

FERRIS STATE UNIVERSITY

Schedule 2004.043- University College- Dean's Office

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 deposits, invoices, monthly budget reports, p-card documentation, packing slips, purchase orders, powcs, requisitions, travel records, transfers of funds and vocational education related financial records.	CR+7 Destroy		
2	Administrative Databases. 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 or position control information. These records become inactive when records are no longer necessary.	ACT Destroy		
3	Career Development Institute. Records documenting the Institute including website files, research materials, correspondence, events, reports and meetings.	CR+5		Yes
4	Grants Subject Records. Records may include correspondence, applications, reports and supporting documentation. This does not include information about the grant procedures supplied by an outside agency or grants not applied for specifically by the Dean's office of University College.	CR+10		Yes
5	Personnel and Payroll Records. EAAs, resumes, applications for merit and promotion, development files, timesheets and excused absence forms, student assessment (SAI) records, teaching assignment records. Records become inactive when the employee leaves the University.	ACT+5 Destroy		
6	Policies and Procedures Records. Policies and procedures created by the University College including: committee rosters, college-based faculty policies, mission statements, strategic planning files including plans passed on the VPAA, structural data. Records become inactive when superseded.	CR+10		Yes
7	Publications Records. Publications and public relations material created to market University College. Records may be electronic or in paper form. Records become inactive when they have become superseded.	ACT		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
8	Search Committee Records. Search committees conducted by Dean of the University College.	CR+7 Destroy		
9	Student Records. This series consists of primarily duplicate copies of forms relating to the student's academic progress including 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		
10	University Subject Files. These records are used to document the Dean's involvement and knowledge of the activities of the university. Divided a into two groups/ College related files and University files, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, planning documents, program review, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

July 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)