

FERRIS STATE UNIVERSITY

Schedule 2003.022- University for Extended Learning- Northern 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 accounts payable records, daily cash report sheets, bank deposit slips, credit card batch slips, receipts. All originals are sent to the UCEL accounting office. These are reference copies.	CR+1 Destroy		
2	Application Records- Not Enrolled. Includes lists of students, program information sent and backgrounds on students in addition to applications. Successful applicant files who enroll at Ferris become part of the student records listed below.	CR+2 Destroy		
3	Application Records- Rejected. Includes lists of students, program information sent and backgrounds on students in addition to applications. Successful applicant files become part of the student records listed below.	CR+1 Destroy		
4	Faculty Records. Includes information on adjunct faculty qualifications, personal information and course information. Originals maintained by the Human Resources Office.	ACT+2		Yes
5	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
6	Student Records. Includes copies of applications, transcripts, financial transactions, program check sheets registration, drop forms and correspondence. All significant material is forwarded either to the department or Records Office. Files become inactive once a student graduates, withdraws or the program is closed.	ACT+7 Destroy		
7	Travel Records. Includes travel requests, vouchers, hotel receipts and email correspondence with faculty. All originals are sent to the UCEL accounting office. These are reference copies	CR+1 Destroy		
8	Vendor Records. Includes customer files with supporting documentation. All originals are sent to the UCEL	CR+1 Destroy		

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July 2003; updated 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 SUP = Retain Until Superseded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)