

FERRIS STATE UNIVERSITY

Schedule 2004.032- Professional Tennis Management

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 bank statements. Materials which are also available in the Dean's office may be destroyed at the end of the year. Confidential destruction required.	CR+7 Destroy		
2	Accreditation Records. Includes materials for both internal and external program review. May include self study notebook and supporting documentation such as faculty loads, class assignments and handouts, lesson plans, workbook portfolios, internship material, course lists, syllabi and vitae.	ACT+10		Yes
3	Alumni Records. Information about alumni and alumni related activities including newsletters, meetings, tournaments and donations.	CR+10		Yes
4	Events Records. Files documenting events sponsored by the department, including recruitment or camp records. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+10		Yes
5	Payroll Records. Time sheets, staff evaluations and excused absence requests. Information also retained by Payroll and HRD. Confidential destruction required.	CR+2 Destroy		
6	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+3		Yes
7	Search Committee Records. Searches conducted by the individual department.	CR+7 Destroy		
8	Student Records. This series consists of primarily duplicate copies of forms relating to the student's academic progress including class registration, withdrawals, check sheets, correspondence from the department and internship records. Official records are forwarded to the records office. Records become inactive when a student graduates or withdraws. Confidential destruction required.	Graduated students- ACT+5 Destroy Withdrawn students- CR+10 Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
9	<p>University Subject Files. 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, consultations, departmental policies and procedures, evaluations, meeting agendas, organizational information, planning documents, program reviews, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.</p>	ACT+10		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)