

FERRIS STATE UNIVERSITY

Schedule 2004.027- Auto Services

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 credit card batch slips, deposits, journal entries, packing slips, POWCs, purchase orders, purchase card reports and bank statements. Materials which are also available in the Dean's office may be destroyed at the end of the year. Credit card information is to be destroyed after 2 years. Confidential destruction required	CR+7 Destroy		
2	Inventory Records. Electronic database (ASERVS) detailing equipment and reference material found in Auto Services. Also records material checked out to users. Also includes backup documentation detailing categories used and number assignment. Records become inactive when they are superceded.	ACT Destroy		
3	Inventory Reconciliation Records.	CR+2 or until Audit		
4	Reference File. Electronic/paper "crib" of procedures used. Also includes information sheets for students posted annual about service floor activities. Records become inactive once the procedure is no longer used because of obsolete techniques or equipment.	ACT		Yes
5	Repair Orders/Invoices. Includes invoices, receipts, and actions taken. Confidential destruction required.	CR+6 Destroy		
6	Schedules. Class schedules of students and faculty who work in the area. Information also available through student information system.	CR+2 Destroy		
7	Shipping Logs. Tracks packages for students for reference purposes.	CR+1 Destroy		
8	University Subject Files. These records are used to document the department's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, departmental policies and procedures, evaluations, graduation files, notes, organizational information, planning documents, program reviews, reports and staff meeting notes. A record becomes	CR+6		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	inactive when it ceases, been disbanded or the individual is no longer involved.			
9	Vendor Statements. Information also available on invoices.	CR+1 Destroy		

June 2004; updated September 2008

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)