

FERRIS STATE UNIVERSITY

Schedule 2004.006- Student Leadership and Activities

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 daily cash reports/ business summary transaction sheets, deposit slips, credit card batch slips, purchase orders, POWCs, payment net and bank statements. Confidential destruction required.	CR+6 Destroy		
2	Events Records. Record documenting annual events such as Ferris Fest or one time speakers. Materials include programs and supporting documentation.	CR+5		Yes
3	Homecoming. Includes programs and supporting documentation such as correspondence, billing, logistical planning, minutes, committee rosters and notes.	CR+5		Yes
4	Registered Student Organizations Records (RSOs). Records may include histories, update sheets, correspondence and supporting documentations. Records become inactive once an organization is no longer in existence. Records may also be transferred to the archives every 10 years for ongoing groups.	ACT+5		Yes
5	Student Government Fund Records. Files organized by event within semester. Details allocation of fund and expense backup documentation. Financial backup documentation such as receipts and bills may be destroyed after 7 years.	CR+6		Yes
6	University 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.	ACT+5		Yes

Key:

ACT = Active

SUP = Retain Until Superseded

CY = Calendar Year (current)

ID = Immediate Disposal

FY = Fiscal Year (current)

PM = Permanent

y = year(s)