

FERRIS STATE UNIVERSITY

Schedule 2004.022- College of Business- 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	Accounting Records. Includes deposits, invoices, monthly budget reports, p-card documentation, packing slips, purchase orders, powcs, requisitions, travel records, transfers of funds and vocational education related financial records.	CR+7 Destroy		
2	Accreditation Records. Includes self study notebook and supporting documentation including faculty loads, vitae and syllabi.	CR+10		Yes
3	Administrative Databases. 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	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
5	Alumni Board Records. Agendas, communications, minutes, rosters and supporting documentation including newsletters or alumni directories.	CR+5		Yes
6	Correspondence, University. Correspondence with other university departments and donor acknowledgements. Transitory correspondence may be discarded at the end of the year.	CR+5		Yes
7	Correspondence, Student. Correspondence with students re: complaints and appeals. Also correspondence relating to the College of Business scholarships. Records become inactive when a student graduates or withdraws. Confidential destruction required.	ACT+5 Destroy		
8a	Graduation Records. Includes audit sheets, correspondence from records office. Records become inactive once a student graduates. Confidential destruction required.	ACT+5 Destroy		
8b	Graduation Records- Clearance Cards.	Permanent		

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9	Grants Subject Records. 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 Dean's office of the College of Business.	CR+10		Yes
10	Internship Records. Administrative information used by students to select internship locations. Records become inactive when the internship site is no longer used.	ACT		Yes
*11	Personnel and Payroll Records. EAAs, resumes, applications for merit and promotion, development files, timesheets and excused absence forms, student assessment (SAI) records, teaching assignment records. Records become inactive when the employee leaves the University.	ACT+5 Destroy		
12	Policies and Procedures Records. Policies and procedures created by the College of Business including: committee rosters, college-based faculty policies, mission statements, strategic planning files including plans passed on the VPAA, structural data. Records become inactive when superceded.	CR+10		Yes
13	Publications Records. Publications and public relations material created to market College of Business Activities. Records may be electronic or in paper form. Records become inactive when they have become superceded.	ACT		Yes
14	Recruitment Records. Events, correspondence and other materials used to recruit students and staff to the College of Business. Financial information such as receipts and bills may be destroyed after 7 years.	CR+7		Yes
15	Scheduling Records. Records used to determine summer rotation schedule, includes reports, and original signed questionnaires. Confidential destruction required.	CR+10		Yes
16	Search Committee Records. Search committees conducted by Dean of the College of Business.	CR+7 Destroy		
17	Student Records. 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		

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		Destroy		
18	Subject Reference Files. Any other subject based file not listed above, is material maintained as a convenience copy by the Dean's office. Some examples of this include employee seniority lists, program cost data and university materials from the information received files. Official copies are maintained by the COB departments, accounting office or other offices on campus.	ACT Destroy		
19	Dean's University Subject Files. These records are used to document the Dean's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, planning documents, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes
20	Work Orders. Internal work orders and logs detailing key/equipment inventories.	CR+2 Destroy		

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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)