

FERRIS STATE UNIVERSITY

Schedule 2004.016- Disability Services

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+7 Destroy		
2	Interpreter Records. Contracts and supporting documentation regarding interpreters. Records become inactive when superceded or when no new contract for the semester has been signed.	ACT+5 Destroy		
3	Notetaker Records. Contracts, applications and supporting documentation. Rejected notetaker applications may be discarded after 1 year. Records become inactive when a notetaker graduates or withdraws from the University.	ACT+5 Destroy		
4	Student Records. Records may include: contact forms, class schedules, development plan forms, documentation of services provided such as note-takers or test accommodation, notes, transcripts and correspondence. Records become inactive once a student has withdrawn or graduated.	ACT+5 Destroy		
5	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, projects, reports, publications and campus surveys.	CR+5		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 SUP = Retain Until Superceded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)