

FERRIS STATE UNIVERSITY

Schedule 2004.020- Governmental Relations and General Counsel

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	Affirmative Action Hiring Packets. Packets created during the search process.	CR+3	3 years Destroy	
3	Affirmative Action Plan and Documentation Records. Records may include demographic data on applicants, and interim reports and packets created during the search process.	CR+1		Yes
4	Calendering/Scheduling Records. Records include hard copies of staff calenders. Backup documentation such as correspondence and notes which are filed in other locations (such as subject or correspondence files) are convenience copies which may be destroyed immediately after use.	CR+1		Yes
5	Collective Bargaining Records. May include meeting notes, contract proposals, drafts, agreements and supporting documentation. Duplicate copies or materials which contain duplicative information may be weeded as soon as the process is complete.	CR+15		Yes
6	FOIA Requests.	CR+7 Destroy		
7	Legal Opinions/ Advice. Legal opinions or advice created by Ferris State University or a subcontractor. This does not include research files for issues, which are reference materials and are considered non-records.	Permanent.		
8	Litigation Records. Records created by or for an office regarding a lawsuit. Some records may be destroyed at conclusion of the lawsuit as part of the court order.	Permanent		

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9	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		
10	Presidents Council of State Universities- Legal Committee Records. Records may include minutes, agendas, notes and reports. Records relating to specific cases which fall under attorney- client privilege should be destroyed prior to transfer to archives.	CR+5		Yes
11	Resignation/Release Records. Includes documentation of resignation process, including Board ratification and approval.	CR+7 Destroy		
12	State Relations Records. Records documenting relationship with the state and federal government and legislature including meeting notes and correspondence.	CR+20		Yes
13	Subpoena Requests. Records become inactive once the case has been resolved.	ACT+7 Destroy		
14	Union Grievance and Arbitration. Records may include correspondence and responses to grievances filed by the union through arbitration of such matter, if applicable. Includes any matter referred to the office involving or regarding union employees.	CR+15		Yes
15	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(both internal and external), correspondence, consultations, evaluations, event planning, notes, organizational information, reports, policies, procedures, publications, reports, and surveys.	ACT+3		Yes

October 2005; updated July 2007