

FERRIS STATE UNIVERSITY

Schedule 2004.026- Professional Golf Management

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	Accounting Records. Includes deposit slips, credit card batch slips, purchase orders, packing slips, POWCs, purchase orders, and bank statements. Materials which are also available in the Dean's office may be destroyed at the end of the year. Confidential destruction required.	CR+7 Destroy		
2	Admissions Records. Includes admissions documents such as applications, verification of handicap, correspondence and other documentation. Official application records are submitted to the Office of Admissions when accepted. Records become inactive once a student has been admitted or past the time length for consideration. Confidential destruction required.	ACT+1 Destroy		
3	Administrative Databases. Databases that support administrative functions containing information maintained elsewhere in electronic or paper form that are on the FSU retention schedule. This includes databases related to faculty records or position control information. These records become inactive when records are no longer necessary.	ACT Destroy		
4	Alumni Records. Information about alumni and alumni related activities including newsletters, meetings, tournaments and donations.	CR+10		Yes
5	Internship Records. Files on facilities used for the internship program. Information available in paper and electronic format. Records become inactive when a facility is no longer used for internship purposes.	ACT		Yes
6	Events Records. Files documenting events sponsored by the department, including recruitment events such as interview day, merchandise shows and tournaments. Records include logistical information, accounting data, correspondence and other supporting documentation.	CR+10		Yes
7	Payroll Records. Time sheets for both faculty and student employees. Information also retained on Payroll system. Confidential destruction required.	CR+2 or until audit Destroy		
8	Scholarship Records. Criteria and procedures for departmental specific scholarships. Promotional material	CR+3		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	included.			
9	Student Records. Student records detailing biographical information, internship placements and reports. Used for references.	CR+50		Yes
10	Student Association Records. Material relating to events held by the student association. May also include rosters and documentation about the organization.	CR+10		Yes
11	University Subject Files. These records are used to document the department's involvement and knowledge of the activities of the university. Divided alphabetically, a subject file typically includes correspondence, consultations, departmental policies and procedures, evaluations, notes, organizational information, planning documents, program reviews, reports and staff meeting notes. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT+10		Yes

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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)