

FERRIS STATE UNIVERSITY

Schedule 2004.011- Honors Program

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	Applications. Application files including applications for admissions, recommendation and supporting documentation for students who do not enter the program.	Enrollment date +1 year Destroy		
2	Budget Records. Includes accounting data and monthly budget reports used to monitor activities from the supply and equipment account and student development accounts. Original information maintained on Banner system and in Dean's office. Convenience copy. Do not need to certify destruction. Confidential destruction required.	CR+5 Destroy		
3	Cultural Events Calendar. Currently maintained as part of the website. Should be backed up to alternate media once per semester and sent to Archives.	CR+1		Yes
4	Honors Advisory Board Records. Includes membership lists, correspondence, meeting agendas and minutes, recommendations and reports.	CR+1		Yes
5	Honors Council Records. Includes membership lists, correspondence, meeting agendas and minutes, recommendations and reports.	CR+1		Yes
6	Honors Endeavor/Newsletters. Publication about Honors program activities. Copies of each publication should be sent to the University Archives when created.	Permanent		Yes
7	Promotional/Publications Records. Includes all brochures, booklets and faculty/student handbooks relating to the Honors program activities. Also includes advertisements/ programs relating to special programs, lectures and other Cultural Event activities. Copies of each publication should be sent to the University Archives upon creation.	CR+5		Yes
8	Student Advisory Board. Includes membership lists, correspondence, meeting agendas, notes and minutes, recommendations and reports.	CR+5		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
9	Student Records. Student files for participants in the program including: applications, recommendation forms, writing test scores, evaluations and supporting documentation. Records become inactive once a student has graduated or withdraws from the program.	ACT+5		Yes
10	University Subject Files. These records are used to document the office involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports, photographs, policies, procedures, program proposals and reviews, syllabi and campus surveys.	ACT		Yes
11	Writing Sample Records. Results of yearly writing sample test used for entry into the program.	Enrollment date +1 year		

April 2004; updated August 2009

Key:

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