

FERRIS STATE UNIVERSITY

Schedule 2004.009- Computer Consortia

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 general accounting records such as daily cash reports/ business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and bank statements. Confidential destruction required.	CR+7 Destroy		
2	Magnetic Backup Tape Logs.	CR+5		Yes
3	Computer Consortia Subject Files. These records are used to document the consortia's involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information and reports on current topics. It may deal with policies or procedures within the department or long range planning. A record becomes inactive when it ceases, been disbanded or the consortia is no longer involved.	ACT		Yes
4	Equipment/Software Records. May include manuals, correspondence and backup documentation for major purchases, contract and licensing agreements. Receipts and billing statements may be weeded after 7 years. Files become inactive once the equipment or software has been superceded.	ACT		Yes
5	Equipment Logs. Includes key and equipment checkout, and logs documenting access to secure areas.	CR+1 Destroy		
6	Inventories. Listings of computers, printers, equipment transfers, and disposals. Green sheets, barcodes and actual FSU tags are not considered records.	CR+5		Yes
7	Meeting Records. Includes minutes, agendas and handouts of staff and project teams.	CR+5		Yes
8	Network Account Records. Requests for network accounts.	CR+50		
9	Personnel and Payroll Records. These records are files maintained by departments regarding employees and student employees within each department. These generally include copies of Employee Assignment Action	LOE+5 Destroy		

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	forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters, excused absence forms, recap time sheets, and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws.			
11	Personnel Records- Student Workers. Includes employment records pertaining to students on work-study. EAA, payroll records and performance evaluations.	CR+3 Destroy		
12	Personnel Records- Applications. Unsuccessful applications for positions and cover letters.	CR+2 Destroy		
13	Policies and Procedures Records. Includes policies, procedures and changes to procedures and notices about policies/procedures to the wider university community. May relate to the consortia as a whole or a specific aspect of service (such as the North Service Desk in FLITE) Some of these materials are maintained electronically on the server. Records become inactive when they are superceded.	ACT		Yes
14	Scheduling Records. Schedules for computer labs and classroom request forms.	CR+2		
15	Vendor Records. Includes bills, purchase orders, reimbursements, receipts and returns documentation. This series covers both external vendors and internal departments. Confidential destruction required.	CR+7 Destroy		
16	Work Order Records. Using tracking software, tracks difficulties on specific pieces of equipment and actions taken by consortia to correct problems.	CR+30		Yes

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Key:

ACT = Active

SUP = Retain Until Superseded

CY = Calendar Year (current)

ID = Immediate Disposal

LOE= Length of Employment

FY = Fiscal Year (current)

PM = Permanent

y = year(s)