

FERRIS STATE UNIVERSITY

Schedule 2004.018- Student Recreation Center

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	Accident/ Injury Reports. Originals maintained by the Risk Management office. Confidential destruction required.	CR+7 Destroy		
2	Accounting Records. Includes daily cash reports/ business summary transaction sheets, deposit slips, credit card batch slips, insurance billing forms, purchase orders, POWCs, payment net and bank statements. Confidential destruction required. Do not need to certify destruction.	CR+7 Destroy		
3	Equipment Log Records. Records tracking equipment or usage of facilities.	CR+3 Destroy		
4	Liability Releases. Releases signed by participants in the Challenge Course. Confidential destruction required.	CR+10		
5	Personnel/ Payroll Records. These records are files maintained by departments regarding employees and student employees within each department. These generally include copies of Employee Assignment Action forms (EAA's), performance evaluations, Intent to Hire forms, Drug Free Workplace letters, excused absence forms, recap time sheets, and other copies of similar records, but do not include records pertaining to work study or similar financial aid records for student employees. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws.	ACT+5 Destroy		
6	Rental Agreement Records. Information sheets on groups renting space in either the Student Recreation Center, Challenge Course or equipment from the Student Recreation Center. Confidential destruction required.	CR+7		
7	University 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. May include special project undertaken by the office such as camps.	ACT+10		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SUP = Retain Until Superseded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)

May 2004