

## FERRIS STATE UNIVERSITY

### **Schedule 2004.046- College of Arts and Sciences 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 program reviews or self study notebook and supporting documentation including faculty loads, vitae and syllabi.	CR+10		Yes
3	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+10		Yes
4	<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		
5	<b>Correspondence Records.</b> Annual correspondence file maintained by the College of Arts and Sciences on a variety of topics.	CR+10		Yes
6	<b>Curriculum Records.</b> Documentation of programs past academic practices at the University and curricula including correspondence, curriculum approval sheets, sample course outlines and other materials.	CR+10		Yes
7	<b>Events Records.</b> Correspondence; logistical information, attendance, photographs, source material, payment receipts.	CR+7		Yes
8	<b>Faculty Tenure Records.</b> Candidate files used to evaluate performance for tenure. Records become inactive once a tenure case has been resolved. Records are either confidentially destroyed or returned to the faculty member.	ACT Destroy		
9	<b>Gift Records.</b> Reports detailing gifts to the Deans Office	CR+10		Yes

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	and programs with the backup documentation including correspondence, gift forms and inventories Original maintained by the Development Office.			
10	<b>Graduation Records.</b> Includes audit sheets, correspondence from records office. Records become inactive once a student graduates. Confidential destruction required.	ACT+5 Destroy		
11	<b>Grants Subject Records.</b> Records may include correspondence, applications, reports and supporting documentation. This does not include information about the grant procedures supplied by an outside agency or grants not applied for specifically by the College of Arts and Sciences. Basic financial data may be destroyed seven years after the conclusion of the grant or according to grant specifications.	CR+10		Yes
12	<b>Michigan Artwalk Records.</b> Records documenting the Artwalk project (and other activities of the Ferris Renaissance Committee) including: agendas, correspondence, minutes, prospectus, publications and other supporting materials.	CR+10		Yes
13	<b>Personnel and Payroll Records.</b> EAAs, resumes, applications for merit and promotion, development files, excused absence forms, post-tenure review, sabbatical leave documentation, 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		
14	<b>Personnel Records, Students.</b> EAAs, resumes, excused absence forms, performance evaluations and timesheets. Originals of appropriate records should be sent to HRD. Confidential destruction required. Paper backup of student hours verification may be destroyed at the end of a year.	CR+3 Destroy		
15	<b>Policies and Procedures Records.</b> Policies and procedures created by the College of Arts and Sciences including: bylaws, committee rosters, faculty policies, historical summaries, mission statements, online course related instruction planning, strategic planning files including plans passed on the VPAA and structural data or restructuring records. Records become inactive when superseded.	CR+10		Yes
16	<b>Publications Records.</b> Publications and public relations material created to market the College of Arts and Sciences including brochures, pamphlets, cds, online	ACT		Yes

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	catalog entries or website pages. Records may be electronic or in paper form. Records become inactive when they have become superceded.			
17	<b>Scholarship Records.</b> Criteria and procedures for departmental specific scholarships. Promotional material included. Records become inactive when scholarship no longer funded	ACT		Yes
18	<b>Search Committee Records.</b> Search committees or individual searches for staff and faculty in the College of Technology. Includes affirmative action material. Confidential destruction required.	ACT+6 Destroy		
19	<b>Staff Meeting Records.</b> Includes agendas, minutes and backup documentation for department chair meetings and college level meetings.	CR+5		Ye
20	<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+5 Destroy		
21	<b>Student Recruitment Records.</b> Events, correspondence and other materials used to recruit students to the College of Arts and Sciences. Financial information such as receipts and bills may be destroyed after 7 years.	CR+7		Yes
22	<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 annual reports, art collection information, assessments, budget planning, correspondence, consultations, committees evaluations, minor cap projects, notes, organizational information, planning documents, special projects, reports, and unit reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+10		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)