

FERRIS STATE UNIVERSITY

Schedule 2004.068- School of Education

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 statements, purchase orders, packing slips, POWCs, purchase orders, and travel records. 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 (State Board of Education). 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+5		Yes
3	Advisory Committee Records. Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	Curriculum Records. Documentation of program curricula including: correspondence, course packs, curriculum approval sheets, sample course outlines, syllabi and other materials. Records become inactive once the course is no longer taught.	ACT+5		Yes
5	Grants Subject Records. Records may include correspondence, applications, reports and supporting documentation. This does not include information about the grant procedures supplied by an outside agency. Basic financial data such as invoices, purchase orders and receipts may be destroyed after 7 years.	CR+5		Yes
6	Internship Records. Lists of student placement used for program review and assessment purposes. Individual files on students are combined with their student records.	CR+10		yes
7	Personnel and Payroll Records. Includes applications, EAAs, resumes, applications for merit and promotion, development files, timesheets and excused absence forms, resumes, student assessment (SAI) records, teaching assignment records. Records become inactive when the employee leaves the University.	ACT+5 Destroy		
8	Personnel Records, Students. EAAs, resumes, excused	CR+3		

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	absence forms, performance evaluations and timesheets. Originals of appropriate records should be sent to HRD. Confidential destruction required. Paper backup of student hours verification may be destroyed at the end of a year	Destroy		
9	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+5		Yes
10	Search Committee Records. Searches conducted by the individual department.	CR+7 Destroy		
11	Staff Meeting Records. Includes agendas, minutes and backup documentation for departmental meetings.	CR+5		YTes
12	Semester Information Records. Includes course scheduling information such as class lists, faculty schedules, student advisor lists and textbook orders.	CR+2 Destroy		
13	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. Confidential destruction required.	Graduated students- ACT+5 Destroy Withdrawn students- CR+10		
14	Thesis Records. One official copy of masters theses from this College should be sent to the University archives.	CR+1		Yes
15	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 alumni information (including newsletters and rosters), annual faculty load reports, general budgets, correspondence, consultations, departmental policies and procedures, enrollment data, evaluations, faculty load lists, organizational information, planning documents, program reviews, recruitment activities, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	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)