

FERRIS STATE UNIVERSITY

Schedule 2004.078- Jim Crow Museum

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 daily cash report sheets, bank deposit slips, credit card batch slips, purchase orders, POWCs, receipts, bank statements. Confidential destruction required.	CR+7 Destroy		
2	Accession Records. Details on accessions into museum collection including donor information, physical description, donor agreement forms and physical disposition of the items. May be an acknowledgement letter or a deed of gift.	Permanent.		
3	Collection Inventory Records. Physical inventory of Jim Crow Museum objects used to track location of objects, provide insurance documentation and historical context.	Permanent.		
4	Correspondence Records. Correspondence with researchers and donors regarding the collections. May include descriptions of donations	CR+20		Yes
5	Events Records. Records of events sponsored by the museum or coordinated by museum staff. Records may include: correspondence; committee information, logistical information, attendance, photographs, source material, payment receipts. Materials advertising shows in the gallery or related programs should be sent to the University Archives upon creation.	CR+20		Yes
6	Travel Records. Includes travel requests, vouchers, hotel receipts and email correspondence with faculty.	CR+7 Destroy		
7	University Subject Files. These records are used to document the museum's involvement and knowledge of the activities of the university. Divided departmentally or by project, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, publications, publicity files, reports and website snapshots.	ACT+20		Yes

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Key:

ACT = Active
 CR = Creation
 SUP = Retain Until Superceded
 CY = Calendar Year (current)
 ID = Immediate Disposal
 FY = Fiscal Year (current)
 PM = Permanent
 y = year(s)