

FERRIS STATE UNIVERSITY

Schedule 2003.017- Ice Arena

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	Concessions/Tickets/Shop Sales Records. Daily totals also maintained on an in-house database. Records include deposit slips, receipts, and reconciliation records.	CR+5	Destroy-ID	
2	Events Files. Informational files on events held at the ice arena, including logistical information, financial payments and backup documentation.	CR+5		Yes
3	Facilities Reservations Records. Tracking of what facility is used by whom, and the length of time or amount of money paid.	CR+2 (or until audit)	Destroy-ID	
4	Personnel Records. Includes Employee Action assignment forms, performance evaluations, excused absence forms and recap time sheets. These records do not include students hired as part of the work-study program.	ACT+5	Destroy-ID	
5	Purchase Records. Includes purchase card log, receipts and printouts.	CR+7	Destroy-ID	
6	Publications. Fliers, brochures, newsletters and other publications produced by the Ice Arena staff. Send to University Archives immediately after publication.	ACT	Destroy-ID	
7	Subject Files. The majority of the materials in this series such as vendor files, team travel information and schedules are convenience copies which are not records. Files which document the employee's involvement in university committees, or major events such as renovation projects to the ice arena, should be sent to the archives.	ACT		Yes
8	Work-Study Records. Includes employment records pertaining to students on work-study. EAA, payroll records and performance evaluations.	ACT+3	Destroy-ID	

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SUP = Retain Until Superseded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)