

FERRIS STATE UNIVERSITY

Schedule 2004.007- Associate Vice-President for Student 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	Campus Pipeline/Portal Committee Records. Includes minutes, backup documentation and committee lists relating to web based portals for student information.	CR+5		Yes
2	Commencement Financial Records. Includes purchase orders, POWCS, billing statements from copy center, etc. Originals maintained by Finance Office. Confidential destruction required.	CR+7 Destroy		
3	Commencement Programs. Five copies of program are sent to archives when created.	Permanent.		Yes
4	Commencement Reference File. Answers to questions about past commencement activities. Not an official university records.	ACT Destroy		
5	Commencement Subject Files. Informational files included correspondence, committee member information, program schedule and setup documentation.	CR+7		Yes
6	Departmental Personnel and Payroll Records. These records are files maintained by departments regarding employees and student employees within each department. These generally include copies of Employee Assignment Action forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters, excused absence forms, recap time sheets, and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws.	CR+5 Destroy		
7	Orientation Financial Records. Includes purchase orders, POWCS, billing statements from copy center, etc. Originals maintained by Finance Office. Confidential destruction required.	CR+7 Destroy		
8	Orientation Subject Records. Informational files included correspondence, program schedules and setup documentation.	CR+7		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
9	Orientation/Staff Involvement Records. Subject files detailing staff involvement in student orientation including projects such as: First Impressions, No Wrong Doors and Pathfinders. Includes handouts, organizational materials and schedules.	CR+5		Yes
10	Student Affairs Website. Includes minutes, handouts and materials used for planning website content and structure.	CR+5		Yes
11	Associate Vice-President for Student Affairs University Subject Files. 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 correspondence, consultations, evaluations, notes, organizational information and reports on current topics. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

April 2004

Key:

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