

FERRIS STATE UNIVERSITY

Schedule 2003.020- Associate Vice-President for Physical Plant

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 | Associate Vice-President for Physical Plant Subject Files. 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, publications and campus surveys. Personnel and payroll records should be weeded prior to archival transfer. | ACT+3 | 4 years | Yes |

June 2003

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SUP = Retain Until Superseded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)