

FERRIS STATE UNIVERSITY

Schedule 2006.002- Hotel and Conference 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	Accounts Payable Records. Filed by vendor name. Records include invoices, adjustment logs, check copies, reconciliation statements and other supporting documentation.	CR+7 Destroy		
2	Accounts Receivable Records. Records include copies of checks, invoices, receipts, adjustments and other supporting documentation. Records are sometimes filed as "paid in full" accounts.	CR+7 Destroy		
3	Bank Account Records. Information about bank accounts. Does not include statements or reconciliation files. Records become inactive once the account has been closed.	ACT+7 Destroy		
4	Bank Statements. Includes reconciliation files.	CR+7 Destroy		
5	Check Copies. Includes payroll checks; and check stubs.	CR+7 Destroy		
6	Daily Sales Reports. Cash reconciliation of daily sales and supporting documentation.	CR+3 or until audit Destroy		
7	Financial Reports. Reports produced by the hotel documenting major activities, Includes annual reports, the general journal and charts of accounts.	CR+50		Yes
8	Folio Records. Records include computer listing of daily transactions including check-ins, check-outs, charges to the room, ledger information, and copies of individual bills/receipts. This also includes electronic backup of all associated computer data.	CR+7 Destroy		
9	Interface Report Records. Series consists of printouts of journal entries, and includes adjustments with supporting documentation.	CR+7 Destroy		
10	Monthly Reports. Reports detailing the sales and financial transactions of the hotel.	CR+7 Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
11	Receipts. Records include invoices, copies of credit card receipts or cash receipts.	CR+7 Destroy		
12	Vendor Invoice Records. Includes invoices and payment information.	CR+7 Destroy		
13	Tax Records. 1099 forms and W-9s.	CR+7 Destroy		

July 2006

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- SUP = Retain Until Superseded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)