

# FERRIS STATE UNIVERSITY

## Schedule 2004.015- Photographic 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	<b>Photographic Files.</b> These records are the graphic history of the University. Records are typically filed chronologically and are filed in a variety of formats including but not limited to: negatives, prints, slides and electronic media. Copies of electronic media will be transferred to the archives at the end of each year, and print/negative files older than 10 years will be transferred.	Permanent		Yes
2	<b>Photographic Index.</b> Indexing used to locate photographs stored to electronic media.	Permanent.		

April 2004

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SUP = Retain Until Superseded  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)