

## FERRIS STATE UNIVERSITY

### Schedule 2004.033- Williams Auditorium

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	<b>Accounting Records.</b> Includes credit card receipts, deposit slips, POWCs, purchase orders, purchasing card employee agreements and departmental receipts. Originals maintained by purchasing office. Paper copies of materials ordered online are convenience copies and may be destroyed at the end of the year. Confidential destruction required. Do not need to certify destruction.	CR+7 Destroy		
2	<b>Advertising Records.</b> Includes brochures, copies of programs and other advertising for Williams Auditorium events. One copy should be sent to the University Archives when created.	ACT		Yes
3	<b>Arts at Ferris.</b> Historical files of arts promotion at Ferris of plans and initiatives.	CR+50		Yes
4	<b>Facility Events Planning Records.</b> Records documenting events held in Williams Auditorium. May include correspondence, contracts, facilities request forms, information and receipts.	CR+7		Yes
5	<b>Facility Events Records- Tickets.</b> Records include ticket information, house counts and event sales reports.	CR+2 or until audit Destroy		
6	<b>Online Purchase Orders.</b> Records online and printouts detailing information taken off of the online ticket orders system. Information available in other records series.	CR+1 Destroy		
7	<b>Personnel and Payroll Records.</b> These records are files maintained by departments regarding 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 study or similar financial aid records for student employees. The original records are maintained in Human Resources and Payroll and are subject to applicable federal and state laws.	CR+3 Destroy		
8	<b>Policies and Procedures Records.</b> Policies and procedures created by the auditorium including: box	ACT		Yes

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
	office/concession stand procedures, facility resource materials, marketing plans, and website development files. Records become inactive when they have been superceded.			
9	<b>Ticket Stubs.</b> Records become inactive once a house count is created.	ACT Destroy		
10	<b>University Subject Files.</b> These records are used to document the individual's involvement and knowledge of the activities of the university and Williams Auditorium. A subject file typically includes annual reports, budget requests, correspondence, evaluations, marketing plans, notes, organizational information and planning documents. A record becomes inactive when it ceases, been disbanded or the individual is no longer involved.	ACT		Yes
11	<b>Work Orders, Physical Plant.</b>	CR+1 Destroy		

Created June 2004

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)