FERRIS STATE UNIVERSITY

Schedule 2004.053- HVACR

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 deposit slips, credit card batch slips, purchase orders, packing slips, purchasing card reports, POWCs, purchase orders, receipts, and transfers. Confidential destruction required.	CR+7 Destroy		
2	**Accreditation Records.** Materials relating to internal and external program review. May includes self study notebook or report and supporting documentation including faculty loads, course materials such as outlines and handouts, vitae and syllabi.	CR+7		Yes
3	**Advisory Committee Records.** Agendas, communications, minutes, rosters and supporting documentation.	CR+7		Yes
4	**Gift Records.** Reports detailing annual gifts to the program and backup documentation including correspondence, gift forms and inventories. Also includes documentation about equipment donated for the program. Some originals maintained by the Development Office.	CR+10		Yes
5	**Grants Subject Records.** Records may include correspondence, applications, contracts, reports and supporting documentation.	CR+7		Yes
6	**Internship Records.** Student records for internships. Weekly reports are discarded after one calendar year and the final reports become a part of the student records.	CR+1 Destroy		
7	**Payroll Records.** Time sheets for both faculty and student employees. Information also retained on Payroll system. Confidential destruction required.	CR+2 Destroy		
8	**Personnel Records.** Employee records including EAAs, copies for faculty overloads, new hires, etc. Records become inactive when an individual leaves the employ of the University. These are convenience copies- copies also kept in both HRD and the Dean's office.	ACT Destroy		
9	**Publications Records.** Publications and public relations material created to market departmental programs such as a brochure, online catalog entries or website pages.	ACT		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	Records may be electronic or in paper form. Records become inactive when they have become superceded.			
10	**Scholarship Records.** Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+7		Yes
11	**Semester Information Records.** Includes course scheduling information and textbook orders.	CR+1 Destroy		
12	**Student Records.** This series consists of primarily duplicate copies of forms relating to the student's academic progress including advising records, class registration, withdrawals, check sheets, correspondence from the department and internship records. May also include original teaching applications. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws.	ACT+5 Destroy		
13	**Student Organization Records.** Includes newsletters, agendas, rosters and minutes. As well as accounting information. Accounting information may be destroyed after 7 years.	CR+7		Yes
14	**Travel Records.** Includes applications, reimbursements, receipts and supporting documentation.	CR+7 Destroy		
15	**University Subject Files.** These records are used to document the department's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes articulation agreements, association files, brochures, correspondence, consultations, EPA reports, evaluations, industry contact information, marketing information, planning documents, retention reports, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

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Key:

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