FERRIS STATE UNIVERSITY

Schedule 2003.0029- Student Judicial Services

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 departmental billing records, equipment maintenance records, requisitions, purchase orders with check documentation, purchase order logs, travel records and other documentation.	CR+2	5 years Destroy	
2	**Case Files**. Includes correspondence, hearing records, decisions and supporting documentation a. Cases dismissed by Student Judicial Services. b. Cases not involving suspension/ expulsion. c. Cases which resulted in suspension/ expulsion.	 CR+7 CR+7 Permanent.	 Destroy-ID Destroy-ID	
3	**Hold Records.** Files of students not in school who have not completed the Student Judicial Services process. Files become inactive once a student returns to school.	ACT		
4	**Personnel and Payroll Records.** These records are files maintained by departments regarding employees and student employees within each department. 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, and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. Do not need to certify destruction.	CR +2	3 years Destroy	
5	**Student Handbook.** Give copies to University Archives as published.	ACT		Yes
6	**University Subject Files.** These records are used to document the Student Judicial Services office's involvement and operations within the university. A subject file typically includes correspondence, and supporting documentation.	CR+7		Yes

September 2003

Key:

ACT = Active
CR = Creation
SUP = Retain Until Superceded
CY = Calendar Year (current)
ID = Immediate Disposal
FY = Fiscal Year (current)
PM = Permanent
y = year(s)