

## FERRIS STATE UNIVERSITY

### **Schedule 2004.064- Michigan College of Optometry- Dean's Office**

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 interim budget reports, credit card batch slips, deposit slips, purchase orders, packing slips, POWCs, purchase order logs, p-card information, receipts, and travel records. Confidential destruction required.	CR+7 Destroy		
2	<b>Accreditation Records.</b> Includes materials for both internal and external program review such as program reviews that may include correspondence, self study notebooks and supporting documentation including faculty loads, vitae and syllabi.	CR+10		Yes
3	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+10		Yes
4	<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		
5	<b>Alumni Association Records.</b> Agendas, communications, newsletters, minutes from meetings, rosters and supporting documentation including newsletters or alumni directories.	CR+10		Yes
6	<b>Correspondence Records.</b> Annual correspondence file maintained by the Michigan College of Optometry.	CR+10		Yes
7	<b>Curriculum Records.</b> Documentation of programs within the Michigan College of Optometry including correspondence, curriculum approval sheets, sample course outlines and other materials.	CR+10		Yes
8	<b>Events Records.</b> Events used as recruitment tools or as part of the continuing education program. Files may include correspondence; logistical information, attendance, photographs, source material, payment receipts.	CR+7		Yes

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9	<b>Faculty Records.</b> EAAs, resumes, applications for merit and promotion, development files, post-tenure review, sabbatical leave documentation, student assessment (SAI) records, 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 Destroy		
10	<b>Faculty Tenure Records.</b> Candidate files used to evaluate performance for tenure. Records become inactive once a tenure case has been resolved. Records are either confidentially destroyed or returned to the faculty member.	ACT Destroy		
11	<b>Gift Records.</b> Reports detailing gifts to the Deans Office and programs with the backup documentation including correspondence, gift forms and inventories. Original maintained by the Development Office.	CR+10		Yes
12	<b>Graduation Records.</b> Includes audit sheets, and correspondence from records office. Does not include official clearance card. Records become inactive once a student graduates. Confidential destruction required.	ACT+5 Destroy		
13	<b>Grants Subject Records.</b> Records may include correspondence, applications, reports and supporting documentation. This does not include information about the grant procedures supplied by an outside agency or grants not applied for specifically by the Michigan College of Optometry.	CR+10		Yes
14	<b>Personnel and Payroll Records.</b> EAAs, resumes, development files, excused absence forms, post-tenure review, Originals of appropriate records should be sent to HRD. This series also includes excused absence forms, requests for flex-time and payroll reports. Records become inactive once an individual leaves the employ of Ferris State University. Confidential destruction required.	ACT+5 Destroy		
15	<b>Personnel Records, Students.</b> EAAs, resumes, excused absence forms, performance evaluations and timesheets. Originals of appropriate records should be sent to HRD. Confidential destruction required. Paper backup of student hours verification may be destroyed at the end the year.	CR+3 Destroy		
16	<b>Policies and Procedures Records.</b> Policies and procedures created by the Michigan College of Optometry including: bylaws, committee rosters, faculty policies, historical summaries, mission statements, online course related instruction planning, strategic planning files	CR+10		Yes

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	including plans passed on the VPAA and structural data or restructuring records. Records become inactive when superceded.			
17	<b>Publications Records.</b> Publications and public relations material created to market the Michigan College of Optometry including brochures, pamphlets, cds, online catalog entries or website pages. Records may be electronic or in paper form. Records become inactive when they have become superceded.	ACT		Yes
18	<b>Scholarship Records.</b> Criteria and procedures for college specific scholarships. Promotional material included. Records become inactive when scholarship no longer funded	ACT		Yes
19	<b>Search Committee Records.</b> Search committees or individual searches for staff and faculty in the College of Optometry. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
20	<b>Staff Meeting Records.</b> Includes agendas, minutes and backup documentation for department chair meetings and college level meetings.	CR+5		Ye
21	<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. 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+5 Destroy		
22	<b>University Subject Files.</b> These records are used to document the Deans offices' involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes annual reports, art collection information, assessments, budget planning, correspondence, consultations, committees, evaluations, minor cap projects, notes, organizational information, planning documents, reports, staff meeting minutes, special projects, task forces, and unit reports. 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 Superceded
- CY = Calendar Year (current)
- ID = Immediate Disposal
- FY = Fiscal Year (current)
- PM = Permanent
- y = year(s)