

FERRIS STATE UNIVERSITY

Schedule 2004.066- Biology Department

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 bank statements, credit card batch slips, deposit slips, purchase orders, packing slips, POWCs, purchase orders, receipts and travel records. Materials which are also available in the Dean's office may be destroyed at the end of the year. All original materials must be maintained for 7 years. Confidential destruction required.	CR+7 Destroy		
2	Accreditation Records. Includes materials for both internal and external program review such as program reviews or self study notebook and supporting documentation including faculty loads, vitae and syllabi.	CR+5		Yes
3	Curriculum Records. Documentation of programs both current and past including: course outlines, curricula, correspondence, curriculum approval sheets, outlines and other materials.	CR+25		Yes
4	Events Records. Files documenting events sponsored by the department, including recruitment events, greenhouse projects, Biological Sciences Institute and the Card Wildlife Centers. Records include logistical information, accounting data, correspondence, publications and other supporting documentation.	CR+10		Yes
5	Personnel and Payroll Records. EAAs, resumes, applications for merit and promotion, development files, excused absence forms, intent-to-hire forms, post-tenure review, sabbatical leave documentation, student assessment (SAI) records, teaching assignment records, and workload agreements. Originals of appropriate records should be sent to HRD. Records become inactive once an individual leaves the employ of Ferris State University. Confidential destruction required.	ACT+5 Destroy		
6	Search Committee Records. Search committees or individual searches for staff and faculty. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
7	Student Records. This series consists of primarily duplicate copies of forms relating to the student's academic progress including advising files, class registration, withdrawals, check sheets, correspondence	ACT+5 Destroy		

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	from the department and internship records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws. Confidential destruction required.			
8	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 academic course management information, correspondence, consultations, departmental policies and procedures, evaluations, faculty load information, marketing projects, notes, organizational information, planning documents, program reviews, publications reports, staff meeting notes and student assessment reports. 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 Superseded
- CY = Calendar Year (current)
- ID = Immediate Disposal
- FY = Fiscal Year (current)
- PM = Permanent
- y = year(s)