

FERRIS STATE UNIVERSITY

Schedule 2004.001- Dental Clinic

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 daily cash reports/ business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, patient receipts and statements, student billing, student charge forms, and bank statements. Confidential destruction required. | CR+7 Destroy | | |
| 2 | (Patient) Appointment Books. Records detailing clinic tracking forms, schedules of patients and clinic employees. | CR+1 | | Yes |
| 3 | (Patient) Database Records. Software used to track patient visits, including date of visit, services rendered and payments received. All information is duplicative of materials kept as part of the hard copy of patient records. | CR+5 Destroy | | |
| 4 | Insurance Claims Records. Records include completed insurance claim forms. Confidential destruction required. | CR+7 Destroy | | |
| 5 | Patient Records. Includes services rendered documentation, medical dental histories, hard tissue periodontal charts and exam results and dates done. Transferred to microfilm after 5 years. | ACT+10 | | Yes |
| 6 | Personnel Departmental Records. These records are files maintained by departments regarding employees and student employees within each department. These generally include copies of Employee Assignment Action 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. Confidential destruction required. | ACT+5 Destroy | | |
| 7 | Student Academic Records. These files include student performance evaluation forms, program requirement checklists, copies of student work and release forms acknowledging the University HIPPA's policy. Used to calculate and assign student grades. Confidential | CR+1 Destroy | | |

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| | destruction required. | | | |
| 8 | Subject Files. These records are used to document the clinic's involvement and knowledge of the larger activities of the university. Divided departmentally or by project, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports and publications. | ACT+3 | | Yes |
| 9 | X-Rays. | CR+7 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)