

FERRIS STATE UNIVERSITY

Schedule 2003.0075- Vice President for Student Affairs

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 departmental billing records, requisitions, purchase orders with check documentation, POWC signature lists, conflict of interest questionnaires, purchase order logs and other documentation.	CR+7 Destroy		
2	Annual Reports. Reports submitted by departments within the division. Includes yearly activities and accomplishments.	CR+5		Yes
3	Board of Trustee / Student Affairs Committee Records. Annotated minutes, reports and presentations made by the Division of Student Affairs in working with the Board of Trustees, particularly the Student Affairs Committee. Board minutes/agendas which are not annotated are not considered records.	CR+5		Yes
4	Budget Records. These files are maintained for budget planning and allocation purposes for each division. They include unit action plans for the division of Administration and Finance as well as basic financial information reports presented by the Vice-President's office to the Board of Trustees for the University.	CR+5		Yes
5	Committee Records. These records may include agendas, supporting documentation, minutes, and tape and video recordings. If tape and video recordings are transcribed, the original recordings can be destroyed. These committees reflect those which are either sponsored by the Student Affairs Division or are participated in by the Vice-President's office in some way.	ACT+5		Yes
6	Death of a Student Records. Verification that FSU staff were notified and any related financial actions.	CR+7 Destroy		
7	Personnel and Payroll 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	ACT +5 Destroy		

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	study or similar financial aid records for student employees. Do not need to certify destruction			
9	Staff Meeting Records. Includes agendas, minutes and backup documentation for administrative council meetings and college level meetings.	CR+5		Yes
10	Search Committee Records. Search committees or individual searches for staff and faculty in the Student Affairs division. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
11	Student Organization Records. Documentation on student organizations including leadership names, correspondence, events and budget request.	CR+5		Yes
12	United Way Records. Ferris participation in United Way fund drive including references to events and organization structure within FSU community.	CR+5		Yes
13	University Subject Files. These records are used to document the Vice-Presidents' involvement and knowledge of the activities of the university. Divided departmentally or by project, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity, policies, procedures, reports and publications. Typical subjects may include enrollment patterns, retention, student involvement or graduation rates.	ACT+5		Yes

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)