

## FERRIS STATE UNIVERSITY

### Schedule 2003.0026- Athletics Programs

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 departmental billing records, requisitions, purchase orders with check documentation, POWC signature lists, conflict of interest questionnaires, purchase order logs and other documentation.	CR+1	6 years Destroy	
2	<b>Athletic Eligibility Records.</b> This series is used to provide a record of verification by intercollegiate athletics of student athletes' academic progress to the NCAA. These records include computer generated academic progress reports or disciplinary information. Confidential destruction required.	CR+1	9 years Destroy-	
3	<b>Athletic Medical Records.</b> This series includes health related information about athletes including treatments and workout programs. Confidential destruction required.	ACT+10 Destroy		
4	<b>Budget Records.</b> These files are maintained for budget planning and allocation purposes for each division. They include unit action plans for Athletic Department.	CR+5		Yes
5	<b>Competition Records.</b> This series provides a summary record of individual games and competitions and is used to comply with NCAA reporting requirements for both revenue and non-revenue producing sports. Information on the individual forms includes: sport name; opponent name; date; event location; final score; player names and positions; time played per athlete; and the signature of the head coach or athletic director.	CR+1		Yes
6	<b>Donor Records- Gifts in Kind.</b> This series documents donors who are available to provide services to athletic events as donations and the use of donated funds. Information in this series may include: names of donors, names of businesses, type of donations, and level of giving; past gift records; and related documentation and correspondence. The series may also include contribution notices; invoices; purchase orders; and receipts.	ACT+ 5		Yes
7	<b>Equipment Records.</b> Includes logs of key assignments, and other equipment maintained by the Athletics Program including office equipment.	CR+3 Destroy		

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8	<b>Events Records.</b> These records related to non-FSU athletic events sponsored by the Athletics Department or using their facilities. Records may include logistics, correspondence and backup documentation.	CR+7		Yes
9	<b>Facilities Planning- Construction Projects Records.</b> Includes reports, plans, correspondence and other documentation.	ACT+2		Yes
10	<b>Forms.</b> Forms generated by the University or by the NCAA relating to eligibility, facilities, travel and other information. When not filled out, these are for reference purposes only and not considered a record.	Destroy-ID		
11	<b>Fundraising Records.</b> Includes correspondence, donor lists and supporting documentation. Records which are duplicates of forms received by the Development Office are convenience copies and are not considered records.	ACT		Yes
12	<b>Game Officials Records.</b> This series is used to provide a record of the head coach's evaluation of judging officials' performance at individual football games. The series is also used to comply with NCAA and conference rules and regulations. Information on the individual forms includes: team names; site; game date; judging officials' names; evaluative scores; comments; and coach's signature.	CR+1 Destroy		
13	<b>Insurance Records.</b> This series documents medical treatment services rendered off campus for practice or playing related injuries or illnesses which are eligible for partial payment by intercollegiate athletic insurance. This series may include but is not limited to: copies of policies; accident reports; annual insurance questionnaires; notes; claim forms; negotiations correspondence; payment of insurance records; and related documentation and correspondence. Some materials also maintained by the Risk Management Office.	CR+10 Destroy		
14	<b>Personnel and Payroll Records.</b> These records are files maintained by departments regarding employees and student employees within each department. These generally include copies of Employee Assignment Action forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters, excused absence forms, recap time sheets, and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. Do not need to certify destruction	CR +2	3 years Destroy	
15	<b>Recruitment Records.</b> This series documents the recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of	CR+ 5 years or until eligibility expires		

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	the recruitment process for prospective players created by the institution to comply with NCAA and conference rules and regulations. This series may include but is not limited to: the institution's questionnaire forms with personal, scholastic, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence. This series also covers papers relating to transfers of student athletes.	Destroy		
16	<b>Scheduling Records.</b> This series documents competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to: correspondence; phone notes; contracts; final schedules; ticket arrangements, student excused absences and related documentation and correspondence.	CR+1	6 years Destroy	
17	<b>Scholarship Records.</b> Lists of scholarship recipients and supporting documentation. Personal information should be weeded out of the files five years after students leave the university	CR+3		Yes
18	<b>Sports Information Records.</b> Sorted by sport, these files contain a mixture of documentation about programs including but not limited to: correspondence, eligibility, marketing, officials, scheduling and donations. Student athlete related materials will be removed (see other schedule items) before being accessioned by the archives.	CR+6		Yes
19	<b>Summer Camp Records.</b> Includes participation lists, backup documentation.	ACT+7		Yes
20	<b>Recap time sheets.</b>	CR+2 Destroy		
21	<b>Travel Records.</b> Includes original travel requests, vouches, hotel receipts and email correspondence with coaches.	CR+1	5 years Destroy	
22	<b>University Subject Files.</b> These records are used to document the Athletic Program's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports and publications. Typical subjects may include: conference correspondence, policies, licensing	ACT+2		Yes

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	information, organizational charts, program histories or the Athletic Advisory committee. Information that does not pertain specifically to the Athletics Program is not a record.			

September 2003

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)