

FERRIS STATE UNIVERSITY

Schedule 2003.005- Racquet and Fitness Center

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 copy center billing, deposit slips, POWCs, purchase orders and purchasing card reconciliations, receipts, returns to vendor, stock inventories, student charges, travel information. Originals maintained by Administration/ Finance Division. Do not need to certify destruction. Confidential destruction required. | CR+7 | Destroy-ID | |
| 2 | Brochures; flyers; publications. Send copy to University Archives when published. | ACT | Destroy-ID | |
| 3 | Correspondence Records. Correspondence about daily activities in Racquet Center and policies and also includes financial activities. | CR+4 | | Yes |
| 4 | Deposit/Receipt Records. Includes daily cash reconciliation, object code information and accounting information used for the Pro-Shop. Confidential destruction required. | CR+7 | Destroy-ID | |
| 5 | Inventory Records. Listing of equipment in facility done yearly | CR+7 | | Yes |
| 6 | Logs. Daily logs detailing use of courts and other areas in the facility. Maintained on an MS-Excel database. | CR+7 | Destroy-ID | |
| 6 | Membership Records. Includes membership application and financial records. Confidential destruction required. | CR+2 (or audit) | Destroy-ID | |
| 7 | Membership Reports. Lists membership statistics. Originals maintained by the Director of Auxiliary Enterprises. Do not need to certify destruction. | CR+7 | Destroy-ID | |
| 8 | Monthly Reports/KPIs. Financial statements detailing profit/loss, and what the profit/loss would be without financial support of other parts of college. Originals maintained by Director of Auxiliary Enterprises. Do not need to certify destruction. | CR+7 | Destroy-ID | |
| 9 | Personnel Records. These records include the hiring | ACT + 3 | Destroy-ID | |

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|---------|---|----------------------|--------------------------|---------------------|
| | approval forms, office search files and schedules as defined in schedule GS.9. Do not need to certify destruction. Confidential destruction required. | | | |
| 10 | Tanning Authorizations. Charges to student accounts used for tanning services. Confidential destruction required. | CR+7 | Destroy-ID | |
| 11 | Work Study Records. Employment records including payroll information, intent to hire and performance evaluations. Confidential destruction required. | ACT+3 | Destroy-ID | |

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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)