

FERRIS STATE UNIVERSITY

Schedule 2003.003- Katke Golf Course

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 POWCs, purchase orders, invoices, receipts, travel information. Originals maintained by purchasing office. Do not need to certify destruction.	CR+7 Destroy		
2	Advertising Records. Includes advertising prices; past ads designed by staff for local media outlets	ACT		Yes
3	Annual Report.	ACT		Yes
4	Daily Cash Reports. Includes over and short slips, credit card chargebacks and daily cash reports.	CR+2 Destroy		
5	Equipment Rental Records. Includes check-out sheets, equipment inventories and any other non-billing information.	CR+2 for sheets Destroy		
6	Golf Camp Records. Includes participant lists; paperwork and supporting documentation.	CR+5		Yes
7	Golf Course Records. Medical Forms.	ACT+7 or until student reaches 21.	Destroy-ID	
8	Improvement Plans. Goals for course improvement and supporting documentation.	ACT+5		Yes
9	Inventory Records. Lists of inventories of shop items and equipment. Inactive when superseded.	ACT+2	Destroy-ID	
10	Season Passes. Included in this series are lists of season pass holders.	CR+5	Destroy-ID	
11	Tournament Records. Includes lists of players, scores and other event related information	CR+5		Yes

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SUP = Retain Until Superseded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)