

FERRIS STATE UNIVERSITY

Schedule 2004.048- College of Education and Human Services 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 deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase order logs, receipts, weekly/monthly reports and reconciliation statements. Confidential destruction required.	CR+7 Destroy		
2	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, student academic information or class data. These records become inactive when records are no longer necessary.	ACT Destroy		
3	Alumni Records. Agendas, communications, minutes, rosters and supporting documentation including directories, newsletters or events such as dinners or outstanding alumni awards.	CR+5		Yes
4	Curriculum Records. Includes syllabi, course descriptions, course assignments and other documentation supporting the creation and altering of courses. Records become inactive once a course is no longer taught.	CR+5		Yes
5	Deans Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
6	Faculty Tenure Records. 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		
7	Gift Records. Reports detailing gifts to the Deans Office and programs with the backup documentation including correspondence, gift forms and inventories. Original maintained by the Development Office.	CR+10		Yes
8	Grants Subject Records. Records may include correspondence, applications, reports and supporting documentation. This does not include information about	CR+10		Yes

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	the grant procedures supplied by an outside agency. Basic financial data such as invoices, purchase orders and receipts may be destroyed after 7 years.			
9	Personnel and Payroll Records. EAAs, resumes, applications for merit and promotion, consulting leaves, development files, excused absence forms, payroll recap sheets, 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		
10	Personnel Records, Students. 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		
11	Policies and Procedures Records. Policies and procedures created by the College of Education and Human Services including: committee rosters, faculty policies, mission statements, off-campus procedures and policies, policy manual program descriptions, strategic planning files including plans passed on the VPAA, student information and structural data or restructuring records. Records become inactive when superceded.	CR+10		Yes
12	Publications Records. Publications and public relations material created to market College of Education and Human Services including: brochures, online catalog entries, newsletters or website pages . Records may be electronic or in paper form. Records become inactive when they have become superceded.	ACT		Yes
13	Sabbatical Leave Records. Official copies of sabbatical leave applications and reports are maintained by the Vice-President for Academic Affairs. College copies are convenience copies.	ACT Destroy		
14	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material included. Records become inactive when scholarship no longer funded.	ACT		Yes
15	Search Committee Records. Search committees or individual searches for staff and faculty in the College of Technology. Includes affirmative action material. Confidential destruction required.	ACT+7 Destroy		

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16	Staff Meeting Records. Includes agendas, minutes and backup documentation for department chair meetings and college level meetings.	CR+5		Ye
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. May also include original teaching applications. Includes graduation related records. Records become inactive when a student graduates or withdraws.	For Graduates- ACT+25 For Withdrawals- CR+5 Destroy		Yes
18	Travel Records. Records detail financial information about travel requests such as correspondence, copies of request, and supporting documentation. Confidential destruction required.	CR+6 Destroy		
19	University Subject Files. 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 accreditation issues, budget planning, correspondence, consultations, curriculum changes, enrollment data, evaluations, minor cap projects, notes, organizational information, planning documents, statistical reports, survey results and student awards. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+10		Yes
20	Who's Who. Records information about nominees, correspondence and photos. Information also available in the VPAA's office. Confidential destruction required.	CR+1 Destroy		

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<p>Key:</p> <p>ACT = Active CR = Creation SUP = Retain Until Superseded CY = Calendar Year (current) ID = Immediate Disposal FY = Fiscal Year (current) PM = Permanent y = year(s)</p>
