

FERRIS STATE UNIVERSITY

Schedule 2004.051- Department of Public Safety

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 deposit slips, business summary transaction sheets, deposit slips, credit card batch slips, purchase orders and logs, POWCs, requisitions and transaction reports. Confidential destruction required.	CR+7 Destroy		
2	Administrative Databases. Databases that support administrative functions containing information maintained elsewhere in electronic or paper form that are on the FSU retention schedule. This includes databases related to officer scheduling, officer training and payroll. These records become inactive when records are no longer necessary.	ACT Destroy		
3	Bicycle Registration Records. Registration information about vehicles on campus. Some information entered into student account information. Hard copy printouts are convenience copies. Records become inactive once bike is no longer on campus. Confidential destruction required.	ACT+1 Destroy		
4	Complaints Records. Reports documenting criminal incidents on campus in which Public Safety was called. The record series contains information about victims, suspects and witnesses as well as a description of the event.	Permanent		
5	Daily Reports. Reports produced by officers and student workers detailing daily activities. Confidential destruction required.	CR+2 Destroy		
6	Parking Violations Records. Information entered into student account information. Hard copy printouts are convenience copies. Confidential destruction required.	CR+7 Destroy		
7	Personnel and Payroll Records. These generally include copies of Employee Assignment Action forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters, excused absence forms, recap time sheets, resumes and other copies of similar records. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws. Records become inactive when the employee is no longer employed by Ferris State	ACT+5 Destroy		

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	University.			
8	Travel Records. Includes applications, reimbursements, receipts and supporting documentation.	CR+7 Destroy		
9	University Subject Files. These records are used to document the office's involvement and knowledge of the activities of the university and Public Safety. Divided alphabetically, a subject file typically includes annual reports (and backup documentation), committee records, correspondence, consultations, departmental policies and procedures, meeting agendas and minutes, notes, organizational information, planning documents, retreat records and statistical information. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes
10	Vehicle Registration Records. Registration information about automotive vehicles on campus. Some information entered into student account information. Hard copy printouts are convenience copies. Confidential destruction required.	CR+5 Destroy		
11	Weapons Registration Records. Registration of any weapons brought onto campus. Records become inactive when weapon is no longer on campus.	ACT+2 Destroy		

July 2004