

## FERRIS STATE UNIVERSITY

### **Schedule 2006.003- Tot's Place**

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 bank deposit books, purchase orders, POWCs, purchase order logs, paid bills, receipts, receipt logs, weekly/monthly reports and reconciliation statements. 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.	CR+10		Yes
3	<b>Attendance Records.</b> This group covers all attendance sheets not covered by a specific program/grant. Records in the CACFP program need to be kept for 7 years.	CR +3 Destroy		
4	<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 related to faculty records, student academic information or class data. These records become inactive when records are no longer necessary.	ACT Destroy		
5	<b>Budget Records.</b> This category includes information on the general budget picture including supporting documentation such as spreadsheets and reports.	CR+7		Yes
6	<b>Child and Adult Food Care Program Records.</b> Records include sign-in and sign-out sheets, family applications and fiscal forms. These may be destroyed after seven years. All other records such as government applications for program renewal, general information, operational memos, reviews, reports, staff training and statistical data must be maintained permanently.	CR+7		Yes
7	<b>Client Records.</b> Records of children enrolled in center including contracts, applications and other supporting material such as parents' tax records. Supporting documentation will be destroyed at the end of fifteen years and enrollment lists transferred to the archives.	CR+15		Yes
8	<b>Department of Human Services (State of Michigan) Records.</b> Includes attendance records, child development	CR+7 Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	and care certificate/authorization forms, correspondence, internet billing/attendance invoice, statement of payment and correspondence submitted to the state agency, and child development and care billing records .			
9	<b>Grants Subject Records.</b> 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. Specific grant requirements should be checked	CR+10		Yes
10	<b>Gift Records.</b> Reports detailing gifts to Tot's Place with the backup documentation including correspondence, gift forms and inventories Original maintained by the Development Office.	CR+10		Yes
11	<b>Head Start Records.</b> Includes financial information such as invoices and supporting documentation. Records become inactive once an annual/quarterly financial report has been submitted to the government.	CR+7 Destroy		
12	<b>Interdepartmental Requisitions.</b>	CR+2 Destroy		
13	<b>Journal Entries.</b> This includes records of Tot's Place and its various funding entities. It also includes adjustments and supporting documentation.	CR+7 Destroy		
14	<b>Parent Correspondence.</b> Correspondence relating to payment arrangements. Confidential destruction required.	CR+7 Destroy		
15	<b>Personnel and Payroll Records.</b> EAAs, resumes, applications for merit, development files, excused absence forms, payroll recap sheets, and sign-in sheets. 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+5 Destroy		
16	<b>Policies and Procedures Records.</b> Policies and procedures created by the Tot's Place including: child care rates, staff lists, grant procedures, job responsibilities, teacher information and reference materials. Records become inactive when superceded.	ACT+10		Yes
17	<b>Publications Records.</b> Publications and public relations material created to market Tot's Place including: brochures, online catalog entries, newsletters, or website	ACT+10		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	pages . Records may be electronic or in paper form. Records become inactive when they have become superceded.			
18	<b>Search Committee Records.</b> Search committees or individual searches for staff. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
19	<b>University Subject Files.</b> These records are used to document Tot's Place involvement and knowledge of the activities of the university. A subject file might includes such files as: correspondence, consultations, curriculum/program information, enrollment data (class lists), food program, fund raising information, health reports, incident reports, notes, organizational information, planning documents, staff meetings, staff schedules, and statistical reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	CR+10		Yes

August 2006; updated February 2009

<p>Key:</p> <p>ACT = Active  CR = Creation  SUP = Retain Until Superceded  CY = Calendar Year (current)  ID = Immediate Disposal  FY = Fiscal Year (current)  PM = Permanent  y = year(s)</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------