

FERRIS STATE UNIVERSITY

Schedule 2004.072- Office of Multicultural Services

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 bank statements, business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and receipts. Confidential destruction required.	CR+7 Destroy		
2	Events Records. Records of events used to promote diversity on campus or as recruitment opportunities for potential students. Records may include: correspondence; committee information, logistical information, attendance, photographs, source material, payment receipts.	CR+10		Yes
3	Personnel Records, Students. 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 of a year	CR+3 Destroy		
4	Scholarship Records. Criteria and procedures for departmental specific scholarships. Annual reports and promotional material included. Includes lists of recipients.	CR+5		Yes
5	Travel Records. Includes travel forms, approvals and supporting documentation.	CR+7 Destroy		
6	Publications Records. Publications and public relations material created to market the Ferris State University to minority students including articles, brochures, flyers, newsletters, pamphlets, posters, online catalog entries, reward information or website pages. Records may be electronic or in paper form. Records become inactive when they have become superceded.	ACT		Yes
7	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes annual reports, correspondence, consultations, evaluations, notes, organizational information, photographs, meeting minutes and reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

September 2004; office renamed July 2007