FERRIS STATE UNIVERSITY

Schedule 2004.002- FLITE- University Archives and Records Management Program

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 report sheets, bank deposit slips, credit card batch slips, purchase orders, POWCs, receipts, bank statements. Duplicates of materials maintained by FLITE accounts clerk. Confidential destruction required.	CR+2 Destroy		
2	**Accession Records.** Details on accessions into archives including donor information, physical description, donor agreement forms and physical disposition of the items.	Permanent.		Yes
3	**Certificates of Destruction.** Certificates of destruction signed for records destroyed as part of the records management program.	Permanent.		Yes
4	**Correspondence Files.** Correspondence with researchers and donors regarding the collections. May include descriptions of donations	Permanent.		Yes
5	**Records Survey Records.** Records include original survey forms; versions of approved retention schedules and supporting documentation. Also includes records transfer memos and certificates of destruction.	Permanent.		Yes
6	**University Subject Files.** These records are used to document the Dean's involvement and knowledge of the activities of the university. Divided departmentally or by project, a subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, periodic activity repots and publications.	ACT+3		Yes
7	**Travel Records.** Includes travel requests, vouchers, hotel receipts and email correspondence with faculty.	CR+7 Destroy		

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Key:

ACT = Active
CR = Creation
SUP = Retain Until Superceded
CY = Calendar Year (current)
ID = Immediate Disposal
FY = Fiscal Year (current)
PM = Permanent
y = year(s)