

FERRIS STATE UNIVERSITY

Schedule 2004.071- College of Pharmacy 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, and travel records. Confidential destruction required.	CR+7 Destroy		
2	Accreditation Records. 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	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	Alumni Records. Includes directories, publications, newsletters and board information including financial reports and donation information.	CR+10		Yes
5	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+10		Yes
6	Correspondence Records. Dean's correspondence with other departments, and off campus. May include printed out emails or backup disks.	CR+10		Yes
7	Curriculum Committee Records. Documents changes in curricula. Records may include correspondence, meetings and agendas, forms submitted to the UCC and student evaluations.	CR+10		Yes
8	Events Records. Events may be used for recruitment purposes, continuing education or as fundraising events (such as the golf outing) or alumni gatherings. Records may include correspondence; logistical information, attendance, photographs, source material, payment receipts.	CR+7		Yes

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9	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		
10	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
11a	Graduation Records. Includes audit sheets, correspondence from records office. Records become inactive once a student graduates. Confidential destruction required.	ACT+5 Destroy		
11b		Graduation Records- Clearance Cards.	Permanent	
12	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 College of Pharmacy.	CR+10		Yes
13	Honors Convocation Records. Records of awards and scholarships presented to College of Pharmacy students.	CR+10		Yes
14	Orders/Requests Records. Internal requests for equipment or physical plant orders.	CR+2 Destroy		
15	Personnel and Payroll Records. EAAs, resumes, applications for merit and promotion, development files, excused absence forms, hiring process 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		
16	Personnel Records, Students. EAAs, hiring process forms, 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		
17	Policies and Procedures Records. Policies and procedures created by the College of Pharmacy including: committee rosters, faculty policies, mission statements, strategic planning files or restructuring records. Records become inactive when superceded.	CR+10		Yes

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18	Publications Records. Publications and public relations material created to market College of Pharmacy such as brochures, newsletters, online catalog entries, posters or website pages. Records may be electronic or in paper form. Copies will be sent to the University Archives upon creation. Records become inactive when they have become superceded.	ACT		Yes
19	Search Committee Records. Search committees or individual searches for staff and faculty in the College of Pharmacy. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
20	Staff Meeting Records. Includes agendas, minutes and backup documentation for faculty and college level meetings.	CR+5		Yes
21	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.	ACT+5 Destroy		
22	Student Recruitment Records. Events, correspondence and other materials used to recruit students to the College of Pharmacy. Financial information such as receipts and bills may be destroyed after 7 years.	CR+7		Yes
23	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 budget planning, correspondence, consultations, curriculum changes, evaluations, minor cap projects, notes, organizational information, planning documents, and 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)