

Special Schedule #6**Records of the Department for Finance and Management**

This department oversees 7 different units within the institution: Business Office, Accounting, Dining and Hospitality Services, Held Equestrian Center, Facilities Operations, Human Resources and the Campus Post Office. The Vice-President for Business and Finance is responsible for supervising the units and is directly involved with specific projects.

Within the Department for Finance and Management are 25 supervisory positions: Vice President for Finance and Management, Internal Auditor, and Payroll Supervisor; Controller, Assistant to the Controller, Accounting Manager, and Receivable Cashier; Dining & Hospitality Services Director, Associate Director, Assistant Director, Catering Manager, Dining Service Manager (2); Equestrian Center Director; Facilities Director, Associate Director, Campus Services Supervisor, Custodial Supervisor, Facilities Supervisor, Grounds Supervisor, Maintenance Supervisor (2), Technical Services Supervisor, Purchasing Coordinator, and Office Manager; HR Director and Coordinator; and Post Office Clerk (3).

| DESCRIPTION | OFFICE RETENTION | DISPOSITION |
|---|-------------------------|--------------------------|
| Account Summary Sheets <i>Cover sheets summarizing activities for accounts – These authorize transfer of funds</i> | Audit period + 1 year | Destruction |
| Administrative Files (Guest Housing) <i>Files include correspondence, personnel/time sheets, budgets, copies of fund transfers, memorandum, campus office files, reference files</i> | Reference value | Destruction |
| Banner Invoices <i>Departmental copies of invoices that are input into the Banner system</i> | Audit period + 1 year | Destruction |
| “Black Book” <i>Periodical record of bookings, reservations – Used to make reservations and record special arrangements</i> | Reference value | Destruction |
| Board of Trustees <i>Files for the Budgets, Salaries & Benefits Committee of the Board of Trustees - Files contain information for committee meetings, e.g., agendas, reports, background information</i> | 5 years | Archives (for appraisal) |

| DESCRIPTION | OFFICE RETENTION | DISPOSITION |
|---|-------------------------|--------------------|
| Budget Files <i>Records for budget development and for tracking current year expenses - Includes monthly reports from Controller</i> | 1 year | Destruction |
| Charge Records <i>Copies of photocopy service requests, photocopying usage, UPS and Federal Express forms, etc. that document use of services</i> | 1 year | Destruction |
| Correspondence | | |
| General/Subject Files <i>Communication that documents the planning, implementation, and evaluation of the major activities, functions, projects and programs of the office - This communication has historical, long-term value</i> | 1 year | Archives |
| Routine Files <i>General inter/intra and non-institutional office communication that deals with the operation of a campus until and its personnel - This communication can be in the form of notes, memos, or letters that have no historical value, only short-term value</i> | 1 year | Destruction |
| Daily Journal <i>Reference file for deposits – Contains name, account number, amount deposited</i> | Audit period + 1 year | Destruction |
| Daily Statements <i>Copies of daily summary statements</i> | Audit period + 1 year | Destruction |
| Deeds <i>Original deeds with copies of maps and occasional correspondence or memorandum for properties given to the College</i> | N/A | Archives |
| Electronic Documents * <i>See the descriptions for paper documents</i> | Depends on subject | Depends on subject |
| Financial Statements <i>Reference copies of financial reports from Banner – Reports reflect the activities of the various units within the department</i> | Reference value | Destruction |

| DESCRIPTION | OFFICE RETENTION | DISPOSITION |
|--|---|---|
| General Files <i>Subject files for activities and committees connected to the office - Files may contain correspondence, memorandum, reports, and reference data.</i> | Reference value | Archives (for appraisal) |
| Historical Files <i>Contains records for special projects or activities – Files contain correspondence, reports, ledgers, background data, and legal information</i> | 10 years | Archives (for appraisal) |
| ID Card File <i>Forms provide name, social security or student number – Files contain restricted information!</i> | Graduation + 1 year Employment + 1 year | Destruction |
| Insurance <i>Historical information about insurance policies held by the College – Also contains current files on automobile and truck titles held by the College</i> | Keep title information until file is closed | Transfer closed files to Physical Plant or Archives (for appraisal) |
| Internal Reports/Special Studies | | |
| Official Copy | Reference value | Archives |
| Office Copy | Reference value | Destruction |
| Investment Reports <i>Reports from investment companies responsible for college properties and accounts – Files contain monthly, quarterly statements – Used only for reference purposes</i> | 1 year | Destruction |
| Invoices <i>Copies of invoices for supplies and equipment</i> | 1 year | Destruction |
| Meal Plan Contracts <i>Copies of signed contracts for student meal plans</i> | 1 year | Destruction |
| Meeting Minutes | Reference value | Archives |
| Planning Files | Reference value | Destruction |

| DESCRIPTION | OFFICE RETENTION | DISPOSITION |
|---|---|--------------------------|
| Policy and Procedure Statements | | |
| Office Copy | Until Superseded | Destruction |
| Official Copy | N/A | Archives |
| <i>Mission statements, policy statements, personnel charts, job descriptions, memoranda about special problems or issues</i> | | |
| Property Files | 1 year after completed projects or property is sold | Archives (for appraisal) |
| <i>Records for properties owned by the College outside of Calhoun County, MI and outside the state of Michigan</i> | | |
| Publications of the College | | |
| Office Copy | Reference value | Destruction |
| Official Copy | N/A | Archives |
| <i>(Finance & Management is creator)</i> | | |
| Reservation Book | 3 years | Destruction |
| <i>Ledger used to record reservations for Guest House rooms</i> | | |
| Summer Groups | Termination of contract, completion of action or resolution of issue +3 years | Destruction |
| <i>Programs hosted on campus during the summer – Files include correspondence, contracts, billing information, copies of invoices – These files are generally used for planning and reports</i> | | |
| Tax Files | 10 years | Archives (for appraisal) |
| <i>Records relating to tax payments and exemptions – Includes copies of transactions and records relating to college-owned property and leases</i> | | |

*** In Reference to Electronic Documents:** As the stability of CDs and DVDs have not proven themselves a capable media for long-term preservation of electronic documents, the Archives suggests taking one of two possible actions. 1) Print out documents that will eventually be transferred to the Archives; or 2) Save documents to be transferred to the Archives onto external computer drives for storage.