

FERRIS STATE UNIVERSITY

Schedule 2004.065- Heavy Equipment Department

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 credit card batch slips, deposit slips, budget code reports, packing slips, POWCs, purchase orders, reconciliation statements, and travel documents. 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 correspondence, curriculum records and changes, faculty loads, course materials such as outlines and handouts, vitae and syllabi.	CR+5		Yes
3	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	Equipment and Gift Records. Reports detailing annual gifts to the program and backup documentation including correspondence, gift forms and in-kind forms. Some originals maintained by the Development Office.	CR+5		Yes
5	Events Records. Files documenting events sponsored by the department, including recruitment. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+5		Yes
6	Interdepartmental Requisitions. Departmental work forms are convenience copies for the area. These forms include: copy center requisitions, scheduling permits, requisition forms, and work order form. Confidential destruction required.	CR+2 Destroy		
7	Personnel Records. Employee records including EAAs, copies of excused absence, new hires, student employment forms, time sheets, etc. These are convenience copies- copies also kept in both HRD and the Dean's office.	ACT Destroy		
8	Policies and Procedures Records. Policies and procedures created by the department including: committee rosters, faculty policies, mission statements, strategic planning files, including plans passed on the Dean's office, structural data (about program and alumni)	ACT+2		Yes

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	and unit action plans. Records become inactive when superceded.			
9	Publications. Publications and public relations material created to market departmental activities. Examples may include: brochures, program booklets, cd-rom's and videos. Records become inactive when they have become superceded.	ACT		Yes
10	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+10		Yes
11	Semester Information Records. Includes course scheduling information such as class lists, faculty schedules, student advisor lists and textbook orders.	CR+2 Destroy		
12	Skills USA Records. Information about national conference. Includes registration information and expense reports. Basic accounting records may be destroyed after 7 years.	CR+7		Yes
13	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 alumni data, correspondence, consultations, course check sheets, curriculum changes (and syllabi), evaluations, grant information, lab guides, 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)