

## FERRIS STATE UNIVERSITY

### **Schedule 2004.067- Social Work Program**

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 budget code reports, deposit slips, purchase orders, packing slips, POWCs, purchase orders, receipts, travel records and vouchers. Materials which are also available in the Dean's office may be destroyed at the end of the year. All original materials must be maintained for 7 years. Confidential destruction required.	CR+7 Destroy		
2	<b>Accreditation Records.</b> Includes materials for both internal and external program review such as program reviews or self study notebook and supporting documentation including faculty loads, vitae and syllabi.	ACT+7		Yes
3	<b>Advisory Committee Records.</b> Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
4	<b>Alumni Records.</b> Agendas, communications, newsletters, minutes from meetings, rosters and supporting documentation including newsletters or alumni directories.	CR+5		Yes
5	<b>Curriculum Records.</b> Documentation of programs both current and past including: course outlines, curricula, correspondence, curriculum approval sheets, outlines and other materials.	CR+5		Yes
6	<b>Personnel and Payroll Records.</b> EAAs, resumes, applications for merit and promotion, development files, excused absence forms, intent-to-hire forms, post-tenure review, sabbatical leave documentation, student assessment (SAI) records, teaching assignment records, and workload agreements. Originals of appropriate records should be sent to HRD. Records become inactive once an individual leaves the employ of Ferris State University. Confidential destruction required.	ACT+7 Destroy		
7	<b>Search Committee Records.</b> Search committees or individual searches for staff and faculty. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
8	<b>Semester Information Records.</b> Includes course	CR+2		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	scheduling information such as class lists, faculty schedules, office hours, student advisor lists and textbook orders.	Destroy		
9	<b>Staff Meeting Records.</b> Includes agendas, minutes and backup documentation for departmental meetings..	CR+5		
10	<b>Student Records.</b> This series consists of primarily duplicate copies of forms relating to the student's academic progress including advising files, 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.	ACT+5 Destroy		
11	<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 academic course management information, correspondence, consultations, Council on Social Work Education surveys, departmental policies and procedures, evaluations, faculty load information, marketing projects, notes, organizational information, planning documents, program reviews, publications reports, recruitment information, staff meeting notes and student assessment reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

August 2004

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)