

## FERRIS STATE UNIVERSITY

### Schedule 2004.062- Structured Learning Assistance

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 daily cash reports/ business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and bank statements. Confidential destruction required.	CR+7 Destroy		
2	<b>Administrative Databases.</b> Databases that support administrative functions containing information maintained elsewhere in electronic or paper form that are on the FSU retention schedule. This includes databases including scheduling information, student information, scheduling information and pass-fail reports. These records become inactive when records are no longer necessary.	ACT Destroy		
3	<b>Attendance Records.</b> Records of student attendance and withdraw/fail notices for students.	CR+10 Destroy		
4	<b>Budget Records.</b> Forms/ reports used to track annual budgets of the Center. Files also maintained by the Dean's Office.	CR+3 Destroy		
5	<b>Curricula Records.</b> Notebooks by course detailing activities and information about teaching SLA sections. Also includes correspondence with SLA faculty members about courses.	CR+5		Yes
6	<b>Grants Subject Records.</b> Records may include correspondence, applications, reports and supporting documentation.	CR+5		Yes
7	<b>Key Card Records.</b> Instructions and documentation of those with access to keypad area. Records become inactive when an employee leaves the employ of this area.	ACT+2 Destroy		
8	<b>Personnel Records.</b> These records are files maintained by departments regarding employees and student employees within each department. These generally include application materials copies of Employee Assignment Action forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters and evaluation records. Unsuccessful applications may be discarded after two years. Other records	ACT+5 Destroy		

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	become inactive when a person leaves the employ of the University.			
9	<b>Policy Statement Agreements.</b> Signed statements by students agreeing to abide by the SLA policies for both courses and workshops.	CR+1	9 years Destroy	
10	<b>Policies and Procedures Records.</b> Policies and procedures created by the by SLA including: departmental specific policies, procedures and staff training manuals for facilitators, tutors and faculty. Records become inactive when they have been superceded.	ACT+5		Yes
11	<b>Publications and Promotional Records.</b> Publications and public relations material created to market SLA. Samples of publications includes: brochures, facilitator newsletter, flyers, reference cards and the website. Records become inactive when they have become superceded.	ACT		Yes
12	<b>Scheduling Records.</b> Course listing of SLA workshops and course information by semester, and relevant textbook ordering information. Textbook information may be discarded at the end of 2 years.	CR+5		Yes
13	<b>Staff Meeting Records.</b> Includes agendas, minutes and reports from staff meetings (such as facilitators.	CR+5		Yes
14	<b>Statistical Records.</b> Reports in a variety of formats included ACT/HSGPA, pass/fail rates, executive summaries, data report, subject statistics and multi-year reports.	CR+5		Yes
15	<b>Survey Records.</b> This semester end surveys covers students, facilitators and faculty and a summary report based on individual survey responses. Some surveys are signed and others are anonymous. Individual survey forms may be destroyed as soon as the summary report is completed.	CR+5		Yes
16	<b>University Subject Files.</b> These records are used to document the individual's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes annual reports, position correspondence, descriptions, consultations, evaluations, memos, notes, organizational information and planning documents. Information about similar programs at other universities are not considered a record. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

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17	<b>Workshop Records.</b> Documentation relating to workshops sponsored by SLA, divided by subjects. Includes correspondence, reference materials, logistical information and other documentation.	CR+5		Yes

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