

FERRIS STATE UNIVERSITY

Schedule 2003.002- Budget and Planning 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	Accounting Records. This includes purchase orders, payment vouchers, POWC + backup documentation and the purchasing card log. These are departmental copies- do not need to certify destruction.	CR+7	Destroy-ID	
2	Audited Financial Statements. Originals kept by finance division- do not need to certify destruction.	ACT	Destroy-ID	
3	Budget Development Notebook. Includes notebooks, correspondence, budget requests and supporting documentation used in creating the University budget.	CR+10		Yes
4	Budget Transfer requests. Becomes a part of final budget. Originals kept in Finance division. Do not need to certify destruction.	ACT	Destroy-ID	
5	Budget Working Files. Reference files dealing with specific issues that may result in budget decision included in official budget.	ACT+3	Destroy-ID	
6	Collective Bargaining Records. Negotiation/contract background files of statistics produced for the General Counsel's office.	ACT+3		Yes
7	HEIDI reports. State reporting information and backup documentation. Spreadsheets used to enter data on state site. Archived on state electronic records system.	CR+10	Destroy-ID	
8	Kendall College Merger Task Force. Subject files including financial information, correspondence, meetings.	ACT+10		Yes
9	Payroll and Personnel Records. Includes copies of postings, EAA's, time sheets, excused absence forms, salary lists and copies of other similar records. Original records are held by Human Resources. Do not need to certify destruction.	ACT+5	Destroy-ID	
10	Requisitions. Interdepartmental requisitions and supporting documentation. Office copies. Do not need to certify destruction.	CR+7	Destroy-ID	

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
11	State Operating Budget/ Capital Outlay Budget Requests.	CR+5		Yes
12	Travel Records. Includes travel requests, expense vouchers, motorpool charges and supporting documentation.	CR+7	Destroy	
13	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. Divided departmentally, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports and publications. Transitory correspondence and copies of committee minutes where the individual is not a chairman/secretary are convenience copies and fall under the non-records schedule.	ACT+3	5 years	Yes

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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)