

FERRIS STATE UNIVERSITY

Schedule 2003.018- University Architect

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	Building Records. Filed by building. Includes plans and specs, and documentation relating to the design and operation of the building. Files become inactive when buildings are torn down or destroyed, unless they have an underground utility. Those files for underground utilities will remain at Physical Plant.	ACT		Yes
2	Construction Project Records. Filed by building. Includes construction pay requests, change orders, drawings and specs, consultant selection bids, facility planning documents and feasibility studies	CR+7		Yes
3	Reports. This series includes facilities planning reports and feasibility studies that are not part of a construction project file. Materials which document major projects on the campus should be transferred to the University Archives once inactive.	ACT+3		Yes
4	Utility Records. Includes building inspections, capital outlay request and other documentation for the maintenance and operations of a physical facility.	Permanent.		

Created June 2003.

<p>Key:</p> <p>ACT = Active CR = Creation SUP = Retain Until Superseded CY = Calendar Year (current) ID = Immediate Disposal FY = Fiscal Year (current) PM = Permanent y = year(s)</p>
