

## FERRIS STATE UNIVERSITY

### **Schedule 2004.023- Vice-President for Academic Affairs**

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	<b>Accounting Records.</b> Includes departmental copier charges, deposit slips, credit card batch slips, purchase orders, POWCs, purchase order logs, and bank statements. Confidential destruction required.	CR+7 Destroy		
2	<b>Accounts Information Records.</b> Correspondence and documentation relating to online transfers between Academic Affairs departmental accounts and the colleges. Confidential destruction required.	CR+7 Destroy		
3	<b>Accreditation Records.</b> Includes correspondence, reports, applications for changed status and related documentation.	CR+10		Yes
4	<b>Articulation Records.</b> Signed agreements between Ferris State University and international educational organizations. Records become inactive when they are no longer in effect.	ACT+7		Yes
5	<b>Board of Trustee Records.</b> Committee/ Board minutes and correspondence. Materials which relate specifically to the Academic Affairs Committee or initiatives requested by the VPAA's office should be transferred to the Archives. Other minutes are convenience copies which can be destroyed when no longer needed.	CR+10		Yes
6	<b>Budget Records.</b> Annual base budget allocations, initiatives, carry-forward information and one time allocations. This information documents the funding granted to the various colleges.	CR+7		Yes
7	<b>College Records.</b> This series includes information about colleges such as changes of name, reorganizations or specific activities.	CR+10		Yes
8	<b>Committee Records.</b> Records of committees and task forces that report to the VPAA. Documentation may include rosters, minutes, correspondence and reports. Records become inactive one the committee has completed its assigned task.	ACT+10		Yes
9	<b>Consultant Leave Records.</b> Authorizations for	CR+2 or Audit		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	consulting leave; excused absence slips. Originals maintained by Dean's office. Confidential destruction required.	Destroy		
10	<b>Curriculum Records.</b> These records consist of course proposals and program proposals. Documentation includes actual proposal, correspondence and approvals.	CR+10		Yes
11	<b>Deans Council Records.</b> These records may include agendas, minutes or supporting documentation.	CR+3		Yes
12	<b>Events Records.</b> Correspondence; logistical information, payment receipts.	CR+7		Yes
13	<b>Grants Records.</b> Records may include correspondence, acceptances and signatures. Also includes documentation and information provided as part of the grant requirements.	CR+10		Yes
14	<b>Labor Relations Records.</b> These records may relate to either union issues or faculty grievances. May include correspondence, memorandum, minutes, arbitration records and supporting documentation. Duplicate copies of material held by the General Counsel's office may be destroyed after 7 years. Confidential destruction required.	CR+30 Destroy		
15	<b>Payroll Records.</b> Includes recap time sheets and backup paper documentation for the Kronos system. These materials are convenience copies.	CR+1 Destroy		
16	<b>Personnel Records.</b> This series includes copies of employee assignment action form and the hiring approval form. The official copy is maintained by the Office of Human Resources. Confidential destruction require.	ACT+5 Destroy		
17	<b>Position Control Records.</b> Includes hard copies of budget forms, spreadsheets and other forms documenting salary savings and position control related documentation.	CR+10		Yes
18	<b>Sabbatical Leave Records.</b> May include recommendation, correspondence and approvals. Copies of reports are sent to the University Archives when they arrive.	CR+10		Yes
19	<b>Search Committee Records.</b> May include rosters, minutes, notes, applications and other supporting documentation for searches coordinated by the Office of Academic Affairs. Confidential destruction required.	CR+7 Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
20	<b>Student Absence Forms.</b>	1 Semester Destroy		
21	<b>Study Abroad Proposals.</b> Originals maintained by Office of International Affairs. This is a convenience copy.	CR+2 Destroy		
22	<b>Tenure/ Reappointment/Promotion Records.</b> Includes recommendations, letters sent to faculty or President's office, and college policies.	CR+10		Yes
23	<b>University Subject Files.</b> These records are used to document the individual's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes annual reports, correspondence, consultations, evaluations, 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+5		Yes
24	<b>Whos Who Among Student Records.</b> Includes lists of students nominated and accepted for awards from colleges.	CR+10		Yes

May 2004

Key:

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