

FERRIS STATE UNIVERSITY

Schedule 2004.035- Plastics and Rubber Engineering Technology

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, purchase orders, packing slips, POWCs, purchase orders, and travel documents. Confidential destruction required.	CR+7 Destroy		
2	Accreditation Records. Materials relating to internal and external program review. May includes self study notebook or report and supporting documentation including faculty loads, course materials such as outlines and handouts, vitae and syllabi.	CR+7		Yes
3	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	Enrollment Reports. Used to track historical trends in program.	CR+1 Destroy		
5	Equipment and Gift Records. Reports detailing annual gifts to the program and backup documentation including correspondence, gift forms and inventories. Also includes documentation about equipment donated for the program. Some originals maintained by the Development Office.	CR+50		Yes
6	Internship Records. Student records for internships. Weekly reports are discarded after one calendar year and the final reports become a part of the student records.	CR+1 Destroy		
7	Payroll Records. Time sheets for both faculty and student employees. Information also retained on Payroll system. Confidential destruction required.	CR+2 Destroy		
8	Personnel Records. Employee records including EAAs, copies for faculty overloads, new hires, etc. These are convenience copies- copies also kept in both HRD and the Dean's office.	ACT Destroy		
9	Reference Manuals. Looseleaf notebooks of procedures and policy manuals used by departmental secretary. Records become inactive when superceded.	ACT Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
10	Semester Information Records. Includes course scheduling information and textbook orders.	CR+1 Destroy		
11	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 brochures, correspondence, consultations, curriculum changes, evaluations, grant information, marketing information, planning documents, 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 Superseded
- CY = Calendar Year (current)
- ID = Immediate Disposal
- FY = Fiscal Year (current)
- PM = Permanent
- y = year(s)