

FERRIS STATE UNIVERSITY

Schedule 2004.061- Library- Public 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. These are strictly convenience copies. Maintained in the both the Dean's Office and Accounting Office. Confidential destruction required. Do not need to certify destruction.	CR+1 Destroy		
2	Committee Records. Records of both library and university committees and task forces. May include reports, minutes, agendas and rosters.	CR+5		Yes
3	Course Records. Instructional course records including class syllabi, assignments, outlines and instruction with the faculty. Records become inactive once the library instruction course is no longer being offered.	ACT+2		Yes
4	Equipment Records. Records include information about specific equipment used in library and accompanying documentation. Policies and library information about decision to acquire equipment may be of historical value. Manuals may be destroyed when equipment is removed.	ACT		Yes
5	Interlibrary Loan Records. Database used to maintain interlibrary loan requests. Includes basic contact information and citation of what has been requested. Paper copies are convenience copies and may be destroyed as soon as the request is filled.	CR+2 Destroy		
6	Liaison Records. Records of liaisons documenting contacts with faculty. May also include minutes of liaison meetings or policies. Basic information found elsewhere such as book requests or form c's may be destroyed at the end of the year.	CR+10		Yes
7	Personnel/ Payroll Records. These records are files maintained by individuals as convenience copies. The official copy is maintained by the Dean's office. Samples of forms include: excused absence forms, phone statements, position description information, promotion/merit portfolios, tenure portfolios, travel requests, tuition waiver requests, etc.	ACT Destroy		
8	Publications. This series contains publications, electronic and paper that promote the library, including:	ACT Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	brochures, classroom handouts, database guides, newsletters, staff instruction sheets and subject guides. A copy should be sent to the University Archives upon creation. Records become inactive when they are superceded.			
9	Policies and Procedures Records. Policies and procedures created by the department, and library policies which had significant departmental input. Also includes departmental mission statements, reference manuals and strategic planning materials. Records become inactive when superceded.	ACT+2		Yes
10	Scheduling Files. Database and paper files used to schedule service desks by staff. Also includes flex time requests. Information also available through official payroll records.	CR+5 Destroy		
11	Staff Meeting Records. Includes agendas, minutes and reports from departmental meetings.	CR+5		Yes
12	Statistical Records. Records kept by the department documenting both usage and requests.	CR+5		Yes
13	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the library and the university. It typically includes : assessment information, budget information (departmental requests) correspondence, goals, memorandum, organizational structure, personnel function changes, reference collection information, special projects, reports (monthly and annual),	ACT+3		Yes

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<p>Key:</p> <p>ACT = Active CR = Creation SUP = Retain Until Superceded CY = Calendar Year (current) ID = Immediate Disposal FY = Fiscal Year (current) PM = Permanent y = year(s)</p>
