

## FERRIS STATE UNIVERSITY

### **Schedule 2004.010- Media Production**

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	<b>Cable Channel Records.</b> Records documenting Ferris's cable channel including but not limited to schedules, policies, correspondence and other documentation. Also includes programs produced for the cable channel by Media Production.	CR+3		Yes
2	<b>Publications Documentation Records.</b> Job specification, costs of production, related billing information. Original financial information filed with the University Library's Administrative Services Offices. Do not need to certify destruction. Confidential destruction required.	CR+1 Destroy		
3	<b>Payroll Records.</b> May include time sheets, payroll request forms or reports. Original financial records filed in the University Library's Administrative Services Offices. Do not need to certify destruction. Confidential destruction required.	CR+1 Destroy		
4	<b>Project Records.</b> Final publications produced with the cooperation/assistance of the Media Production staff. These records are officially maintained by the unit for whom they were produced.	ACT		Yes
5	<b>University Subject Files.</b> These records are used to document the individual's involvement and knowledge of the activities of the university. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity reports, photographs, planning documents, publicity, publications and campus surveys.	ACT+3		Yes

April 2004

Key:

ACT = Active

SUP = Retain Until Superseded

CY = Calendar Year (current)

ID = Immediate Disposal

FY = Fiscal Year (current)

PM = Permanent

y = year(s)