

## FERRIS STATE UNIVERSITY

### Schedule 2004.050- Michigan Police Corps

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>Assessment Records.</b> Includes materials used for both internal and external program review. May include notes from interviews, reports, correspondence and other documentation.	ACT+10		Yes
2	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+10		Yes
3	<b>Personnel and Payroll Records.</b> Contracts, EAAs, resumes, applications for merit and promotion, development files, timesheets and excused absence forms, resumes, and teaching assignment records. Records become inactive when the employee leaves the University.	ACT+5 Destroy		
4	<b>Promotional/ Publications Records.</b> Includes all brochures, booklets, websites and other information publicizing the Michigan Police Corps used for recruitment and other publicity purposes. Records become inactive when superceded.	ACT		Yes
5	<b>Student Records.</b> This series consists of forms relating to the student's academic progress including applications, class registration, withdrawals, check sheets, correspondence from the department and record of tenure.	Permanent		
6	<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 budgets, correspondence, curriculum records (including course syllabi), consultations, departmental policies and procedures, evaluations, meeting agendas, organizational information, planning documents, program reviews, recruitment activities, reports, staff meeting notes. And statistical information. 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 SUP = Retain Until Superceded  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)