

FERRIS STATE UNIVERSITY

Schedule 2004.019- FLITE- Administrative Offices

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, insurance billing forms, purchase orders, POWCs, payment net and bank statements. Official departmental copies are maintained by the Account Clerk, additional copies are convenience copies which may be destroyed as soon as order completed. Confidential destruction required. Do not need to certify destruction.	CR+7 Destroy		
2	Key Card Records. Signed cards documenting which individual has which keys. Records become inactive when an employee has returned all keys to the area.	CR+3 Destroy		
3	Log Sheets. Documents use of fax machine and other equipment or spaces in the building.	CR+1 Destroy		
4	Personnel/ 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 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.	ACT+5 Destroy		
5	Personnel Application Files. Position descriptions, postings and supporting materials and supporting documentation. This also includes the records of search committees. Confidential destruction required.	CR+7 Destroy		
6	Physical Plant work orders. Used to track building problems including supplies, the HVACR system and other building issues. Orders become inactive once the issue has been resolved.	ACT+2		
7	Scheduling Files. Database used to schedule room requests within the library building and any backup documentation.	CR+1 Destroy		

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8	Travel Records. Includes signed approval forms, financial information and backup documentation. Confidential destruction required.	CR+7 Destroy		
9	University Curriculum Approvals. Curriculum approval forms presented to the library for signature and backup documentation.	CR+10		Yes
10	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. It is divided by department and unit (or outside constituency) and typically includes committee files, correspondence, consultations, evaluations, grants, notes, organizational information, reports, policies, procedures, projects, publications and campus surveys.	ACT+3		Yes

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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)