

FERRIS STATE UNIVERSITY

Schedule 2004.039- FSUS Program

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	Budget Records. Includes accounting data and monthly budget reports used to monitor activities from the supply and equipment account and student development accounts. Original information maintained on Banner system and in Dean's office. Convenience copy. Do not need to certify destruction. Confidential destruction required.	CR+1 Destroy		
2	Curriculum Records. Materials used to develop FSUS guiding principles or samples of handouts/suggested activities for actual activities.	CR+5		Yes
3	Meeting Records. Includes meetings with University College members for the purpose of updating the goals, or training sessions held for FSUS teachers. May include, correspondence, meeting agendas, minutes, recommendations and reports.	CR+5		Yes
4	Promotional/Publications Records. Includes all brochures, booklets , faculty/student handbooks, photographs and publicity materials relating to the FSUS program.	CR+5		Yes
5	University Subject Files. These records are used to document the office involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports, photographs, policies, procedures, program proposals and reviews, syllabi and campus surveys.	ACT		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SUP = Retain Until Superseded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)