

FERRIS STATE UNIVERSITY

Schedule 2004.003- Web Development Services

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	Ferris State University Website. Records dealing with the creation and development of the website or one of its components including: site creation files (presentation pages, menus, information texts, embedded elements, hyperlink lists) and updating records, comments received, lists of websites etc.	ACT+1		Yes*
2	Software Documentation. Manuals and supporting documentation relating to the Web Content Management software. These records are inactive once software has been updated or replaced.	ACT		Yes
3	University Subject Files. Files relating to the administration and policies relating to the website including the Strategic Marketing Goals for Web Development and the Administrative Computing Environment priorities for Web development. Documentation of projects such as the search engine optimization project	CR+3		Yes
4	Web Training Institute Records. Includes schedules, memoranda and lists of participants.	CR+3		Yes

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*Websites and supporting files may not be maintained in their entirety. Website snapshots will be taken periodically and sent to the University Archives

<p>Key:</p> <p>ACT = Active CR = Creation SUP = Retain Until Superseded CY = Calendar Year (current) ID = Immediate Disposal FY = Fiscal Year (current) PM = Permanent y = year(s)</p>
