FERRIS STATE UNIVERSITY

Schedule 2003.0025- Auxiliary Enterprises

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 departmental billing records, requisitions, purchase orders with check documentation, purchase order logs and other documentation. Certified destruction required.	CR+7 Destroy		
2	**Budget Records.** These files are maintained for budget planning and allocation purposes for each division. They include unit action plans for Auxiliary Enterprises including Housing and Dining Services. They do not include official University budget documentation maintained by the Office of Budget and Planning or Finance Office. Certified destruction required.	CR+5		Yes
3	**Credit Card Records.** Includes credit card statements and supporting documentation. Certified destruction required.	CR+7 Destroy		
4	**Personnel and Payroll Records.** 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. Records become inactive when employees leave their positions. Do not need to certify destruction.	CR +5 Destroy		
5	**Strategic Marketing Plan Records.** Statement of mission, goals, market, rate structure, sales and promotion strategy, budget, evaluation methods and future issues.	CR+20		Yes
6	**University Subject Files.** These records are used to document the Associate Vice-President for Auxiliary Enterprises' involvement and operations within the university. A subject file typically includes correspondence and supporting documentation.	ACT		Yes

September 2003; updated August 2006

Key:

ACT = Active
CR = Creation
SUP = Retain Until Superceded
CY = Calendar Year (current)
ID = Immediate Disposal
FY = Fiscal Year (current)
PM = Permanent
y = year(s)