

FERRIS STATE UNIVERSITY

Schedule 2005.001- Apartment Services

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 credit card transaction reports, POWCs, purchase orders, purchase lists and receipts. Originals maintained by Administration/Finance Division. Do not need to certify destruction.	CR+7	Destroy	
2	Assignment Database Records. Tenant database listing current residents. Records become inactive once residents vacate apartments.	ACT	Destroy	
3	Events Records. Files kept relating to apartment activities and social projects. Records become inactive once the event is over, or at the end of the current semester.	CR+1		Yes
4	Key Records. Key card signed out to current resident. Key records become inactive once card is full and new card is begun.	ACT+7	Destroy	
5	Newsletter/Publication Records. As a university publication, 5 copies will be sent to the University Archives upon creation.	ACT	Destroy	
6	Occupancy Reports. Lists with recorded head counts for apartments and weekly totals per semester. Also includes any other statistical reports relating to occupancy.	CR+7		Yes
7	Personnel Records. These records include the hiring approval forms, office search and consultant search files and other departmental personnel and payroll schedules as defined in schedule GS.9. Records become inactive when employee leaves. Do not need to certify destruction.	ACT + 3	Destroy	

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8	Reference File. Correspondence; historical information about training sessions, etc.	ACT		Yes
9	Tenant Records. Files relating to a tenants occupancy including applications, charges assessed, correspondence, contracts, contract signature cards, damage records, leases, police reports, security reports and other related documentation. Records become inactive once resident has checked out. Confidential destruction required.	ACT+7	Destroy	

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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- SUP = Retain Until Superseded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)