

FERRIS STATE UNIVERSITY

Schedule 2009.0001- Human Resources

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	Benefits correspondence. Records become inactive once the claim is settled	ACT+3		
2	Cobra Notifications. Includes payments and action reports.	LOE+7	Destroy	
3	Flex Spending Account. Reports of claims and listing of employees.	CR+30		
4	Insurance Claim Forms/ Invoices. Invoices produced monthly that detail information about claims within the plan.	CR+5	Destroy	
5	Insurance/Medical Records. Employee summary claims reports.	CR+30	Destroy	
6	Insurance reports. Lists additions, changes and deletions by employee group.	CR+2	Destroy	
7	Job Postings. Description of job qualifications and position description posted as part of the employment application process. Also includes recruiting information.	CR+10	Destroy-	
8	Life Insurance Records. Includes payment claims and other supporting documentation.	CR+2	Destroy	
9	Longevity Records	CR+3	Destroy	
10	MSPERS Records. Documentation relating to employee participation in the MSPERS system.	Permanent		
11	Personnel Policies. All policies and documentation relating to the creation and adaptation of policies. Policies become inactive when superceded.	ACT		Yes
12	Personnel Records. Documentation may include:, application, contracts, correspondence, evaluations, leave, payroll authorization, personnel action forms, resumes, salary information, disciplinary documents and	Permanent		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	related documentation. .			
13	Personnel Records (Department). Supplemental personnel records including information such as ?	CR+10	Destroy-ID	
14	Rate announcements	CR+2		Yes
15	Salary Lists. Includes promotions and merit.	CR+10		Yes
16	Seniority Lists.	CR+30	Destroy	
17	Service Awards. Lists and supporting documentation	CR+10		YEs
15	Summary Plan Descriptions (Benefits). Records become inactive when the plan is no longer in effect.	ACT		Yes
16	University Subject Files. These records are used to document the office's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes annual reports, correspondence, consultations, evaluations, notes, organizational information, project files, photographs, meeting minutes and reports.	CR+5		Yes
17	Workmans Compensation OHSA Summary Log Case Files/Current Employees Includes accident/illness, doctor reports, forms, vouchers and invoices Case Files/ Former Employees. Includes major medical cases and OHSA recordable Case Files/ Litigated Cases. Cases inactive once Decision reached. Contracts. Contracts inactive once contract concluded.	CR+10 LOE+1 CR+10 ACT+10 ACT+10	Destroy Destroy	 Yes Yes Yes

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Key:

ACT = Active
CR = Creation
SUP = Retain Until Superseded
LOE = Length of Employment
ID = Immediate Disposal
FY = Fiscal Year (current)
PM = Permanent
y = year(s)