

FERRIS STATE UNIVERSITY

Schedule 2003.0027- InformationTechnologies (revisions 2012)

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 departmental billing records, purchase orders, purchase orders with check documentation and authorizations for return to vendors.	CR+2	5 years Destroy	
2	Data Security Assignment Forms. Used to assign rights to various computer systems. Forms are considered active as long as the employee is still employed and the system is still in use. Copies sent to Human Resources after they become inactive. Do not need to certify destruction.	ACT Destroy Students ACT+6months		
3	Data Security Releases. Signed confidentiality agreements agreeing to abide by Ferris computer policies. Copies sent to Human Resources after they become inactive	LOE+7 Destroy		
4	Personnel and Payroll Records. These records are files maintained by departments regarding employees and student employees within each department. These generally include copies of Employee Assignment Action forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters, excused absence forms, recap time sheets, and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. Originals are maintained by Human Resources. Do not need to certify destruction	CR +3	2years Destroy	
5	Publications. Brochures, newsletters and promotional materials created by the area.			1 copy sent to Archives upon creation
6	Software Use Agreements. Agreements signed when software purchased at reduced cost as stipulated in licensing agreements.	CR+6 Destroy		
7	Travel Records. Travel request databases which provides details on employee travel requests and reimbursements.	CR+6 Destroy		
8	University Subject Files. These records are used to document the Chief Technology Officer's involvement and knowledge of the activities of the university. Divided departmentally, a subject file typically includes	ACT+2		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports and publications. Typical subjects may include the consortia activities, major systems migrations or new technologies employed on campus.			

September 2003; updated April 2004; updated October 2012

Key:

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 SUP = Retain Until Superseded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

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