

FERRIS STATE UNIVERSITY

Schedule 2003.0076- Vice President for University Advancement/Marketing

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, POWCs, 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 Records. Annotated minutes, reports and presentations made by the division in working with the Board of Trustees, Board minutes/agendas which are not annotated are not considered records.	CR+7		Yes
4	Budget Records. These files are maintained for budget planning and allocation purposes for each division.	CR+7		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 University Advancement Division or are participated in by the Vice-President's office in some way.	ACT+7		Yes
6	Developmental Records. Correspondence and backup documentation regarding development/fundraising at the University.	CR+7		Yes
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 study or similar financial aid records for student employees. Do not need to certify destruction.	ACT +5 Destroy		
8	Personnel Records, Students. EAAs, resumes, excused absence forms, performance evaluations and timesheets.	CR+3 Destroy		

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	Originals of appropriate records should be sent to HRD. Confidential destruction required. Paper backup of student hours verification may be destroyed at the end of a year.			
9	Search Committee Records. Search committees or individual searches for staff and faculty in the division. Includes affirmative action material. Confidential destruction required.	CR+7 Destroy		
10	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, marketing research, notes, organizational information, policies, procedures, publications, reports, staff meeting agendas and minutes.	ACT+7		Yes

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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)