

FERRIS STATE UNIVERSITY

Schedule 2004.013- Director of Admissions and Records

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	Director for Admissions and Records Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, publications and campus surveys. May include special project undertaken by the office such as designing new automated systems or processes.	ACT+3	4 years	Yes

April 2004

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SUP = Retain Until Superseded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)