

FERRIS STATE UNIVERSITY

Schedule 2004.036- Dining 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 cross-charge sheets, location cost summaries, monthly expense details and final reports, purchase orders, POWCS. Confidential destruction required.	CR+7 Destroy		
2	Daily Sales Reports.	CR+2 Destroy		
3	Employment Records. These records consist of lists of open positions, filled positions and materials relating to the job fair. These are not an employee's personnel record.	CR+2 Destroy		
4	Food-Pro Records. Recipes, instructions used for Dining Service employees. Records become inactive when they are no longer used in university facilities.	ACT		Yes
5	Inventory Records. Records detailing amounts of foods used in a day, and financial support required.	CR+7		Yes
6	Meal Plan Records. Used for meal plan maintenance includes purchase records and documentation of issues and problems. Includes statistical reports on meal plan checkouts, details about what a plan includes,	CR+7		Yes
7	Payroll Records. May include time sheets, Kronos printouts, payroll request forms, overtime documentation or other related reports.	CR+2 or audit Destroy		
8	Personnel 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 and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws.	ACT+5 Destroy		

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9	Product Transfer Records. Documentation of materials transferring products between dining center facilities.	CR+2		Yes
10	Scheduling Records. Records used to track employee calendars with training schedule. Includes some employee information.	CR+5		Yes
11	Survey Records. Records include customer service surveys or special projects, and customer satisfaction surveys.	CR+5		Yes
12	University Subject Files. These records are used to document the department's involvement and knowledge of the activities of the university. A subject file typically includes brochures, budget planning, calendars, correspondence, consultations, departmental policies and procedures, evaluations, meeting agendas, monthly activity reports organizational information, planning documents, special projects/initiatives files, reviews, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+5		Yes
13	Vendor Records. Includes bids for contracts and invoices, purchase orders and records of transactions. Vendor-produced marketing materials are non-records and do not need to be kept past their active period.	CR+7 Destroy		

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