

FERRIS STATE UNIVERSITY

Schedule 2004.060- Architectural Technology and Facilities Management

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, monthly budget reports, packing slips, POWCs, purchase orders, and travel documents. Confidential destruction required.	CR+7 Destroy		
2	Accreditation Records. Materials relating to internal and external program review. May includes self study notebook or report and supporting documentation including correspondence, faculty loads, course materials such as outlines and handouts, vitae and syllabi.	CR+5		Yes
3	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	Curriculum Records. Sample course syllabi, check sheets, course descriptions, program change requests and program documentation. Includes curriculum change information.	CR+5		Yes
5	Equipment and Gift Records. Reports detailing annual gifts to the program and backup documentation including correspondence, gift forms and inventories. Also includes documentation about equipment donated for the program. Some originals maintained by the Development Office.	CR+10		Yes
6	Events Records. Files documenting events sponsored by the department, including recruitment. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+5		Yes
7	Interdepartmental Requisitions. Departmental work forms are convenience copies for the area. These forms include: copy center requisitions, scheduling permits, requisition forms, return-to-vendor forms and work order form. Confidential destruction required.	CR+2 Destroy		
8	Personnel Records. Employee records including EAAs, copies of excused absence, new hires, student employment forms, etc. These are convenience copies-copies also kept in both HRD and the Dean's office.	ACT Destroy		

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9	Policies and Procedures Records. Policies and procedures created by the department including: committee rosters, faculty policies, mission statements, strategic planning files, including plans passed on the Dean's office, structural data (about program and alumni) and unit action plans. Records become inactive when superceded.	ACT+2		Yes
10	Publications. Publications and public relations material created to market departmental activities. Examples may include: brochures, program booklets, cd-rom's and videos. Records become inactive when they have become superceded.	ACT		Yes
11	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+10		Yes
12	Semester Information Records. Includes course scheduling information such as class lists, faculty schedules and textbook orders.	CR+2 Destroy		
13	University Subject Files. These records are used to document the department's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes alumni data, articulation reports, correspondence with outside companies and for recruitment purposes, consultations, curriculum changes, evaluations, grant information, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

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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)