

FERRIS STATE UNIVERSITY

Schedule 2003.006- Center for Student 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	Identification Card Applications. For students requesting a new/ replacement id. Confidential destruction required.	CR+2	Destroy-ID	
2	Invoices. Originals kept in Administration/Finance. Do not need to certify destruction.	CR+7	Destroy-ID	
3	Reference Subject Files. Basic information and policies kept for the employee convenience at the desk. Some files include: appeals records, budget codes, conflict of interest lists, CSS mission statement, direct pay forms, financial aid, orientation, First Impressions, position description, registration and telecommunications policies. They are obsolete once superceded.	ACT	Destroy-ID	
4	Stamp Account- Deposit Slips. Departmental copy maintained by Business Office and originals sent to Accounting. Convenience copy.	ACT	Destroy-ID	
5	Statistical Records. Statistics kept on numbers served, mostly covering old student services and services offered.	CR+5		Yes
6	Student Information Files. Form letters such as extension letters for enrollment deposit, information re: enrollment fee or Canadian tax forms. When revised, one copy should be sent to the University Archives.	ACT Destroy		
7	Ticket Records. Deposit receipts for concerts; events. Departmental copy maintained by Student Activities Office and originals kept by Accounting. Convenience copy.	ACT Destroy		

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Key:

ACT = Active

SUP = Retain Until Superseded

CY = Calendar Year (current)

ID = Immediate Disposal

FY = Fiscal Year (current)

PM = Permanent

y = year(s)