`FERRIS STATE UNIVERSITY

Schedule 2004.025- Welding and Manufacturing Engineering Technology

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 deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase orders, and bank statements. Confidential destruction required.	CR+7 Destroy		
2	**Advisory Committee Records.** Agendas, communications, minutes, rosters and supporting documentation.	CR+5		Yes
3	**Course Records.** Sample course syllabi and outlines updated on a regular basis.	ACT		Yes
4	**Gift Records.** Reports detailing annual gifts to the program. Original maintained by the Development Office. Confidential destruction required.	CR+5 Destroy		
5	**Payroll Records.** Time sheets for both faculty and student employees. Information also retained on Payroll system. Confidential destruction required..	CR+2 or until audit Destroy		
6	**Scholarship Records.** Criteria and procedures for departmental specific scholarships. Promotional material included.	CR+3		Yes
7	**Travel Records.** Records may include correspondence, copies of request, and supporting documentation. Confidential destruction required.	CR+7 Destroy		
8	**University Subject Files.** These records are used to document the department's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, planning documents, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

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Key:

ACT = Active
CR = Creation
SUP = Retain Until Superceded
CY = Calendar Year (current)
ID = Immediate Disposal
FY = Fiscal Year (current)
PM = Permanent
y = year(s)