

FERRIS STATE UNIVERSITY

Schedule 2004.069- Health Management Programs

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 bank statements, deposit slips, credit card statements, purchase orders, packing slips, p-cards, POWCs, purchase orders, and travel records. Materials which are also available in the Dean's office may be destroyed at the end of the year. Confidential destruction required.	CR+7 Destroy		
2	Accreditation Records. Includes materials for both internal and external program review). May include self study notebook and supporting documentation such as faculty loads, class assignments and handouts, lesson plans, workbook portfolios, internship material, course lists, syllabi and vitae.	ACT+5		Yes
3	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	Curriculum Records. Documentation of program curricula including: check sheets, correspondence, course packs, curriculum approval sheets, off-campus course rotations, sample course outlines, syllabi and other materials. Records become inactive once the course is no longer taught or is significantly altered.	ACT+5		Yes
5	Gift Records. Reports detailing gifts to the Deans Office and programs with the backup documentation including correspondence, gift forms and inventories Original maintained by the Development Office.	CR+5		Yes
6	Grants Subject Records. Records may include correspondence, applications, reports and supporting documentation. This does not include information about the grant procedures supplied by an outside agency. Basic financial data such as invoices, purchase orders and receipts may be destroyed after 7 years.	CR+5		Yes
7	Interdepartmental Requisitions. Departmental work forms are convenience copies for the area. These forms include: copy center requisitions, requisition forms, and work order forms. Confidential destruction required.	CR+1 Destroy		
8	Personnel and Payroll Records. Includes applications,	ACT+5		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	EAs, resumes, applications for merit and promotion, development files, timesheets and excused absence forms, resumes, student assessment (SAI) records, teaching assignment records. Records become inactive when the employee leaves the University.	Destroy		
9	Personnel Records, Students. EAs, resumes, excused absence forms, performance evaluations and timesheets. Originals of appropriate records should be sent to HRD. Confidential destruction required. Paper backup of student hours verification may be destroyed at the end of a year	CR+3 Destroy		
10	Search Committee Records. Searches conducted by the individual department.	CR+7 Destroy		
11	Semester Information Records. Includes course scheduling information such as class lists, faculty schedules, and textbook orders.	CR+2 Destroy		
12	Student Records. This series consists of primarily duplicate copies of forms relating to the student's academic progress including class registration, withdrawals, check sheets, correspondence from the department and internship records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws. Confidential destruction required.	ACT+5 Destroy		
13	UAW Daimler Chrysler Project Records. Records relating to the project including: audiovisual material, billing records, correspondence, proficiency tests and test analyses, correspondence with students, course materials and session results.	CR+10		Yes
14	University Subject Files. These records are used to document the department's involvement and knowledge of the activities of the university. A subject file typically includes alumni information (including newsletters and rosters), annual faculty load reports, general budgets, correspondence, consultations, departmental policies and procedures, enrollment data, evaluations, faculty load lists, organizational information, planning documents, program reviews, recruitment activities, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+10		Yes

August 2004

<p>Key:</p> <p>ACT = Active CR = Creation SUP = Retain Until Superseded CY = Calendar Year (current) ID = Immediate Disposal FY = Fiscal Year (current) PM = Permanent y = year(s)</p>
--