

FERRIS STATE UNIVERSITY

Schedule 2003.004- Housing 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, deposit slips, POWCs, purchase orders, receipts, travel information. Originals maintained by Administration/Finance Division. Do not need to certify destruction.	CR+7	Destroy-ID	
2	Assignment Statistics. Lists of numbers of students in specific halls on a daily basis.	ACT +1	4 years Destroy	Yes
3	Contracts. Official copy of contract including terms, policies and sample signature card.	CR+10		Yes
4	Student Correspondence. Correspondence regarding student housing charges.	CR+2 Destroy		
5	Change of Address Forms.	CR+2 Destroy		
6	Contract Signature Card. Card signed by students with paid guarantee prior to receiving housing assignment.	CR+5		Yes
7	Damage Records. Paper used to assess damage costs, and charge students within the residence halls.	CR+7	Destroy-ID	
8	Employee Records. Files kept on hall directors and residence advisors. Some typical forms such as the intent to hire and application fall under schedule GS.9 Other information including reports written by employees, document activities in their halls and can be historical in nature.	CR+25		Yes
9	Enrollment Lists. Computer printout of student addresses/ also information system. Convenience copy.	ACT	Destroy-ID	
10	Key Records. Cards signed by residents when they receive keys for their rooms. Records become inactive once the card is full.	ACT+6	Destroy-ID	
11	Key Rosters. Database maintained which matches key	ACT	Destroy-ID	

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	cores to the doors within the residence halls. Used to change cores for security purposes. Also maintained by carpentry shop.			
12	Campus Life Newsletter. As a university publication, 10 copies of this should be sent upon publication to the University Archives.	ACT	Destroy-ID	
13	Occupancy Reports. Lists with recorded head counts for hall and weekly totals per semester	CR+7		Yes
14	Off Campus- Appeals files. Includes applications and subsequent documentation.	ACT+2	Destroy-ID	
15	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. Do not need to certify destruction.	ACT + 3	Destroy-ID	
16	Position Applications- Unsuccessful. Used for any position in Housing including hall directors, residence advisors and assistant hall directors.	CR+1	Destroy-ID	
17	Private Room Intent Records. Contract form to have a private room/ assume charges for room.	CR+1	6 years Destroy	
18	Reference File. Correspondence; historical information about training sessions, etc.	ACT		Yes
19	Room Inventory Reports. Multipage inventory of each room in residence hall.	CR+7	Destroy-ID	
20	Round Logs. RA duty log used to document any problems or occurrences noticed.	CR+1	Destroy-ID	
21	Security Reports. Documentation of noise and other violations found on residence floor halls during night.	CR+1	Destroy-ID	
22	Travel Records. Copies of travel request forms with supporting documentation.	CR+7 Destroy		

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)