

FERRIS STATE UNIVERSITY

Schedule 2003.009- Board of Trustee 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	Accounting Records. Includes POWCs, purchase orders, receipts, travel information.	CR+7 Destroy		
2	Biographical Records. This file contains biographical information about the Board of Trustee members and University Presidents including, resumes, articles, newsclippings, outside activities and contract information. A file becomes inactive once a board member dies.	ACT + 8		Yes
3	Board Meeting Packets. Agendas, resolutions and supporting material for action items at open session board meetings. One copy sent to the university archives at creation.	CR+20		Yes
4	Charter School Records. Informational binders on each charter school authorized by the university. Originals maintained by University Center for Extended Learning.	ACT	Destroy-ID	
5	Closed/Executive Session Records. This includes minutes and backup documentation for closed sessions of both full Board meetings and Committee meetings.	Permanent		
6	Committee Records. Includes minutes and packets relating to individual committees of the board. Includes the Executive Committee. One copy sent to the university archives at creation.	CR+10		Yes
7	Honorary Doctorate Records. Lists of honorary degree recipients by year; files on individuals receiving honorary degrees.	CR+50		Yes
8	Official Minutes of the Board of Trustees and Indices. One copy sent to the university archives at creation.	Permanent		Yes
9	Personnel Items File. Compilation of Board approved resolutions, listings and rosters, agreements, confirmation letters and EAA's relative to Board-approved personnel actions.	ACT		Yes
10	Policies Files. Compilation of Board policies and policy	ACT		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	reviews.			
11	Presidential-Board Communication Records. Included in this series are executive summaries and reports by the President to the Board and correspondence with board members in various formats. This series does not include Board biographical information, minutes or newsclippings unless annotated by the President.	ACT+3		Yes
12	Recordings of Meetings Records. Tape recording used to provide assistance in the creation of official minutes. Destroyed as soon as official minutes have been approved.	Until minutes are approved	Destroy-ID	
13	Retreat Planning Records. Includes information on planning annual board retreats including logistics, costs and organization. Also includes notes on some actions and issues.	ACT+3	4 years	Yes
14	University Subject Files. These records are used to document the Boards involvement and knowledge of the activities of the university. Divided by division, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports, publications and campus surveys. This also includes the general files for the Board of Trustees office.	ACT+3	5 years	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)