

BUSINESS POLICY

To: All Members of the University Community

2010:06

Date: January 2010

University Records Management

I. POLICY

- A. The records of the official activities of Ferris State University as defined in the following section are the property of Ferris State University.

II. SCOPE.

- A. University records are all records prepared, owned, used, in the possession of, or retained by administrators, faculty acting in administrative capacities and staff of university units in the performance of an official function, including student records.
- B. Records mean a document, paper, letter or writing including documents, papers, books, letters or writings prepared by handwriting, typewriting, printing, photostating or photocopying; or a photograph; film, map, magnetic or paper tape, microform, magnetic or punch card, disc, drum, sound or video recording, electronic data processing (may include word processing files, databases, web documents and any other electronic produced format) material or other recording medium, and includes individual letters, words, pictures, sounds, impulses or symbols, or combination thereof, regardless of physical form or characteristics. Record may also include a record series if applicable.

III. RESPONSIBILITIES.

- A. It is the responsibility of the respective offices to coordinate with the University Archives and Records Management Program (UARMP) to ensure that records are maintained appropriately and that those records that document the history and activities of the University community are transferred to the archives.
- B. Individual offices are also responsible for making certain that 4 copies of official University publications (publications produced as a result of University operations and represent the University as a whole – examples may include: campus directories, school newspapers, Ferris magazines, students handbooks and audited financial reports) are deposited immediately upon publication in the University Archives. The UARMP will arrange for deposit of appropriate publications in the Library of Michigan as required.

- C. The UARMP shall be the depository for University records which are no longer administratively useful in the department but have historical or other value. The Archives may also receive personal papers of officials, faculty, staff, students, and others it deems to be important in the documentation of the history of the University.
- D. The majority of University records are public records and once fully processed are generally open to research use. Specific files that contain personally identifiable information will be closed to protect individual privacy in accordance with FERPA and other legal guidelines.
- E. University records are not to be destroyed without the approval of a) the individual in charge of the department producing records and b) the University Archivist. The retention and disposition of such records shall be outlined in retention schedules approved by the State of Michigan. Destruction of records must follow approved State of Michigan certification procedures.
- F. The UARMP will also maintain an inactive records center for the storage of material needed on an infrequent basis but is not yet eligible for destruction.

IV. PROCEDURES

- A. University records will be maintained according to approved State of Michigan retention schedules and the policies/procedures manual created by the UARMP.
- B. Offices will undergo an initial survey of records and develop a retention schedule in cooperation with the University Archives and Records Management Program. Once the schedule has been approved, the office shall at the appropriate time periods transfer records either to the Inactive Records Center, Archives, or schedule destruction as required. The UARMP will periodically contact the offices to remind them of scheduled transfers or destruction of material. Additionally, when there is a change in leadership in an office, the UARMP should be contacted concerning transferral of material.
- C. Any questions about retention schedules or procedures should be directed to the University Archives and Records Management Program.

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Administration and Finance

Contact: University Archives and Records Management Program