

FERRIS STATE UNIVERSITY

Schedule 2004.045- Television and Media Production

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 batch slips, 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. 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+10		Yes
3	Alumni Records. Information about alumni and alumni related activities including graduate lists, newsletters, meetings, tournaments and donations.	CR+10		Yes
4	Personnel and Payroll Records. 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		
5	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+3		Yes
6	Search Committee Records. Searches conducted by the individual department.	CR+7 Destroy		
7	Student Records. This series consists of primarily duplicate copies of forms relating to the student's academic progress including advising records, 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		
8	Travel Records. Records detail financial information about travel requests such as correspondence, copies of request, and supporting documentation. Confidential	CR+7 Destroy		

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	destruction required.			
9	<p>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 budgets, correspondence, curriculum records (including course syllabi), consultations, departmental policies and procedures, evaluations, meeting agendas, 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.</p>	ACT+10		Yes

July 2004; updated September 2006

<p>Key:</p> <ul style="list-style-type: none"> ACT = Active CR = Creation SUP = Retain Until Superseded CY = Calendar Year (current) ID = Immediate Disposal FY = Fiscal Year (current) PM = Permanent y = year(s)
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