

FERRIS STATE UNIVERSITY

Schedule 2004.005- News and Communications

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	Media Packets/Newsclippings. Compilations of articles, newsclips and references to Ferris State University in the press. Materials may be in a variety of formats. One copy should be sent automatically to the University Archives.	CR+10		Yes
2	News and Communications Coordinator Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information and reports on current topics. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	CR+5		Yes
3	News Releases. Official communications from the University to the media. May include paper releases, tapes/transcripts of interviews given and other formats. One copy should be sent automatically to the University Archives.	CR+2		Yes
4	University Publications. Publications and documents which are published and/or distributed outside of the University. (Supported by Public Act 540 of 1982 and Executive Directive 1983-2, the Library of Michigan must receive two (2) copies of each document which is published and/or distributed outside the University.) Send three copies to University Archives when created.	CR+10		Yes
5	University Publications Documentation Records. Background material for articles/ photographs used in official University publications such as the <i>FYI</i> and <i>Crimson and Gold</i> or website projects such as the online calendar project.	ACT+5		Yes

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