

FERRIS STATE UNIVERSITY

Schedule 2003.021- University for Extended Learning- Southeast Michigan Region

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, receipts, bank statements. Originals are maintained by the Administration/Finance Division.	CR+7	Destroy-ID	
2	Genesee Intermediate School District Records. Includes registrations, check/credit card information and correspondence about programs offered. Financial information should be shredded after 7 years.	CR+7		Yes
3	Program Records. Files on programs offered, which are not considered student records. May include files on faculty members, 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+2		Yes
4	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+2		Yes
5	Travel Records. Includes travel requests, vouches, hotel receipts and email correspondence with faculty.	CR+7	Destroy-ID	
6	Vendor Records. Includes customer files with POWC check copies. Originals maintained by UCEL Accounting Office.	CR+7	Destroy-ID	

July 2003; renamed July 2006

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 SUP = Retain Until Superseded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)