounting Records.** Includes deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase order logs, receipts, and travel records. Confidential destruction required.	CR+7 Destroy		
2	**Accreditation Records.** Includes materials for both internal and external program review such as program reviews or self study notebook and supporting documentation including faculty loads, vitae and syllabi.	CR+10		Yes
3	**Administrative Databases.** Databases that support administrative functions containing information maintained elsewhere in electronic or paper form that are on the FSU retention schedule. This includes databases related to faculty records or position control information. These records become inactive when records are no longer necessary.	ACT Destroy		
4	**Deans Committee Records.** Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
5	**Faculty Tenure Records.** Candidate files used to evaluate performance for tenure. Records become inactive once a tenure case has been resolved. Records are either confidentially destroyed or returned to the faculty member.	ACT Destroy		
6	**Gift Records.** Reports detailing gifts to the Deans Office and programs with the backup documentation including correspondence, gift forms and inventories Original maintained by the Development Office.	CR+10		Yes
7	**Graduation Records.** Includes audit sheets, correspondence from records office. Records become inactive once a student graduates. Confidential destruction required.	ACT+5 Destroy		
8	**Grants Subject Records.** Records may include correspondence, applications, reports and supporting documentation. This does not include information about the grant procedures supplied by an outside agency or	CR+10		Yes

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	grants not applied for specifically by the Dean's office of the College of Technology			
9	**Honorary Doctorate Records.** Biographical files containing doctorate candidate information.	CR+10		Yes
10	**Orders/Requests Records.** Internal requests for equipment or physical plant orders.	CR+2 Destroy		
11	**Personnel and Payroll Records**. EAAs, resumes, applications for merit and promotion, development files, excused absence forms, post-tenure review, sabbatical leave documentation, student assessment (SAI) records, teaching assignment records, and workload agreements. Originals of appropriate records should be sent to HRD. Records become inactive once an individual leaves the employ of Ferris State University. Confidential destruction required.	ACT+5 Destroy		
12	**Personnel Records, Students**. EAAs, resumes, excused absence forms, performance evaluations and timesheets. Originals of appropriate records should be sent to HRD. Confidential destruction required. Paper backup of student hours verification may be destroyed at the end of a year	CR+3 Destroy		
13	**Policies and Procedures Records.** Policies and procedures created by the College of Technology including: committee rosters, faculty policies, mission statements, strategic planning files including plans passed on the VPAA and structural data or restructuring records. Records become inactive when superceded.	CR+10		Yes
14	**Promotion Committee Records**. Includes records of promotion/merits, instructions, policies and meeting minutes.	Permanent		
15	**Publications Records**. Publications and public relations material created to market College of Technology such as an alumni directory, alumni newsletter, Engineering Workforce Commission submissions, online catalog entries or website pages. Records may be electronic or in paper form. Records become inactive when they have become superceded.	ACT		Yes
16	**Scholarship Records.** Criteria and procedures for departmental specific scholarships. Promotional material included. Records become inactive when scholarship no longer funded	ACT		Yes
17	**Search Committee Records**. Search committees or	CR+7		

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	individual searches for staff and faculty in the College of Technology. Includes affirmative action material. Confidential destruction required.	Destroy		
18	**Staff Meeting Records.** Includes agendas, minutes and backup documentation for department chair meetings and college level meetings.	CR+5		Ye
19	**Student Records.** This series consists of primarily duplicate copies of forms relating to the student's academic progress including class registration, withdrawals, check sheets, correspondence from the department and internship records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws. Confidential destruction required.	ACT+5 Destroy		
20	**Student Recruitment Records.** Events, correspondence and other materials used to recruit students to the College of Technology. Financial information such as receipts and bills may be destroyed after 7 years.	CR+7		Yes
21	**University Subject Files.** These records are used to document the Deans offices' involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes budget planning, correspondence, consultations, curriculum changes, evaluations, minor cap projects, notes, organizational information, planning documents, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+10		Yes
22	**Who's Who.** Records information about nominees, correspondence and photos. Information also available in the VPAA's office. Confidential destruction required.	CR+1 Destroy		

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Key:

ACT = Active
CR = Creation
SUP = Retain Until Superceded
CY = Calendar Year (current)
ID = Immediate Disposal
FY = Fiscal Year (current)
PM = Permanent
y = year(s)