

## FERRIS STATE UNIVERSITY

### Schedule 2004.040- Academic Support Center

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	<b>Accounting Records.</b> Includes general accounting records such as daily cash reports/ business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and bank statements. Confidential destruction required.	CR+7 Destroy		
2	<b>Appointment Records.</b> Daily appointment logs for the university and also the tutor absence no-show logs.	CR+1 Destroy		
3	<b>Flex Forms.</b> Information about tutors hired for classes on an irregular basis- includes students names and authorization for funding.	CR+2		Yes
4	<b>No Tutor Identified List.</b>	CR+2		Yes
5	<b>Policies Sheets.</b> Includes signed policies sheet filled out by new program participants. Records become inactive when a student is no longer using the Center.	ACT+5 Destroy		
6	<b>Promotional/Publications Records.</b> Includes all advertisements, brochures, booklets , newsletters, photographs and publicity materials relating to the Academic Support Center.	ACT		Yes
7	<b>Survey Records.</b> Includes surveys for students passed out at events and a summary report based on individual survey responses. Some surveys are signed and others are anonymous. Individual survey forms may be destroyed as soon as the summary report is completed.	CR+3		Yes
8	<b>Tutor Applications.</b> Applications for tutor positions. Includes basic contact information, schedule information and budget codes used.	CR+3 Destroy		
9	<b>University Subject Files.</b> These records are used to document the office involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, procedural manuals, reports, periodic activity reports, photographs, policies, procedures, and statistical reports.	ACT+3		Yes

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10	<b>Work Schedule Records.</b> Tabled form showing schedules, hours and contact numbers. Information also available on student records system.	CR+1 Destroy		
11	<b>Workshop Lab/Attendance Records.</b> Sign in sheets.	CR +1 Destroy		

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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)