

## FERRIS STATE UNIVERSITY

### Schedule 2004.056-Mathematics 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<br>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+5                 |                          | Yes                 |
| 3       | <b>Events Records.</b> Files documenting events sponsored by the department, including recruitment events, high school career programs or faculty colloquia. Records include logistical information, accounting data, correspondence and other supporting documentation.  | CR+5                 |                          | Yes                 |
| 4       | <b>Personnel and Payroll Records.</b> EAAs, resumes, applications for merit and promotion, development files, excused absence forms, post-tenure review, sabbatical leave documentation, student assessment (SAI) records, recap time sheets, 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. Confidential destruction required. | ACT+5<br>Destroy     |                          |                     |
| 5       | <b>Search Committee Records.</b> Search committees or individual searches for staff and faculty. Includes affirmative action material. Confidential destruction required.   | CR+7<br>Destroy      |                          |                     |
| 6       | <b>Staff Meeting Records.</b> Includes agendas, minutes and backup documentation for department meetings and projects.  | CR+5                 |                          | Yes                 |
| 7       | <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 internship records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws.  | ACT+5<br>Destroy     |                          |                     |

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|         | Confidential destruction required.  |                      |                          |                     |
| 8       | <p><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, annual budget reports, brochures, correspondence, consultations, departmental policies and procedures, evaluations, notes, organizational information, planning documents, program reviews, publications, reports, student assessment reports and website files. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.</p> | ACT+20               |                          | Yes                 |

July 2004

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| <p>Key:</p> <ul style="list-style-type: none"> <li>ACT = Active</li> <li>CR = Creation</li> <li>SUP = Retain Until Superseded</li> <li>CY = Calendar Year (current)</li> <li>ID = Immediate Disposal</li> <li>FY = Fiscal Year (current)</li> <li>PM = Permanent</li> <li>y = year(s)</li> </ul> |
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