

FERRIS STATE UNIVERSITY

Schedule 2003.015- Associate Vice-President for Finance Office

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	Assistant to the Vice-President for Finance 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. Personnel and payroll records should be weeded prior to archival transfer.	ACT+3	4 years	Yes
2	Associate Vice-President for Finance 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. Personnel and payroll records should be weeded prior to archival transfer.	ACT+3	4 years	Yes
3	Bond Records. Original signed bonds for university. Tax issues and letters from the State of Michigan.	Permanent.		
4	Budget and Position Control Entries. Authorization to enter budget and position control entries on automated system.	CR+1	Destroy-ID	
5	Finance Office Reference Files. Current university policies and brochures used for reference. Not created or unique to the Finance Office so destruction does not need to be certified.	ACT	Destroy-ID	
6	Financial Reports. Ferris financial statements and other university financial statements.	ACT		Yes
7	Property Records. Includes property deeds, land maps, conveyances and acquisitions documents. Listing of all University owned property.	Permanent.		Yes
8	Rollups (Monthly)	CR+2	Destroy-ID	
9	Rollups (Annual)	CR+50		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
10	Time Cards.	CR+3	Destroy-ID	

June 2003

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SUP = Retain Until Superseded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)