FERRIS STATE UNIVERSITY

Schedule 2004.038- Mechanical Design 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	**Accounting Records.** Includes deposit slips, credit card batch slips, monthly reports, purchase orders, packing slips, POWCs, purchase orders, and bank statements. Confidential destruction required.	CR+7 Destroy		
2	**Advisory Committee Records.** Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
3	**Course Records.** Sample course syllabi and program documentation used for internal/external review.	CR+5		Yes
4	**Payroll Records.** Time sheets for both faculty and student employees. Information also retained on Payroll system. Confidential destruction required.	CR+2 Destroy		
5	**Personnel, Student Records.** Student employee records including EAAs, copies of identification and any other relevant documentation.	CR+2 Destroy		
6	**Reference Manuals.** Procedures and policy manuals used by departmental secretary and files of general university policies. Records become inactive when superceded.	ACT Destroy		
7	**Travel Records.** Records may include correspondence, copies of request, and supporting documentation. Confidential destruction required.	CR+7 Destroy		
8	**University Subject Files.** 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 correspondence, brochures, consultations, evaluations, grant information, marketing information, planning documents, recruitment materials, retention reports, reports and staff meeting notes. 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SUP = Retain Until Superceded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)