

FERRIS STATE UNIVERSITY

Schedule 2003.007- Telecommunications 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	Accounting Records. Includes POWCs, purchase orders, purchase card records, and return to vendor forms. Originals maintained by Administration/Finance Division. Do not need to certify destruction.	CR+7 Destroy		
2	Billing Records. These are the monthly reports listing all extensions and equipment and calls associated with that extension, including both staff and students. It also includes calling card billings. Also includes student billing reports which verify the student billing process and document manual adjustments. Reports are kept in hard copy for the current year, and then microfiched/ transferred to CD-ROM.	CR+7		Yes
3	Billing Server. Daily backup of files required to run the program, and any data files created that day. Used for data recovery purpose.	2 weeks		
4	Call Collections Reports. Daily report with details of all incoming and outgoing calls on campus. Backed up to tape every three months.	3 months		
5	Cellular Phone Contracts. Contracts used to initiate service for faculty and staff. Used to verify payment on phone bills.	CR+7 Destroy		
6	Identification Card Reports. Reports generated from Bulldog ID system used to bill other accounts for other transactions such as Dining Services	CR+7 Destroy		
7	Michinet Contract Records. Subscriber contracts.	ACT+3 Destroy		
8	Michinet. Financial Records. Receipts and other billing.	CR+7 Destroy		
9	Non-Ferris Account Records. Manual billings for vendors who utilize Ferris's telephone service.	CR+7 Destroy		
10	Systems Software Backup. Monthly backup to tape of	3 months		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	software necessary to run the ID Card and Billings Server. Kept for disaster recovery purposes	Destroy		
11	Telecommunications Brochure. As a university publication, 5 copies of this should be sent upon publication to the University Archives.	ACT		Yes
12	Telephone Switch. Daily backup to disk.	3 days		
13	Vendor Billing. Copies of bills paid to respective vendors for telephone service to the University. Current year kept in hard copy- previous years backed up to microfiche/CD-ROM.	CR+7		Yes
14	Voice Mail. Weekly backup of system.	3 months		
16	Work Orders. Software program which keeps track of work orders generated for installation, moves, and repairs of all telephone extensions on campus. Hard copy kept for current year. Backed up to server.	CR+5 Destroy		

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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)