

FERRIS STATE UNIVERSITY

Schedule 2003.0024- Vice President for Administration and Finance

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 departmental billing records, requisitions, purchase orders with check documentation, POWC signature lists, conflict of interest questionnaires, purchase order logs and other documentation.	CR+1	6years Destroy	
2	Board of Trustee / Finance Committee Records. Annotated minutes, reports and presentations made by the Division of Administration/Finance in working with the Board of Trustees, particularly the Finance Committee. Board minutes/agendas which are not annotated are not considered records.	CR+1		Yes
3	Budget Records. These files are maintained for budget planning and allocation purposes for each division. They include unit action plans for the division of Administration and Finance as well as basic financial information reports presented by the Vice-President's office to the Board of Trustees for the University.	CR+5		Yes
4	Committee Records. These records may include agendas, supporting documentation, minutes, and tape and video recordings. If tape and video recordings are transcribed, the original recordings can be destroyed. These committees reflect those which are either sponsored by the Administration/ Finance Division or are participated in by the Vice-President's office in some way.	ACT		Yes
5	Contract Records. Original signed contracts and agreements.	Permanent		
6	Facilities Planning- Construction Projects Records. Includes reports, plans, correspondence and other documentation.	ACT		Yes
7	Personnel and 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	CR + 5 Destroy		

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	study or similar financial aid records for student employees. Do not need to certify destruction			
8	University Subject Files. These records are used to document the Vice-Presidents' 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. Typical subjects may include the Ferris Foundation, information technology projects, building projects, or the Holiday Inn.	ACT+1		Yes

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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)