

FERRIS STATE UNIVERSITY

Schedule 2003.001- Office of the President

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 POWCs, purchase orders, receipts, travel information.	CR+7	Destroy-ID	
2	Annual Reports. Includes annual reports, drafts and supporting documentation	CR+7		Yes
3	Biographical Records. This file contains biographical information about the President including, resumes, articles, newsclippings, outside activities and contract information. Official personnel records should follow the HRD schedules .	ACT		Yes
4	Board of Trustee Records. Included in this series are executive summaries and reports by the President to the Board and correspondence with board members in various formats. This series does not include Board biographical information, minutes or newsclippings unless annotated by the President.	CR+3	5 years	Yes
5	Budget Planning Records. Includes divisional and campus allocation reports and related documentation. Unless annotated by the President to demonstrate a change in the allocation, these are considered convenience copies. Do not need to certify destruction.	CR+7	Destroy-ID	
6	Buildings/Land/Construction Records. These records include correspondence, reports, plans and drawings relating to building projects and land purchases.	ACT		Yes
7	Calendar/Scheduling Records. One copy of the official calendar of the President should be maintained. Backup documentation such as correspondence, and notes which are filed in other locations (such as subject or correspondence files) are convenience copies which can be destroyed immediately after use.	CR+1		Yes
8	Campus Communication Records. This series contains official communications from the President to the campus- in the form of memorandums, executive orders, newsletters and other formats.	CR+3	5 years	Yes

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9	Correspondence Records. General correspondence may exist in a variety of formats including memos, letters, notes and electronic mail messages. If the correspondence pertains to a specific project or case, it should be filed within that project or case file.	CR+3	5 years	Yes
10	Events Files. Correspondence; logistical information, payment receipts.	CR+7		Yes
11	Merit Records. Official approval of faculty and administrative, promotion, merit and compensation adjustments. Copy of letter placed in official personnel file.	CR+10 Destroy		
12	Personnel Records. These records include the hiring approval forms, office search and consultant search files and other departmental personnel and payroll schedules as defined in schedule GS.9. Do not need to certify destruction.	ACT + 3	Destroy-ID	
13	Presidential Advisory Meeting Records. These records include agendas, supporting documentation such as minutes, recordings, reports and notes.	CR+7		Yes
14	Salary Records. Official letters detailing salaries for non-bargaining unit employees. Copy of letter placed in official personnel files.	CR+10 Yes		
15	Student Issues Records. These are the records of students and parents who call or visit the Office of the President with concerns. Records may include notes, correspondence or electronic messages.	CR+10 Destroy		
16	Non-University Subject Files. These records are used to support activities of the President outside the university. Records consist of correspondence, minutes and supporting documents for membership in activities outside of FSU.	ACT+3	5 years	Yes
17	University Subject Files. These records are used to document the President's involvement and knowledge of the activities of the university. Divided departmentally, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports, publications and campus surveys.	ACT+3	5 years	Yes

Created May 2003; updated July 2004; August 2006

Key:
 ACT = Active
 CR = Creation
 SUP = Retain Until Superseded
 CY = Calendar Year (current)
 ID = Immediate Disposal
 FY = Fiscal Year (current)
 PM = Permanent
 y = year(s)

