

## FERRIS STATE UNIVERSITY

### **Schedule 2004.070- Language and Literature 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	<b>Accounting Records.</b> Includes deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase orders, and bank statements. Materials which are also available in the Dean's office may be destroyed at the end of the year. All original materials must be maintained for 7 years. Confidential destruction required.	CR+7 Destroy		
2	<b>Accreditation Records.</b> Includes materials for both internal and external program review such as program reviews or self study notebook and supporting documentation including faculty loads, vitae and syllabi.	CR+10		Yes
3	<b>Curriculum Records.</b> Files include course syllabi, and documentation used in the process of developing course minors/majors. This series also includes applications for special studies courses.	CR+10		
4	<b>Events Records.</b> Files documenting events sponsored by the department, including the Literature in Person series, recruitment events and other programs. Records include logistical information, accounting data, correspondence, publications and other supporting documentation.	CR+5		Yes
5	<b>Personnel and Payroll Records.</b> EAAs, resumes, applications for merit and promotion, development files, excused absence forms, payroll summary reports, post-tenure review, sabbatical leave documentation, teaching assignment records, and workload agreements. Originals of appropriate records should be sent to HRD. Records become inactive once an individual leaves the employ of Ferris State University. Paper backups to the Kronos timekeeping systems may be destroyed at the end of the year. Confidential destruction required.	ACT+5 Destroy		
6	<b>Policies and Procedures Records.</b> Policies and procedures created by the department including: committee rosters, departmental policy manuals, faculty policies, historical summaries, mission statements, strategic planning files and student policies. Records become inactive when superseded.	CR+10		Yes
7	<b>PRISM Essay Contest Records.</b> Records include the publications, evaluations, essay submissions and copies	CR+10		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	of certificates.			
8	<b>Publications and Promotional Records.</b> Publications and public relations material created to market the department and its activities. Samples of publications includes: brochures, newsletter, flyers, <i>PRISM</i> , and the website. Records become inactive when they have become superceded. One copy should be sent to the University Archives upon creation.	ACT		Yes
9	<b>Search Committee Records.</b> Search committees or individual searches for staff and faculty. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
10	<b>Student Records.</b> This series consists of primarily duplicate copies of forms relating to the student's academic progress including advising files, class registration, withdrawals, check sheets, correspondence from the department and disciplinary records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws. Confidential destruction required.	ACT+5 Destroy		
11	<b>University Subject Files.</b> 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 academic course management information, correspondence, consultations, faculty load reports, evaluations, grants, notes, organizational information, planning documents, reports, retention data, staff meeting notes and assessment reports. 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)