

## FERRIS STATE UNIVERSITY

### Schedule 2004.041- College of Allied Health Dean's Office

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 deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase order logs, receipts, and travel records. Confidential destruction required.	CR+7 Destroy		
2	<b>Accreditation Records.</b> Includes materials for both internal and external program review such as a self study notebook or supporting documentation including correspondence, faculty loads, vitae and syllabi.	CR+5		Yes
3	<b>Administrative Databases.</b> Databases that support administrative functions containing information maintained elsewhere in electronic or paper form that are on the FSU retention schedule. This includes databases related to faculty records or position control information. These records become inactive when records are no longer necessary.	ACT Destroy		
4	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
5	<b>Alumni Records.</b> Agendas, communications, newsletters, minutes from meetings, rosters and supporting documentation including newsletters or alumni directories.	CR+5		Yes
6	<b>Events Records.</b> Files documenting events sponsored by the department, including recruitment or orientations. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+7		Yes
7a	<b>Graduation Records.</b> Includes audit sheets, correspondence from records office and lists of graduates. Records become inactive once a student graduates. Confidential destruction required.	ACT+5 Destroy		
7b	<b>Graduation Records- Clearance Cards.</b>	Permanent		
8	<b>Personnel and Payroll Records.</b> EAAs, resumes, applications for merit and promotion, development files, excused absence forms, post-tenure review, sabbatical leave documentation, student assessment (SAI) records,	ACT+5 Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	teaching assignment records, and workload agreements. Originals of appropriate records should be sent to HRD. Records become inactive once the employee has left their position.			
9	<b>Personnel Records, Students.</b> EAAs, resumes, excused absence forms, performance evaluations and timesheets. Originals of appropriate records should be sent to HRD. Paper backup of student hours verification may be destroyed at the end of a year	CR+3 Destroy		
10	<b>Policies and Procedures Records.</b> Policies and procedures created by the College of Allied Health including: committee rosters, faculty policies, mission statements, strategic planning files including plans passed on the VPAA and structural data. Records become inactive when superceded.	CR+5		Yes
11	<b>Publications Records.</b> Publications and public relations material created to market College of Allied Health such as a brochure, online catalog entries or website pages. Records may be electronic or in paper form. Records become inactive when they have become superceded.	ACT		Yes
12	<b>Recruitment Records.</b> Events, correspondence and other materials used to recruit students and staff to the College of Allied Health. Financial information such as receipts and bills may be destroyed after 7 years.	CR+7		Yes
13	<b>Scholarship Records.</b> Criteria and procedures for departmental specific scholarships. Promotional material included. Records become inactive when scholarship no longer funded	ACT		Yes
14	<b>Staff Meeting Records.</b> Includes agendas, minutes and backup documentation for department chair meetings and college level meetings.	CR+5		Yes
15	<b>Student Correspondence.</b> Correspondence with students re: applications, degree process, appeals. Also correspondence relating to scholarships. Records become inactive when a student graduates or withdraws. Confidential destruction required.	ACT+5		
16	<b>Student Records.</b> This series consists of primarily duplicate copies of forms relating to the student's academic progress including class registration, withdrawals, check sheets, correspondence 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.	Graduated students- ACT+5 Destroy  Withdrawn students- CR+10		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
		Destroy		
17	<p><b>University Subject Files.</b> These records are used to document the Deans offices' involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes budget planning, correspondence, consultations, curriculum changes, evaluations, minor cap projects, notes, orientation, organizational information, planning documents, program information, registration, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.</p>	ACT+5		Yes

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<p>Key:</p> <ul style="list-style-type: none"> <li>ACT = Active</li> <li>CR = Creation</li> <li>SUP = Retain Until Superseded</li> <li>CY = Calendar Year (current)</li> <li>ID = Immediate Disposal</li> <li>FY = Fiscal Year (current)</li> <li>PM = Permanent</li> <li>y = year(s)</li> </ul>
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