

FERRIS STATE UNIVERSITY

Schedule 2004.073- Art Gallery

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 accounts receivable, bank statements, business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and receipts. Confidential destruction required.	CR+7 Destroy		
2	Collection Inventory Records. Physical inventory of FSU art objects used to track location of objects, provide insurance documentation and historical context.	Permanent.		
3	Contract Records. Signed contract between artist and gallery.	CR+7		Yes
4	Events Records. Records of events sponsored by the Art Gallery and coordinated by Art Gallery staff. Records may include: correspondence; committee information, logistical information, attendance, photographs, source material, payment receipts. Materials advertising shows in the gallery or related programs should be sent to the University Archives upon creation.	CR+7		Yes
5	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes annual reports, correspondence, consultations, evaluations, notes, organizational information, photographs, meeting minutes and reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes

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