

## FERRIS STATE UNIVERSITY

### Schedule 2004.014- Admissions and Records

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>Applications, rejected.</b> This file consists of all applications for those students who are either not accepted or chose not to enroll at Ferris State University. Accepted student's applications become part of their academic record	Enrollment date + 1 year Destroy		
2	<b>Application Records.</b> These files consist of the following: acceptance letters, advanced placement records, correspondence, standardized test scores, recommendation letters, medical letters, military documents, placement test, residency classification, student waivers for access, transcripts. Application records become inactive after graduation or date of last attendance.	ACT +5 Destroy		
3	<b>Course Catalog.</b> Official catalog of university offerings which provide course descriptions and degree requirements. Three copies of each published version should be sent to the University Archives when created.	Permanent.		Yes
4	<b>FERPA Records.</b> Records include: requests for hearings, requests and disclosures of information, statements on hearing procedures, waivers for access rights and decisions of hearing panels.	Permanent.		
5	<b>International Student Documentation.</b> This series includes: I-20 forms, work permits, alien registration cards, I-94 card, passport number, statement of educational costs and statement of financial responsibility. Records become inactive when a student graduates or is no longer in attendance.	ACT+5 Destroy		
6	<b>Schedule Book.</b> Files utilized to create the course schedules provided by departments. Backup files may be destroyed as soon as published book is finished. Three copies of the published schedule book should be sent to the University Archives when created.	ACT Destroy		Yes
7	<b>Statistical Records.</b> Statistical records for on topics including but not limited to: degrees, enrollment and race/ethnicity.	Permanent		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
8	<b>Student Academic Records.</b> These are the permanent records of a matriculated students. Records may include but are not limited to: institution transcripts, admission or readmission, class lists, grade reports, records of grade changes or incompletes, petitions for exemptions from requirements, advanced standing reports, withdrawal requests and any related documentation and correspondence.	Permanent.		
9	<b>Student Academic Progress Records.</b> This series documents the academic progress of matriculated students. Records may include: academic action authorization, advanced placement scores, audits, credit approvals, fee assessment forms, grade reports, graduation authorizations, holds, medical records, military record, name changes, pass/fail requests, personal data information forms, registration forms, transcript requests, tuition/fee charges and transfer credit evaluations. Records become inactive when a student has graduated or is no longer in attendance.	ACT+5 Destroy		
10	<b>University Subject Files.</b> These records are used to document the individual's involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, publications and campus surveys. May include special project undertaken by the office such as designing new automated systems or processes. Records become inactive when project is completed.	ACT		Yes

April 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)