

FERRIS STATE UNIVERSITY

Schedule 2004.008- Developmental Programs and Curriculum

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, payment net and bank statements. Confidential destruction required.	CR+3 Destroy		
2	Carl D. Perkins Grant Assistant Records. Forms used to track students in grant program.	CR+4 Destroy		
3	Carl D. Perkins Grant Survey Records.	CR+4 Destroy		
4	Grants Subject Records. Records may include correspondence, applications, reports and supporting documentation.	CR+4		Yes
5	Grants Informational Records. Includes materials from agencies on grant procedures and policies and their distribution to Ferris employees. Records are not generated by Ferris. This is not a record and may be destroyed when superceded.	ACT Destroy		
6	Tuition Incentive Program Records. Includes correspondence, grades, meetings, reports.	CR+7		Yes
7	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information and reports on current topics. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

April 2004

Key:

ACT = Active

SUP = Retain Until Superseded

CY = Calendar Year (current)

ID = Immediate Disposal

FY = Fiscal Year (current)

PM = Permanent

y = year(s)