

## FERRIS STATE UNIVERSITY

### Schedule 2003.013- Accounting Office

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>Audit Work Papers.</b> Originals are maintained on a computer hard drive.  | CR+5                 | Destroy-ID               |                     |
| 2       | <b>Bank Statements.</b> Includes reconciliation files.  | CR+7                 | Destroy-ID               |                     |
| 3       | <b>Bank Transfer Memos.</b>   | CR+7                 | Destroy-ID               |                     |
| 4       | <b>Board of Escheat Reports.</b>  | CR+7                 | Destroy-ID               |                     |
| 5       | <b>Chart of Accounts.</b> Paper copy. Originals maintained on Financial Reports series. Do not need to certify destruction.   | CR+20                | Destroy-ID               |                     |
| 6       | <b>Check Copies.</b> Includes payroll checks.   | CR+7                 | Destroy-ID               |                     |
| 7       | <b>Credit Card Statements.</b>  | CR+7                 | Destroy-ID               |                     |
| 8       | <b>Daily Request Forms/ Month End Forms.</b>  | CR+1                 | Destroy-ID               |                     |
| 9       | <b>Debit Transfer Memo.</b>   | CR+7                 | Destroy-ID               |                     |
| 10      | <b>Deposit Slips.</b>   | CR+7                 | Destroy-ID               |                     |
| 11      | <b>Director's Subject Files.</b> These records are used to document the individual's involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports, publications and campus surveys. Personnel and payroll records should be weeded from this file prior to archival transfer. | ACT+3                | 4 years                  | Yes                 |
| 12      | <b>Ferris Foundation Records.</b> Agreements, correspondence and reports. Does not include copies of checks when information is available in another format. Duplicate copies of material found in the Ferris Foundation office. Not a record.  | ACT                  | Destroy-ID               |                     |

| Item No | Record Series, Title and Description   | Department Retention | Records Center Retention | University Archives |
|---------|--|----------------------|--------------------------|---------------------|
| 13      | <b>Financial Reports.</b> Reports produced by the university documenting major activities of the finance office saved to microfiche or cd. Includes monthly reports, payroll reports (EBC 425/440) and charts of accounts. | CR+50                |                          | Yes                 |
| 14      | <b>Journal Entries/ Adjustments.</b> This includes records of the Ferris Foundation and other university accounts. Also includes backup documentation.   | CR+7                 | Destroy-ID               |                     |
| 15      | <b>Memos/Procedures.</b> Procedures and policies and records of staff meetings that helps to document the activities of the Accounting Office.   | ACT                  |                          | Yes                 |
| 16      | <b>Purchase Order with Check Copy.</b> Originals kept in department and a copy in the Purchasing Office.   | CR+1 or audit        | Destroy-ID               |                     |
| 17      | <b>Receipts.</b>   | CR+7                 | Destroy-ID               |                     |
| 18      | <b>Receipt Transfer Memo.</b>  | CR+7                 | Destroy-ID               |                     |
| 19      | <b>Request for New Accounts.</b>   | CR+7                 | Destroy-ID               |                     |

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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)