

## FERRIS STATE UNIVERSITY

### Schedule 2004.057- Printing and Imaging 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	<b>Accounting Records.</b> Includes deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase orders, and travel documents. Confidential destruction required.	CR+7 Destroy		
2	<b>Accreditation Records.</b> 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	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	<b>Curriculum Records.</b> Sample course syllabi and program documentation. Includes curriculum change information.	CR+10		Yes
5	<b>Equipment and Gift Records.</b> 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	<b>Events Records.</b> Files documenting events sponsored by the department, including recruitment. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+5		Yes
7	<b>Internship Records.</b> Student records for internships. Book by year of internship participants and locations.	CR+10		Yes
8	<b>Payroll Records.</b> Time sheets for both faculty and student employees where information also retained on Payroll system. Confidential destruction required.	CR+2 Destroy		
9	<b>Personnel Records.</b> 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		

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10	<b>Policies and Procedures Records.</b> Policies and procedures created by the department including: committee rosters, faculty policies, mission statements, strategic planning files, including plans passed on the Dean's office, structural data and unit action plans. Records become inactive when superceded.	ACT+2		Yes
11	<b>Scholarship Records.</b> Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+10		Yes
12	<b>Semester Information Records.</b> Includes course scheduling information such as class lists, faculty schedules and textbook orders.	CR+3 Destroy		
13	<b>University Subject Files.</b> 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 Superceded
- CY = Calendar Year (current)
- ID = Immediate Disposal
- FY = Fiscal Year (current)
- PM = Permanent
- y = year(s)