

FERRIS STATE UNIVERSITY

Schedule 2004.074- Ferris Foundation

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 bank statements, business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and receipts. Does not include annual budgets. Confidential destruction required. | CR+7 Destroy | | |
| 2 | Annual Reports. Send to the University Archives upon creation. | Permanent. | | |
| 3 | Board Records. Records include board biographical information, agendas, minutes and supporting documentation. | CR+10 | | Yes |
| 4 | Committee Records. These records may include agendas, supporting documentation, minutes, and tape and video recordings. If tape and video recordings are transcribed, the original recordings can be destroyed. | CR+10 | | Yes |
| 5 | Correspondence Records. | CR+10 | | Yes |
| 6 | Donor Recognition Records. Records include donor information, amount of donation and background about donors and donor recognition events. | CR+10 | | Yes |
| 7 | Events Records. Records of events sponsored by the Ferris Foundation including the foundation benefit. Records may include: correspondence; committee information, logistical information, attendance, photographs, programs, source material, payment receipts and ticket records. Reference material for venues not chosen for event may be discarded after event. | CR+10 | | Yes |
| 8 | Investments Records. Investment records are managed in accordance with the Investments/Grants schedule (2003.014). | | | |
| 9 | Merit Grant Records. Criteria and procedures for merit grants. May include applications, reports and lists of recipients. | CR+10 | | Yes |
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|---------|--|----------------------|--------------------------|---------------------|
| 10 | Scholarship Records. Criteria and procedures for foundation scholarships. May include applications, reports and lists of recipients. | CR+10 | | Yes |
| 11 | Subject Files. These records are used to document the basic foundation activities. Typical files may include budget files, governance, legal documents, consultations, evaluations, newsletters, notes, organizational information, planning records and reports. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved. | ACT+10 | | Yes |

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