

FERRIS STATE UNIVERSITY

Schedule 2003.019- Physical Plant, Administrative 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	Boiler Records. Includes basic information on boiler; control-replacement reports and reports on steam main failures with backup documentation.	CR+3	Destroy-ID	
2	Budget Planning Records. Capital outlay reports and supporting documentation.	CR+5	Destroy-ID	
3	Chemical Records. Includes spray logs, training records and basic information.	CR+30	Destroy-ID	
4	Correspondence Files. Includes both complaints and compliments given to the physical plant operation.	CR+3		Yes
5	Credit Card Records. Copies of travel information relating to the credit-card. Originals maintained by Accounting. Do not need to certify destruction.	CR+7	Destroy-ID	
6	Disaster Recovery Plans. Campus-wide plans, computer center plan and other individual plans as created. Become obsolete when superceded, send to University Archives.	ACT		Yes
7	Elevator Records. Includes correspondence, permits and certificates.	ACT+3		
8	Fee and Rate Schedule. Produced annually for motor pool, postal rates, university travel and copy center. Convenience copy. Do not need to certify destruction.	ACT	Destroy-ID	
9	Fire Protection Records. Includes basic information on the fire marshals, protection systems, hydrants and extinguishers as well fire inspections and drills	ACT+3	Destroy-ID	
10	Grounds Project Records. May involve landscaping projects as well as sculptures. Details projects according to their status. Includes cycle 5 grant and related correspondence and cycle 3-CCMs.	CR+7		Yes
11	Inventory Equipment Records. Records of locations all items on campus as tracked by their MSDS number.	Permanent.		Yes

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	Database currently housed on the university servers.			
12	Key Records. Database used to track assignment of keys and locks on rooms and buildings on campus.	CR+7		
13	Logs. Used to track events which are under the purview of Physical Plant. Includes maintenance log, civil defense logs and interruptions sheets.	CR+2 or audit	Destroy-ID	
14	Motor Pool- Driver Records. Includes driver physical forms and driving record reports.	CR+3	Destroy-ID	
15	Motor Pool- Fuel Records. Includes fuel purchase records; and fuel balance sheets.	CR+1	Destroy-ID	
16	Non-Ferris Agreements. Agreements Ferris has with local entities including refuse collection, water line contracts, winkellum field agreements and capital improvement projects.	ACT		Yes
17	Personnel Records. Departmental copies which include EAAs, evaluations, payroll information, intent to hire forms and other similar records. Does not include grievance records. Originals are maintained by HRD and certification of destruction is not required.	CR+5	Destroy-ID	
18	Operational manuals/ Software. Used for any piece of equipment or software. Not a record. Keep for the life of the piece of equipment. Do not need to certify destruction.	ACT	Destroy-ID	
19	Policies and Procedures Records. Basic policies such as affirmative action, safety and sexual harassment for employee reference. Policies and procedures are created by the Vice-President for Administration and Finance and are convenience copies. Other procedures are created by the union and are also convenience copies. They are inactive once superceded.	ACT	Destroy-ID	
20	Permits/Property Records. Records relating to use of University property for non-University activities. Originals are kept by the Office of General Counsel. Inactive when obsolete or superceded. Do not need to certify destruction	ACT		Yes
21	Pesticide Records. Includes application records and licenses.	CR+7	Destroy-ID	
22	Pool Reports. Originals maintained by the Health Department. Do not need to certify destruction	CR+3	Destroy-ID	

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23	Project Management Records. Includes project details and backup documentation. Some records maintained on database.	ACT+3		Yes
24	Radio Equipment Records. Includes relevant documentation from the Federal Communications Commission and Cook Communications. Also includes documentation of radio repairs and assignments.	ACT+3	Destroy-ID	
25	Repairs Records. Work orders, maintenance log. Currently maintained on a database and sometimes in paper format.	ACT+3	Destroy-ID	
26	Reports. This series includes campus master planning reports, facilities planning reports and feasibility studies that are not part of a construction project file. One copy should be sent to the University Archives when created.	ACT	Destroy-ID	
27	Storage Tank Records. Environmental and inspection reports. Records of repairs.	Permanent.		
28	Vendor Accounting Records. Includes purchase orders, POWCs, p-card transactions and utilities invoices. Originals are maintained by Accounting. Do not need to certify destruction. Other vendor records such as brochures and catalogs are not records and do not fall under a records schedule.	CR+7	Destroy-ID	
29	Utilities Records. Includes contracts, copies of invoices and statements for gas and energy contracts. Originals maintained by the Accounting Office. No certification of destruction required.	ACT+3	Destroy-ID	
30	Union Grievance Records. Includes steps, original signed form and responses for individual grievances.	15 years; send to Labor Relations for remaining 15 years.		
31	Union Records. Union records about a specific individual such as an intent-to-hire or apprenticeship file fall under the personnel schedule. Basic union information is referential in nature and becomes inactive once superceded.	ACT		Yes

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)