

## FERRIS STATE UNIVERSITY

### **Schedule 2004.028- Management 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 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	<b>Accreditation Records.</b> Includes materials for both internal and external program review. May include self study notebook and supporting documentation such as faculty loads, lesson plans, workbook portfolios, internship material, course lists, syllabi and vitae.	ACT+10		Yes
3	<b>Administrative Databases.</b> Databases that support administrative functions containing information maintained elsewhere in electronic or paper form that are on the FSU retention schedule. This includes databases related to faculty records or position control information. These records become inactive when records are no longer necessary.	ACT Destroy		
4	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+10		Yes
5	<b>Alumni Records.</b> Information about alumni and alumni related activities including newsletters, meetings, and donations.	CR+10		Yes
6	<b>Curriculum Records.</b> Includes syllabi, course descriptions, course assignments and other documentation supporting the creation and altering of courses. Records become inactive once a course is no longer taught.	CR+10		Yes
7	<b>Events Records.</b> Files documenting events sponsored by the department, including recruitment or professional association events. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+10		Yes
8	<b>Faculty Records.</b> Includes duplicates of hiring and recruitment information. Also includes course preferences, evaluations and biographical materials.	ACT+5 Destroy		

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	Records become inactive when an employee leaves the University. Official copies of appropriate records should be sent to HRD.			
9	<b>Payroll Records.</b> Time sheets and excused absence requests. Information also retained by Payroll and HRD. Confidential destruction required..	CR+2 or until audit Destroy		
10	<b>Scholarship Records.</b> Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+3		Yes
11	<b>Search Committee Records.</b> Searches conducted by the individual department.	CR+7 Destroy		
12	<b>Semester Information Records.</b> Includes course scheduling information and textbook orders.	CR+1 Destroy		
13	<b>Student Records.</b> 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. May also include advising records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws. Confidential destruction required.	Graduated students- ACT+5 Destroy  Withdrawn students- CR+10 Destroy		
14	<b>University Subject Files.</b> These records are used to document the department's involvement and knowledge of the activities of the university. A subject file typically includes brochures, catalog entries, correspondence, consultations, departmental policies and procedures, evaluations, meeting agendas, organizational information, planning documents, program reviews, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+10		Yes

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**Key:**

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