

FERRIS STATE UNIVERSITY

Schedule 2004.021- Educational and Career Counseling Center

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	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		
3	Assessment Records. Copies of standardized assessments and results. Records become inactive once a student graduates or withdraws. Confidential destruction required.	ACT+5 Destroy		
4	Budget Records. Forms/ reports used to track annual budgets of the Center.	CR+3 Destroy		
5	Career Choices/Pathways program. Programs given to high-school students and FSU students about possible careers. Information includes correspondence, evaluations, prospective student lists, informational handouts, scheduling information, program files, publications, lists of participants and other tracking information and related reports.	CR+5		Yes
6	Curriculum Records. Includes programs developed for the University College. Documentation may include syllabi, notes, correspondence and handouts. Records become inactive once the material is no longer used for the course	ACT+5		Yes
7	Grants Subject Records. Records may include correspondence, applications, reports and supporting documentation.	CR+3		Yes
8	Grants Informational Records. Includes materials from agencies on grant procedures and policies and their distribution to Ferris employees. Records are not	ACT		

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	generated by Ferris. This is not a record and may be destroyed when superceded.			
9	Meetings Records. Agendas, minutes and supporting documentation.	CR+5		Yes
10	Personnel and Payroll Records. EAAs, resumes, applications for merit and promotion, development files, excused absence 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 the employee has left their position.	ACT+5 Destroy		
11	Policies and Procedures Records. Policies and procedures created by the Center including: assessment procedures, departmental procedures books, ECCC area maps, mission statements, NDUG advising procedures, structural information, and other records. Records become inactive when they have been superceded	ACT+3		Yes
12	Publications. Publications and public relations material created to market ECCC activities. Samples of publications includes: the Academic Advising Guide, bookmarks, brochures, cable announcements, fliers, newsletters (electronic and in paper), presentations, program information for students, handouts from programs such as the Parent Transition program, or welcome letters. Records become inactive when they have become superceded.	ACT		Yes
13	Search Committee Records. Search committees or individual searches for staff and faculty in the ECC. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
14	Scheduling Records. Database/web based application which schedules appointments and counselor assignments and any paper backups.	CR+1 Destroy		
15	Student Statistical Records. Undeclared major lists, compilations of information about students used for reporting purposes.	CR+5		Yes
16	Student Counseling Records. This includes records in any format documenting contact with students including but not limited to: correspondence, notes, copies of academic records and recommendations. Records become inactive once a student has withdrawn or graduated from the University. Confidential destruction required.	ACT+5 Destroy		

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17	<p>Workshop Records. Documentation of workshops/events on a variety of topics including orientation, careers and strategies for Success. Records includes handouts, publications, correspondence, scheduling information, reports, goals and backup documentation.</p>	CR+5		Yes
18	<p>University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university and the Center. Divided alphabetically, a subject file typically includes annual/monthly reports, committee records, correspondence, consultations, evaluations, notes, organizational information, photographs, planning documents, presentations or reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.</p>	ACT+5		Yes

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