

FERRIS STATE UNIVERSITY

Schedule 2- General Schedule – University-Wide Records

This Retention and Disposal Schedule covers general records common to most offices at the University. The records described are necessary:

1. for the continued effective operation of the University,
2. to constitute an adequate and proper recording of University activities, and
3. to protect the legal rights of the University and its students.

Specific originator or departmental records may have unique record retention schedules for a variety of reasons including the need to conform to explicit federal or state regulations. In that regard, departmental record retention schedules may be inconsistent with or fall outside of this general record schedule, and will take precedence over this general schedule. Employees are urged to consult the University’s Archivist for assistance in this regard.

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
GS.1	Transitory Correspondence. Transitory correspondence is written communication of short-term interest, which has no documentary value. This type of correspondence has limited administrative and evidential value, which is lost soon after the communication is received. Transitory correspondence do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include routine requests for information which require no administrative action, policy decision, special compilation or research. This type of record also includes notifications of an upcoming meeting and similar records.	CR+1	Destroy-ID	
GS.2	General Correspondence. General correspondence may exist in a variety of formats including memos, letters, notes and electronic mail messages. If the correspondence pertains to a specific project or case, it should be filed within that project or case file.	CR+2	5 years	Yes
GS.3	Managerial File. These records are used to support activities of the departments. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational information, Unit Action Plans, and other information necessary for the performance of the function to which the department has been assigned. Managerial files do not include files related to specific subjects, individual students, employees, accounting, or other related files.	ACT+5	5 years	Yes

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GS.4	Policies, Procedures and Directives. These records include manuals, policies, procedures, executive orders, information sheets, memos, etc. They do not include distribution and reference copies, or the documentation used to create the policy, procedure, or directive.	SUP	1 year	Yes
GS.5	Meeting Records. These records may include agendas, supporting documentation, original signed minutes, and tape and video recordings. If tape and video recordings are transcribed, the original recordings can be destroyed. These records do not include meeting notices and bulletins and documentation of expenditures. This series includes advisory boards, committees, and task forces of the University.	CR+5	3 years	Yes
GS.6	Staff Meeting Minutes. These are minutes taken during staff meetings but do not include individual notes taken during the meeting by participants, which may list tasks the participant must do, etc. Agendas are not necessary for staff meetings when minutes are available.	CR+2	3 years	Yes
GS.7	Budget Documentation. These files are maintained for budget planning and allocation purposes for each department. They do not include the official budget records, which are maintained by the Budget or Finance Office.	CR+5	1 year Destroy	
GS.8	Bookkeeping/Accounting/Inventory Documentation. These records are departmental bookkeeping, accounting and inventory records. These may includes copies of purchase orders, POWCS, purchasing card transactions with original backup records, travel records, vouchers and related cost and asset control records.	CR+6	Destroy-ID	
GS.9	Departmental Personnel and 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-ID	
GS.10	University Publications. Publications and documents which are published and/or distributed outside of the University. (Supported by Public Act 540 of 1982 and Executive Directive 1983-2, the Library of Michigan must receive two (2) copies of each document which is published and/or distributed outside the University.)	ACT+1 (Upon creation, transfer 4 copies to Archivist. Archivist shall send two (2)		Send to Archives at point of creation

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		copies to Library of Michigan.)		
GS.11	Search Committee materials. These series of records include documentation pertaining to the posting and search of candidates for open University positions. These may include the posting, advertisements, letters of application and resumes, and Appointment Activity Record.	ACT+6	Destroy-ID	
GS.12	Student Records. These records are records pertaining to students of the University. Retention schedules for specific departments/divisions developed in accordance with applicable state and/or federal law shall apply.	See specific departmental schedules.		
GS.13	Other Business Records. These records are other business records that are identified in the approved November 15, 1994 Business Affairs Schedule, which is incorporated herein by reference. These records may include such records generated for Risk Management, Administrative Services, Finance, etc.	See 11-15-94 Approved Business Affairs Schedule.		
GS.14	Non-Records. These records are records that do not document significant activities of the University and are further identified in the March 19, 2002 approved Non-Record Schedule.	See 3-19-02 Approved Non-Record Schedule		
GS.15	Credit Card Processing Records. Includes credit card receipts, summary and/or detail reports, batch reports, chargeback disputes and responses, revenue reports, statements or any other cardholder data records pertaining to a purchase or refund.	CR+1	6 years Destroy	

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)