

FERRIS STATE UNIVERSITY

Schedule 2003.030- University for Extended Learning- Administrative 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 daily cash report sheets, bank deposit slips, credit card batch slips, purchase orders, POWCs, receipts, bank statements. Confidential destruction required. | CR+7 Destroy | | |
| 2 | Corporate and Professional Development Center Program Records. Records of companies which hired FSU to create/implement customized training. Includes contracts, correspondence, estimated budgets, test results, etc. | ACT+3 | | Yes |
| 3 | Grant Program Records. Records include original grant application, supporting documentation, status reports and curricula material. Basic accounting records such as receipts, POWCS and account statements may be destroyed after 7 years after an audit. Records are considered active for the length of the grant. | ACT+3 | | Yes |
| 4 | Injury Reports. Documentation concerning injury and illness incidents which occur on the University campus. This series includes two categories: OSHA for any employee work related injury/illness; incidents for non-employees. OSHA incidents meeting certain specifications are recorded in the MIOSHA log. Confidential destruction required. | CR+5 Destroy | | |
| 5 | Michigan State Board Continuing Education Unit Records. Records include: applications, supporting documentation, workshops and programs held, evidence of program or certificate completion. Also includes documentation of programs held at Ferris State University. Basic accounting records including receipts POWCS, and account statements may be destroyed 7 years after audit | CR+5 | | Yes |
| 6 | Motorcycle Rider Education Course Records. Includes student applications, correspondence, budgets, logistical information, medical release forms and supporting documentation. | ACT + 3 | | Yes |
| 7 | Office of the Dean- University Subject Files. These records are used to document the Dean's involvement and knowledge of the activities of the university. Divided | ACT+3 | | Yes |

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| | departmentally or by project, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports and publications. | | | |
| 8 | Personnel Departmental 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. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws. Confidential destruction required. | ACT+5 | Destroy-ID | |
| 9 | Program Records. Files on credit and non-credit programs offered, including conferences and summer camps which are not considered student records. May include files on instructors, correspondence, logistical information, and related receipts and bills specific to an event or class. These records are considered inactive when the program is closed. | ACT+5 | | Yes |
| 10 | Student Records. Includes original application, transcripts, financial transactions, program check sheets and correspondence. Financial transactions and welcome letters should be destroyed after 7 years. Files become inactive once a student graduates, withdraws or the program is closed. | ACT+5 | | Yes |
| 11 | Summer Camp Participant Records. May include original applications, medical release forms and supporting documentation. | CR+10 | | Yes |
| 12 | Travel Records. Includes travel requests, vouchers, hotel receipts and email correspondence with faculty. | CR+7 Destroy | | |

September 2003; updated September 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)