

## FERRIS STATE UNIVERSITY

### Schedule 2009.001- Animal Care Facility

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 purchase orders, purchase card logs, statement reconciliation logs, and receipts	CR+7 Destroy		
2	<b>Animal Care Records.</b> Records relating to the monitoring of animals used in approved protocols. Typical documentation includes Investigator Correspondence, Mating Sheets, Requisition Sheets, Deviation Documentation, Diagnostic Records, Necropsy Records. Environmental Sheets, Per Diem Sheets, Protocol Memorandums, Agreements, etc. Records become inactive once the protocol is finished.	ACT+5 Destroy		
3	<b>Animal Death Records.</b> Documentation relating to animal death including disposition records and necropsy records.	CR+5 Destroy		
4	<b>Breeding/ Identification Records.</b> Identification cards should include the source of the animal, the strain or stock, names and locations of the responsible investigators, pertinent dates, and protocol number, when applicable. Records become inactive once the animals are deceased and the project is finished. Unique breeding experiments may be determined to have historic value.	ACT+5		Yes
5	<b>Student Personnel Records.</b> Includes earnings reports, intent to hire and other assorted documentation.	ACT +3 Destroy		
6	<b>Protocols.</b> Records of proposed activities using animals, IACUC review and any significant changes. Records become inactive when the project is completed.	ACT +5 Destroy		
7	<b>Reports of External Reviewers.</b> Reports from inspecting and accrediting bodies.	CR+10		Yes

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SUP = Retain Until Superseded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)