DEPARTMENT OF HISTORY, ARTS AND LIBRARIES
MICHIGAN HISTORICAL CENTER
RECORDS MANAGEMENT SERVICES

Records Retention and Disposal Schedule for Michigan Public Schools

Photo of a school in Montague, Michigan, 1912, courtesy of the Archives of Michigan, Lansing.

Michigan Department of History, Arts and Libraries

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GENERAL SCHEDULE #2 - Michigan Public Schools

This Retention and Disposal Schedule covers records that are commonly found in **public school districts**. This schedule supersedes Bulletin 522 that was approved on March 18, 1997. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

8-2-06

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Department of Education

7/27/06

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APPROVED 9/5/06

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GENERAL RETENTION SCHEDULE #2
MICHIGAN PUBLIC SCHOOLS
INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents a school district from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as a school district. General schedules may not address every single record that a particular agency may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. School districts need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, school districts should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Public Disclosure

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information.

Suspending Destruction

School districts must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the school district may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Dissolved Districts

If a school district is dissolved and absorbed by another school district(s), the records of the former school district must be transferred to the new district(s) to fulfill the remainder of their retention period. Intermediate School Districts may coordinate the retention of, or retain themselves, the student records of closed public schools and public school academies (if the files are not transferred to another open school) for the remainder of their retention period. The Archives of Michigan may take responsibility for preserving historically signficant records (such as board meeting records, annual reports, yearbooks, graduation programs, awards, etc.). School districts in this situation should contact the Archives for assistance at (517) 373-1408 or http://www.michigan.gov/archivesofmi/.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards.

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General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

General Administrative

100 Subject Files (supersedes item #K2) ACT+2

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a school or school district. **Subject files are generally organized alphabetically by topic**, such as district administration, student teachers, maintenance, professional development, athletics, clubs, etc. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration.

101 General Correspondence (supersedes item #K1) CR+2

General correspondence does not pertain to a specific issue, teacher or student, and it **is often organized chronologically or by correspondent's name**. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue, teacher or student, it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

102 Transitory Correspondence ACT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value and need not be retained more than 30 days. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. ACT = when it is no longer of use for reference.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
103	Meeting Records	CR+2
	These records may include meeting minutes, agendas, and distribution materials related to staff meetings, meetings with other school districts, meetings with parents, etc. However, it does not apply to meetings of the school board and its subcommittees (see item #200).	
104	Planners/Calendars	CR+2
	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	
105	Freedom of Information Act (FOIA) Requests	CR+1
	This file will document any requests for information or public records maintained by the school or school district. They may include requests for information, correspondence, a copy of the information released, and billing information.	
106	Budget Planning	ACT
	These records are developed and maintained by each department in the school district to forecast the need for new facilities, equipment, supplies, staff, programs, etc. They may include budget requests, statistics, etc. ACT = while needed to administer the budget for the current fiscal year, and to prepare future budget requests.	
107	Grants	ACT
	These files are used to administer grants that are applied for by the school district from state, federal and private agencies. Examples of grants include the Consolidated Application for Federal Funding (Title I, II, III, V), Section 31A grants from the Michigan Department of Education, Safe and Drug Free Schools grants from the ISD, Homeland Security, Michigan School Readiness, and Gates Foundation grants. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
108	Publications	ACT
	These records may include press releases, brochures, newsletters and other items that are published by the school district to distribute information about upcoming events, accomplishments, services offered, etc. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.	
109	Policies, Procedures, Bylaws and Directives (supersedes item #D4-5)	SUP
	These records document school district policies, procedures, etc. (including those approved by the school board).	

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Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Superintendent/Board of Education

200 Board of Education Meeting Records--Open Sessions (supersedes item #D1, G3) — PERM

These records document the proceedings of the school district's Board of Education and any subcommittees or advisory committees to the board. They may include the approved minutes and agenda packets containing any materials that are distributed to board members for review (such as budgets, district calendars, policies, contracts, election resolutions, etc). This series does not include meeting notices (see item #202), bulletins, or documentation of meeting related expenditures. Audio and/or video recordings of the meetings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the school district. Schools are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.

201 Board of Education Meeting Records--Closed Session — EVT

These records may consist of minutes taken during a closed session of the board, including any audio or visual recordings. EVT = Closed session meeting records may be destroyed 1 year, plus 1 day from the date that the meeting minutes are approved.

202 Notices of a Public Meeting — CR+1

The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing.

203 Board Member Files — ACT

These files contain information about people who served on the district's Board of Education. They may contain petitions, conference/training requests, correspondence, etc. ACT = While individual is serving as a member of the board.

204 Board Candidates — CR+2

These files contain information about people who ran for vacant school board seats. They may include the affidavit of identity, petition sheets, correspondence, election certificate, receipts for the nominating petition, etc. These records shall be retained by the school district only if the school district is responsible for administering the election.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
205	Millage Files	CR+2
	These files document millage proposals. They may include the presentations, research, budgetary documents, ballot language, attorney opinions, and board resolutions. These files will include election materials if the school district is responsible for administering the election.	
206	Election Results (supersedes item #E2)	PERM
	These records document the final vote count for each school election and include the Board of Canvassers certification. These records shall be retained by the school district only if the school district is responsible for administering the election.	
207	Election Returns (supersedes item #E4)	CR+2
	These records may include poll lists, statements, tally sheets, absent voters' applications, absent voters' return envelopes, absent voters' records, other returns made by inspectors of the precincts, etc. (MCL 168.811). These records shall be retained by the school district only if the school district is responsible for administering the election.	
208	Election Ballots (supersedes item #E3)	ACT
	These records may include ballots, seals, ballot tags, ballot labels from voting machines and ballot pages from punch card devices, etc. ACT = 7 days following final determination of the Board of Canvassers, including recount (MCL 168.811). These records shall be retained by the school district only if the school district is responsible for administering the election.	
209	Election Notices (supersedes item #E5-6)	CR+2
	These records may include the notice of the last day of registration, the notice of election, etc. These records shall be retained by the school district only if the school district is responsible for administering the election.	
210	Property Transfers (supersedes item #I5)	CR+50
	These files are maintained by ISDs to document when land is added and removed from a school district's boundaries. They may include boundary change forms, correspondence, decisions, appeals, hearing schedules, legal descriptions of the property, maps, etc. A copy of these documents is also	

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Item Number	Series Title and Description	Total Retention
	maintained by the Michigan Department of Education, the county equalization office, and the county clerk.	
211	Maps	SUP
	These maps identify school district and ISD boundaries and plats. They are used to identify boundary corrections. Revisions are sent to the county equalization office, the Michigan Department of Education and local clerks.	
212	Reorganization, Consolidation or Annexation (supersedes item #D3)	CR+50
	These records document the reorganization, consolidation or annexation of a school district. They may include copies of board resolutions, election results, maps, correspondence, supporting documentation, etc.	
213	Annual Reports	PERM
	Annual Education Improvement Plans and Progress Reports are published by each school district in accordance with the provisions of Public Act 25 of 1990, federal No Child Left Behind legislation, and MCL 388.1619. One copy permanently shall be retained in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.	
214	Security Access Forms	ACT
	These forms identify school district personnel who are authorized to access the Michigan Education Information System (MEIS) and other computer systems operated by the State of Michigan to submit and access information about the school district. ACT = until authorization is revoked.	
215	Speeches	ACT
	These files document official presentations conducted by the Superintendent. They may contain electronic presentations, speaker notes, formal papers, etc. ACT = while of reference value for preparing future presentations, or for documenting significant events.	

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Item Number	Series Title and Description	Total Retention
216	Superintendent's Building Reference Files	ACT
	These reference files contain information about issues, activities and events taking place at each building in the school district. They may include staff information, project records, etc. ACT = while of reference value to the Superintendent.	
217	Graphic Design	ACT
	These records document the production of publications and may log each project that is worked on. ACT = while needed to produce current and future publications.	
218	Memorabilia	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the school district. ACT = while of reference value to the school district. School districts are strongly encouraged to retain select items permanently in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.	

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Item Number	Series Title and Description	Total Retention

Business Office

300 Insurance Policies (supersedes item #D6, 8) EXP+30

These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc.

301 Insurance Claims FY+7

These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.

302A Accident Reports/Claims--Adults (supersedes item #H2e-f) CR+7

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on school premises/property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.

302B Accident Reports/Claims--Minors ACT+7

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on school premises/property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. ACT = until minor turns 18 years old.

303 Bids and Quotes (supersedes item #D7, 11-12) ACT+7

Bids are received from vendors for services and contracts that the school district needs for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, food, transportation, etc. These files

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Item Number	Series Title and Description	Total Retention
	may include the Invitation to Bid, the bid documents that are submitted, the reviewer documentation, etc. ACT = until a bid is awarded.	
304	Contracts (supersedes item #D9)	EXP+6
	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc.	
305	Litigation	ACT+5
	These files document any litigation to which the school district is a party. The district's legal/general counsel will maintain the official and complete set of these documents. If the legal counsel is contracted by the school district, the district may agree to be the official record keeper. These files may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.	
306	Tax Levy Certification and Reconciliation (supersedes item #A6a-j, I3-4)	FY+7
	These records are used to calculate the amount of taxes that will be collected, based upon the millage rate and the taxable value. The files include the L-4029 Tax Levy Certification form and other supporting documents.	
307	Real Property Records (supersedes item #D2a-b)	ACT
	These files are maintained on all buildings and property owned by the school district. They may include deeds, easements, surveys, abstracts, appraisals, scope documents projecting work to be done, construction plans (these plans become obsolete and may be destroyed if the work is not conducted within 10 years), etc. ACT = while property is owned by the district.	
308	Budget (supersedes item #G1-4)	FY+1
	These records document the adopted amount of money along with any amendments that is appropriated for each account/line item for the current and previous school years. A copy of all approved budgets will be retained permanently in the school board meeting records.	

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Item Number	Series Title and Description	Total Retention
309	Accounting Transaction Detail (supersedes item #A2a, H1a)	FY+7
	This information details all revenue, expenditures and balance sheets that are recorded in various accounts maintained by the school district. It may be retained as paper, electronic data, computer output microfiche, etc.	
310	Chart of Accounts (supersedes item #A2b)	FY+7
	This chart defines the accounting codes that are used in the accounting transaction detail (see item #309).	
311	Receivables	FY+7
	These records contain invoices that are sent to departments or groups that are billed for services, such as facility use, printing, recreation activities, before and after school programs, transportation, etc. They may include support documents, agreements, and ledgers.	
312	Receipts (supersedes item #A2c, A3)	FY+7
	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	
313	Gate Receipts (supersedes item #H1b)	FY+7
	These records identify the amount of money that is collected at each athletic event for admission. They may identify the date, time, event, competition level, number of adult tickets sold, number of child tickets sold, event expenses (ticket takers, clock operators, etc.), etc.	
314	Journal Entries (supersedes item #A2f)	FY+7
	These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc.	

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Item Number	Series Title and Description	Total Retention
315	Budget Summaries and Balance Sheets (supersedes item #A2d)	ACT
	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc. ACT = while needed to verify the status of financial accounts.	
316	Payment Records (supersedes item #A1a, A3, H3)	FY+7
	These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, etc.	
317	Telephone/Communications Bills	FY+7
	These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department in the school district. These bills may cover services for telephones, cellular phones, pagers, etc.	
318	Bank Activity (supersedes item #A1b, c, A3, H1d)	FY+7
	These records document activity on the school district's bank account. They may include deposit slips, reconciliations, cancelled checks, bank statements, electronic funds transfer transactions, etc.	
319	State Cost/Expenditure Reports (supersedes item # I1, J1a, c, J4a-d)	FY+7
	The State of Michigan requires school districts to submit a wide variety of reports to the Department of Education, the Center for Educational Performance and Information (CEPI), the Department of Labor and Economic Growth, etc. These reports may document school finances, special education, grant expenditures, career and technical education, personnel, buildings, transportation, etc.	
320A	Act 18 Funds--Estimates	ACT
	These ISD records are used to develop estimates for the distribution of Act 18 special education funds. ACT = until the final report is approved.	
320B	Act 18 Funds--Final Report	FY+7
	These ISD records document the final amount of money that is distributed each year for Act 18 special education funds. These documents may also be found in the school board's meeting records.	

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Item Number	Series Title and Description	Total Retention
321	Medicaid (supersedes item #J3)	FY+7
	Districts are reimbursed by Medicaid for providing eligible services to special education and other students. The Medicaid program has established documentation requirements when reimbursement is requested by any provider, including school districts. Medicaid may conduct audits of the school records to verify that payments made were appropriate. Most districts contract with a vendor to do their Medicaid billing, but some districts manage all the steps themselves to do their own billing. Nurses, teachers and therapists document the services they provide using electronic or paper records. Districts submit their claims online to the Medicaid program for certain covered services after verifying which of their students are eligible for Medicaid. These records may include doctors prescriptions/referrals, provider reports, outreach and referral service reports, etc.	
322	Investments (supersedes item #A4a-b)	FY+1
	These files include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They may include cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	
323	Municipal Finance and Borrowings (supersedes item #F1-5)	EXP+7
	These files document bonds for capital and construction projects, including school aid notes, School Bond Loan Fund, etc. They may include transcripts of bond proceedings and other supporting documentation.	
324	Final Affidavit of Payment (supersedes item #F3-5)	PERM
	The final affidavit of payment is evidence that all funds that were borrowed by the school district were paid back in full.	
325	Bond Cremation Certificates (supersedes item #F6)	PERM
	The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	

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Item Number	Series Title and Description	Total Retention
326	Supply Inventories (supersedes item #A2e)	FY+1
	These records document the volume of supplies (office, school, maintenance, etc.) that are purchased and used.	
327	Fixed Asset Inventory Data (supersedes item #A5a-b)	ACT
	This record is a list of all major property and its book value. School district policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.	
328	Fixed Asset Annual Report (supersedes item #A5a-b)	FY+7
	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the fixed asset inventory.	
329	Audits--Support Documents (supersedes item #J2)	ACT+3
	Audits of school finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc. ACT = until the final report is issued [see OMB Circular A-133.320 (g)].	
330	Audits--Final Report (supersedes item #A2g, I2)	PERM
	This final report is submitted by the auditors.	
331	Indirect Costs (supersedes item #J1b)	FY+7
	These records are created annually to determine the allowable indirect cost rate that the district may charge to various state and federal grants. The actual indirect cost rates are determined/approved by the Michigan Department of Education.	

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Item Number	Series Title and Description	Total Retention

Personnel

400A Personnel Files (supersedes item #C1a, H4b-d, J4g-h) ACT+3

These files are maintained on each employee of the school district. They may include the Michigan New Hire form, resume, teaching certificate, assignment letters, continuing education, clippings, correspondence, service record change forms, attendance, evaluations, applications, tenure evaluations, investigations, testing, training, blood borne pathogen training, transcripts, contracts, disciplinary records, layoff notices, recall notices, certifications for CPR and first aid, bus driver certifications, current driver's licenses, driving records, police accident reports, etc. ACT = while individual is employed by the school district.

400B Personnel Files--Employees Cited for Unprofessional Conduct ACT+50

These files are maintained on employees of the school district who were cited for unprofessional conduct (MCL 380.1230b). They may include the Michigan New Hire form, resume, teaching certificate, assignment letters, continuing education, clippings, correspondence, service record change forms, attendance, evaluations, applications, tenure evaluations, investigations, testing, training, blood borne pathogen training, transcripts, contracts, disciplinary records, layoff notices, recall notices, certifications for CPR and first aid, bus driver certifications, current driver's licenses, driving records, police accident reports, etc. ACT = while individual is employed by the school district.

401 Employee Database (supersedes item #C1a) ACT+3

School districts may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. ACT = while individual is employed by the school district.

402 Employment Verification Forms CR+30 days

These forms are received from mortgage or credit companies that want to verify the employment status of an employee.

403 Background Files ACT+3

These files document that school districts complied with the requirement to conduct background checks on all employees. These files may contain release forms to conduct criminal history checks, fingerprint checks and

Item Number	Series Title and Description	Total Retention
	professional conduct checks, and the results of those checks. ACT = while individual is employed by the school district.	
404	Medical Files (supersedes item #C4c-d)	ACT+3
	These files may contain disability forms, accommodations, physician correspondence, tuberculosis tests, off-work notices, family medical leave act, long-term disability paperwork, drug and alcohol tests, current physical exams, etc. ACT = while individual is employed by the school district or receiving benefits, whichever is longer.	
405	COBRA Plans	ACT+6
	Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to provide continuation of group health coverage that otherwise might be terminated. COBRA provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This record will include copies of all COBRA required notices, any valid documentation or signed acknowledgements that the notices were received by the employee/qualified beneficiary; detailed documentation related to any instance in which COBRA continuation is not offered, enrollment forms, correspondence, monthly statements, status reports, etc. ACT = until qualifying event takes place.	
406	Substitute Teachers	ACT
	These records are used to contact substitute teachers for assignments. ACT = Until notification that the teacher has received full time employment, has moved, does not respond to calls, or fails to renew with the district.	
407	Teacher Professional Development	ACT+3
	Teachers are required to take 30 hours of professional development classes each year. These records are used to keep track of the courses taken by each teacher. They may contain the teacher's name, the category of class, the number of hours that the class is worth, etc. ACT = while individual is employed by the school district.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
408	Employee Training	CR+5
	These files document attendance at mandatory training. They may include class lists. Additional documents will be retained in the personnel file.	
409	I-9 File	EVT
	Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. EVT = 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.	
410	Grievances	ACT+1
	These files document employee grievances against the school district and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc. ACT = until the grievance is resolved.	
411	Employee Injury Records—Exposure	ACT+30
	These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. Access to these files is governed by OSHA 29 CFR 1910.1020(d)(1)(i). ACT = while individual is employed by the school district.	
412	Employee Injury Records—Non-exposure	ACT+5
	These files include any reports of accidents or injuries involving an employee. Schools are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, supporting medical documentation, etc. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred. ACT = while individual is employed by the school district.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
413	Employee Injury Records--OSHA 300 Log	CR+5
	This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for 5 years following the calendar year that the records cover.	
414	Job Descriptions	SUP
	These records document job classification systems and positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.	
415	Position Re-classifications	CR+3
	These files contain requests from an employee to have a position re-classified, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.	
416	Job Applications (supersedes item #C1b, C3)	CR+3
	These files document applicants for positions who were not hired, regardless of whether they were interviewed. They may include resumes, applications, regret letter, and supporting documents.	
417	Emergency Contacts	SUP
	These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.	
418	Workers Disability Compensation Files (supersedes item #C2a-b)	ACT+7
	These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file. ACT = until the claim is settled.	
419	Worker Disability Compensation Reports (supersedes item #C2a)	FY+7
	These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
420	Labor Agreements and Negotiations	EXP+10
	These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Teachers may have individual contracts that are maintained in their personnel file (see item #400). Separate files are maintained for each employee negotiating groups.	
421	Seniority Lists	SUP+2
	These documents are sent to union presidents for notification of seniority status.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Payroll

500 Employee Files (supersedes item #B1) ACT

These files are maintained on each employee and document activities that affect payroll. They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for health benefits, deductions for union dues, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, garnishments and levies that are deducted from payroll, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. ACT = while individual is employed by the school district plus 50 years, or until MPSERS retirement plus 6 years, whichever is sooner.

501 Salary and Benefit Schedules CR+6

These records document the rate of pay for employees and define the benefits that are offered.

502 Payroll Registers (supersedes item #B4b) FY+50

These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc.

503 Payroll Reports (supersedes item #B4a) FY+7

Various reports are generated after paychecks are issued to verify the accuracy of the payroll, including payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.

504 Retirement Reports (supersedes item #B2c) FY+7

These reports are prepared per pay period (previously they were prepared quarterly) to track employee and school district contributions into retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number,

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
	retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc.	
505	Time and Attendance	FY+3
	These records are submitted by employees for each pay period to document hours worked and leave time used.	
506	Federal/State Tax Deductions (supersedes item #B3)	FY+7
	These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.	
507	W-2 Forms (supersedes item #B1)	FY+7
	This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes.	
508	Michigan Employment Security Commission (MESC) Reports	FY+7
	These reports are generated quarterly to identify employees, their wages, social security numbers, etc.	
509	Unemployment Claims (supersedes item #C5)	FY+1
	These records are received from the Unemployment Agency. They identify people who are claiming unemployment benefits from the school district. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Pupil Accounting

600 Membership Reports (supersedes item #IIIA) CR+3

Students are counted two times each year. Data related to attendance is currently submitted to the Center for Education and Performance and Information (CEPI) using the Single Record Student Database (SRSD). Districts currently produce a Local District Summary Report (DS-4061) each time they submit data to the SRSD. ISDs produce an Audited Pupil FTE Count (DS-4120) each time they submit data to the SRSD.

601 Planned and Actual Days and Clock Hours Reports (supersedes item #IIIA4) CR+3

These records consist of two annual reports submitted to the Michigan Department of Education to monitor compliance with MCL 388.1701, dealing with the required number of days and clock hours of instruction. The Planned Days and Clock Hours Report (DS-4168B) is submitted in the spring of the school year. This report documents the district's planned schedule of instructional hours. The Actual Days and Clock Hours Report (DS-4168) is submitted at the completion of the school year. This report documents the actual days and hours of instruction the school district provided.

602 Student Count Support Documents (supersedes item #IIIB) CR+3

These records are used to prepare and document the pupil counts that are submitted to the Michigan Department of Education. This includes all of the records that are required by the Pupil Accounting Manual.

603 Internal Audits ACT+3

School districts may audit their school buildings periodically to confirm that documentation for FTE and non-traditional students is accurate. Files may include checklists of paperwork and counts, alphabetical membership lists of students, etc. ACT = until the ISD desk audit and field audit (if scheduled) are completed.

604 External Audits--Local School District Copy CR+3

These audits are conducted randomly by the ISD to verify student counts (FTE) and that procedures are in place and followed. Files may include worksheets, checklists of errors and problems, etc.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
605	Pupil Audits--ISD Copy (supersedes item #IIIC)	FY+7
	Local school districts submit their pupil accounting data to the ISD, and the ISD conducts desk audits of the paperwork to verify its accuracy. In addition, the ISD conducts random field audits at local school districts. Files may include worksheets, notes and checklists of errors and problems, and narrative reports that summarize audit findings for each school district and each count that is conducted.	
606	Unique Identification Codes (UIC)	ACT
	These codes are assigned by the Center for Educational Performance and Information (CEPI) to each student in the State of Michigan. The records contain the code number, student name, birth date, gender, general education FTE, special education FTE, alternative education FTE, date enrolled, school identification number, etc. Once the UIC is assigned, it is used for multiple purposes/records for tracking. ACT = until the student reaches the age of 26.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Instruction

700 Standardized Testing Data — FY+5

These records may contain summary scores for statewide and locally administered standardized tests including MEAP, California Test of Basic Skills (CTBS), TerraNova, Gates McGinity, Iowa, etc.

701 District Assessments — ACT

These files document the scores of each student in the district on year-end math tests, language arts tests, writing tests, diagnostic reading tests, etc. They may contain the student's name, teacher, grade, school, score, etc. ACT = until graduation, transfer or expected graduation date.

702 Curriculum Development — ACT

These files contain annual plans that map out curriculum goals, subject area benchmarks, grade level goals, grade level content expectations (GLCE), etc. They may include council notes, parent guides, report card templates, annual reports, sexual education advisory committee records, etc. ACT = while of reference value for updating the curriculum.

703 School Improvement Plan — SUP

These plans are submitted to the Michigan Department of Education through the consolidated application. They cover a 3 -5 year range of testing goals, strategies to improve student performance, professional development, etc. The files include meeting notes, reference data, test scores, surveys, etc. These records are kept until the plan is superseded.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Information Technology

800 Technology Inventory — ACT

This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.

801 Software License Agreements — EXP

These agreements define how many users are licensed to access each software application.

802 Internet Access Policies/Agreement — ACT

These documents define the terms of use and access of the Internet, information technology resources, dial-up access to the network, etc. The documents are used to generate user accounts for staff, teachers and students. They are signed by the user and a parent, if the user is under the age of 18. ACT = retain current documents for current users.

803 Technology Service Requests — FY

This record is used to document problems with equipment and to generate repair tickets. It may contain the user name, a description of the problem, the location of the equipment, the date/time the request was received and resolved, etc.

804 Technology Network Maps/Documents — SUP

These records are used to map and define the technology infrastructure and the wiring of phone lines. They may include security information, identification numbers, passwords, etc.

805 Internet Site Content — ACT

The school district's website is an interface to presenting information to the public about programs, events and activities. This record includes the content and layout of the website. Internet technology is not designed to support the preservation of information. Information that is posted on the website that should be preserved for permanently, should be retained in paper form, when possible. ACT = while online.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
2806	Communications	ACT
	Some staff are issued 2-way radios, cell phones, pagers, etc. to facilitate communication. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc. ACT = until the equipment is returned by the staff or disposed of.	
807	Technology Training	ACT
	The information technology staff may conduct training about the use of computer software or equipment for school district employees. These files contain the curricula materials. ACT = until course materials are superseded by a new version, or until the course is dropped entirely from the training curriculum.	
808	Universal Service Fund (USF)	ACT+7
	The USF, also known as "e-rate," is a federal fund that provides discounts on telecommunications and internet access to public libraries and school districts. These files document the amount of the discount that is awarded to the school district and how the allocation was computed. These files must include all documentation pertaining to the competitive bidding process, including non-awarded bids. ACT = until the last service delivery date.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Security/Public Safety

900 Incident Files — CR+7

These reports document criminal and non-criminal incidents taking place on school property and at school events, including theft and vandalism. These records may include police reports, petitions, warrants, witness lists, evidence envelopes (these are generally given to the police department), statements, photos, negatives, etc. Criminal cases are handled by the local police department, and other incidents may be handled by the school district for disciplinary purposes. These records may also be used to support insurance claims.

901 Complaint Number Log — CR+7

This log is used to reference the incident files. It may identify the incident number, date, time, building, location, offense type, victim, accused, comments, etc.

902 Daily Activity Log — CR+3

This log is generated daily to identify the activities of public safety officers, including contact with students and incidents.

903 Security Videos — CR+30 days

Security systems record activity that takes place in select locations. The systems may be motion activated. Videotapes are often re-used in accordance with a regular rotation cycle, unless they are needed as evidence for an incident.

904 Visitor Logs — FY

These logs may be maintained at school and administration buildings to identify people who have visited the building, such as tutors, parents, presenters, etc. They may also be used to log students in and out of the building if they are arriving/leaving at unscheduled times.

905 Emergency Plan — SUP

These plans define potential emergencies, and how the staff should respond to each type of incident. They are reviewed and updated annually.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
906	Emergency Drills	FY
	In accordance with MCL 29.19, schools are required to conduct 8 fire drills and 2 tornado drills each year. These records may identify the date and time of the drill, evacuation information, areas in need of improvement, etc. The drill report form is signed by the principal, and a copy is sent to the local fire department.	
907	Homeland Security Plans	SUP
	These plans may include surveys of buildings, improvement plans, response plans, etc.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Facility Operations

1000 Building Plans (supersedes item #D13) ACT

These records document the "as-built" design and construction of school facilities. They include schematics for plumbing, electrical, architectural, structural, and mechanical features, specifications for products, materials and equipment that were used during construction, etc. The files may also contain operational and maintenance manuals and warranties. These records are used to support the maintenance of the facilities, and will be revised if changes are made to the infrastructure. ACT = while facility is owned by the school district.

1001 Construction Close-out Files ACT

These files are used to maintain property after it is constructed or installed. They may include maintenance manuals, equipment inventories, parts lists, warranties, etc. ACT = until item is replaced or disposed of.

1002 Shop Drawings CR+3

Engineers submit drawings with specifications for equipment that will be used and purchased. These drawings are used to ensure that the product is installed properly.

1003 Work Orders--Warranty ACT

These records document maintenance work performed on school facilities, and supports the warranty of the property. Work orders may be issued for preventative maintenance and repairs to the grounds and buildings. Information in the work order may include the dates opened and closed, staff who performed the maintenance work, parts and materials that were purchased, descriptions of the problem, etc. ACT = until warranty expires.

1004 Work Orders--No Warranty ACT

These records document maintenance work performed on school facilities that do not have a warranty. Work orders may be issued for preventative maintenance and repairs to the grounds and buildings. Information in the work order may include the dates opened and closed, staff who performed the maintenance work, parts and materials that were purchased, descriptions of the problem, etc. ACT = until work is completed.

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Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1005	Asbestos Removal Plans	ACT
	The Hazard Emergency Response Act (HERA) requires schools to develop and update management plans for the removal of asbestos every 3 years. These files also include inspection reports that are produced every 6 months, and annual public notices. ACT = while facility is owned by the school district.	
1006	Pollution Prevention Plans	SUP
	Pollution Incident Prevention (PIP) plans are developed to ensure that fuel tanks do not become pollution hazards. SUP = until updated.	
1007	Key Authorization	ACT
	These records are used to track employees who have been assigned keys to the facilities. They may identify the person's name, employee identification number, date issued/returned, key code, the person authorizing the issuance of the key, etc. ACT = until the key is returned.	
1008	Licenses and Permits	EXP+1
	This file contains legally required permits and licenses for regular operation of school facilities and services, as well as construction. It includes building permits, elevator permits, etc.	
1009	Inspection Certificates	ACT
	These certificates document that facilities have passed safety inspections. They are maintained for the boiler, electrical system, vehicles, fire marshal plan approvals, fire marshal occupancy approvals, etc. ACT = until superseded or equipment/building is no longer owned.	
1010	Hazardous Material Safety Data Sheets	ACT+30
	Federal law [OSHA 29 CFR1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, regulatory information, etc. These records are maintained where they are readily available by	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
	employees working with or near the materials. ACT= while the hazardous material being used or stored is on school property.	
1011	Warehouse Inventory	ACT+1
	These records are used to keep track of items that are stored at the warehouse including office supplies, computers, furniture inactive records, etc. ACT = until item is shipped to a school district building, is sold as surplus, or is destroyed.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Food Service

1100 Meal Production Records FY+3

These records document the amount of food that is planned, prepared and served each day by building. They may list the menu items, the approximate number of meals, serving sizes, the date, temperatures of food, etc.

1101 Monthly Reports FY+3

These reports are used to calculate the number of meals that are sold at each building within each category. They are used to produce the monthly claim.

1102 Daily Participation Record/Edit FY+3

These records provide the daily meal counts by building and by category for the month, and are used to prepare the monthly claim.

1103 Monthly Claim (supersedes item #H5b) FY+3

Claim forms (SM-4012-SL) are submitted to the Michigan Department of Education on a monthly basis to request reimbursement for paid, reduced and free meals. They may identify the number of meals served by category for breakfast and lunch by building, the number of students enrolled in each building, the number of students approved for free and reduced meals, the number of serving days within each month, etc.

1104 Local Education Agency Review System (LEARS) FY+3

School districts use the LEARS to submit information annually to the Michigan Department of Education about the number of students eligible for reduced and free meal benefits and the accuracy of benefit assignment.

1105 Student Meal/Family Applications (supersedes item #H5a) FY+3

These applications are submitted for each family with students in the school district for participation in school meal programs. They are also used to identify eligibility for free or reduced price meals in accordance with U.S. Department of Agriculture guidelines. The applications may contain the student name, school building, grade, parental income, social security number, address, phone number, etc.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1106	Verification of Meal Application and Summary	FY+3
	Districts use these records to verify that students are eligible to receive free or reduced priced meals. These files may contain the applications that were selected for verification, letters to parents, income verification documents, summaries of the verification process, etc. Reports are submitted using LEARS.	
1107	Inventory (supersedes item #H5c)	FY+3
	This is a monthly inventory of the food and supplies on hand. It may list the item name, code, cost, etc.	
1108	Health Department Inspections (supersedes item #H5e)	FY+3
	Local health departments conduct on-site inspections of production and service kitchens. These files may include correspondence, inspection reports, etc.	
1109	Commodity Consortium	FY+3
	Some school districts participate in a consortium to assist with the purchasing of food and supplies. USDA commodity foods could be diverted to the consortium. These records identify which food items were ordered and delivered, where they are physically located in the delivery process, etc.	
1110	Commodity Consortium Order Summaries	FY+3
	These records document the commodity orders for the next school year.	
1111	Commodity Fair Share/Bonus Surplus Order	FY+3
	These records document orders for deliveries of commodities.	
1112	Debit Accounts	FY+3
	These records are used to track the balance in each student's debit account. They may also be used to produce summary reports and meal histories. The information may include student name, student identification number, building, grade, status, amount deposited, amount spent, daily balance, etc.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1113	After School Snack Program Reports	FY+3
	Daily reports are used to compile a monthly report that calculates the number of snacks that are provided to students participating in after school programs for reimbursement. The reports identify which food and beverage items were served, the amount consumed, etc.	
1114	After School Snack Program On Site Reviews	FY+3
	These reviews are completed by the local school district within the first four weeks of the snack operation. The second review is completed after January 1. They are submitted to the Michigan Department of Education.	
1115	Summer Food Service Program Claims (SM-4012-SF)	FY+3
	These documents are used to submit monthly claims for meals provided to students participating in summer school. They may include daily meal counts by site, site reviews, daily production reports, applications, etc.	
1116	Summer Food Service Program Application/Renewal (SM-4012-A/R)	FY+3
	These records document enrollment in the Summer Food Service Program. They include information that is submitted about food production sites, buildings where food is served and prepared, school names and addresses, enrollment, contact information, etc.	
1117	Year End Reports	FY+3
	These reports are submitted at the end of the school year to the Michigan Department of Education. The reports identify the revenue and expenses by accounting categories and meal programs, etc.	
1118	Building On-site Reviews/Inspections	FY+3
	These inspections are conducted annually by the local school district by February 1 of each school year. They are submitted to the Michigan Department of Education. They are used to support auditing of menus, pricing, sanitation and other factors.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1119	Coordinated Review Effort Report (CRE)	FY+5
	These audits are conducted by the Michigan Department of Education on a 5-year cycle to verify compliance with the requirements of school meal programs so districts can receive reimbursement for qualified expenses.	
1120	Nutrition Analysis/School Meals Initiative Review Report	FY+5
	These records document the nutrition analysis of school lunch and breakfast programs to ensure schools are following USDA recommended dietary guidelines. Analyses are performed on a 5-year cycle, and are retained in accordance with 7 CFR 210.20 and 220.14. These files may contain menus, nutrition labels, recipes, final analysis reports, etc.	
1121	Miscellaneous Revenue	FY+3
	These records document various sources of food revenue, such as catering, special events, adult sales, etc. They are used for event planning and billing. They may identify the group or event name, date, location, customer, number of people, menu, billing information, etc.	
1122	Civil Rights Compliance	FY+3
	These records contain civil rights self-evaluation forms that list the number of students and employees by ethnic categories.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Transportation

1200 Vehicle Files (supersedes item #H4a, J4e-f) ACT

These files document all vehicles in the school district's fleet, including buses. They may include the registration, title, bus repair orders, documentation of all maintenance work that is performed, State Police inspections, etc. ACT = while vehicle is owned by the school district.

1201 Student Trips FY+1

These files document when school buses are used to provide transportation for trips both inside and outside of the school district. These activities may include same-day field trips, overnight trips, athletic trips, etc. These files may include transportation request forms, trip mileage reports, itineraries, driver information, copies of driver meal reimbursements, etc.

1202 Student Transportation Conduct Report FY+1

These forms are completed for each incident that occurs on a school bus. They may identify the date of the incident, student's name, school, grade, whether previous reports have been filed for that student, driver name, bus number, a description of the incident, parental signature, etc. Reports for severe offenses may be kept longer and may be copied into the student file (see item #1400B).

1203 Driver Inspection Report FY+1

Drivers must inspect buses and complete this report. This report is used to identify maintenance or repair work that is needed. The Michigan State Police may use these reports when they conduct their annual inspection of the buses. They may identify the driver's name, bus number, date, mileage, gallons of fuel, quarts of oil, equipment that was inspected, etc. If maintenance work was performed, the garage staff may input comments.

1204 Bus Stop Review FY+3

These forms are used to request that the location of bus stops be reviewed. They may include the date, driver's name, bus number, stop location, route, reason for the request, concerns, actions taken, etc.

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Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1205	Running Red Light Report	FY+1
	Bus drivers report when a vehicle runs the red light or stop sign on the bus when the bus has stopped for passengers. It may be submitted to the public safety department, the city police and/or county sheriff. These reports often result in a ticket being issued to the offending driver, and that driver may contest the charge. The reports may include the date, bus driver's name, bus number, location of the incident, time of incident, number of road lanes, weather conditions, incident description, description of vehicle and driver, etc.	
1206	Incident Reports	FY+1
	These reports are completed for miscellaneous incidents, such as when a driver hits a mailbox, a student falls on steps or icy sidewalks, etc. They may identify the driver's name, bus number, person's involved, incident description, etc.	
1207	Vehicle Crash Files	FY+7
	These files document crashes involving school vehicles. They may include Traffic Crash Report (UD-10), correspondence, etc.	
1208	Dangerous Railroad Crossing Reports	FY+1
	These reports are completed when a railroad crossing is not functioning properly. A copy of the report is sent to the company responsible for the crossing.	
1209	Fuel Log	FY+1
	This invoice is received from the company supplying fuel to the school district. It may identify the number of gallons sold, cost per gallon, bus number, driver, etc.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Television Services

1300 Finished Recording Products — ACT

Recordings may be produced of school board meetings, sporting events, theatrical productions, concerts, award ceremonies, etc. The finished product may be the edited version of raw footage, or it may be a recording of a live event that is unedited. Finished products are aired by the television station. Due to the fact that recording technology changes over time, and the fact that recording media degrades over time, recordings will need to be migrated periodically to ensure that they remain accessible. ACT = while of reference value to the school district. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.

1301 Raw Footage — ACT

Raw footage of events may be edited prior to airing on the television station. ACT = until the finished product is completed.

1302 Production Schedules — ACT

These schedules identify events that will be recorded. They may include the date, time, event, location, staff assignment, recording length, camera type used, etc. ACT = while of reference value.

1303 Program Schedules — ACT

These schedules identify which programs will be aired by the television station. They may include the date, time, program length, program topic, etc. Message boards/bulletins may be aired by the television station when scheduled programming is not available. ACT = while of reference value.

1304 Recording Inventory — SUP

This inventory lists all recordings that are maintained of past events. They may identify the recording number, date, event, length, format, etc. The inventory is updated as new recordings are added and older recordings are destroyed.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Schools--Student Records

1400A Student Files--Academic Records (CA-60) (supersedes item #1-11, 13) ACT+60

These files are maintained on each student and follow the student from enrollment through graduation, transfer or withdrawal. Personal information about the student may be collected on the CA-60 form/folder or on some other form that is used by the school district. Other documents in the file may include a photo for each school year, transcripts, withdrawal documents, GED test results, etc. ACT = until student graduates. If a student drops out, the records remain active until the expected graduation date. Schools are responsible for retaining records of students who transfer to another school district until the next school district requests the student's file. Intermediate School Districts may coordinate the retention of, or retain themselves, the student records of closed public schools and public school academies (if the files are not transferred to another open school) for the remainder of their retention period.

1400B Student Files--Other Records (supersedes item #16, 19-23, 26-27) ACT

Select documents in the student file only need to be retained while the student is enrolled and may be destroyed upon graduation (or expected graduation date). These documents may include: most recent enrollment forms, attendance records, report cards, academic progress reports, educational development plans (EDP), immunization records, court orders (relating to divorce, custody, foster care, etc.), disciplinary records (including police reports, suspension or expulsion notices, etc.), age of majority release forms, social developmental evaluations, language assessments, and relevant correspondence. ACT = until student graduates. If a student drops out, the records remain active until the expected graduation date. Schools are responsible for retaining records of students who transfer to another school district until the next school district requests the student's file.

1401 Vision and Hearing Screening Tests (supersedes item #17-18) ACT

These tests are conducted on elementary age students to identify if vision or hearing problems will affect their academic progress. These records may be retained within the student's file. ACT = until the student completes the 6th grade. Schools are responsible for retaining records of students who transfer to another school district until the next school district requests the student's file.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1402	Daily Medication Orders	ACT

These orders are signed by the student's physician or parent/guardian to authorize the school to provide medication to a student while at school. They identify the type of medication, dosage, times when the medication will be provided, etc. New orders are completed at the beginning of the school year or when a change occurs. ACT = until superseded by a new order, until a doctor determines that the medication is no longer required, or at the end of the school year, whichever is shorter.

1403	Personal Protection Orders	EXP

These court orders identify people who are not allowed to have contact with an individual student.

1404	Proof of Residency (supersedes item #5)	SUP

These records document that a student is eligible to attend schools within the school district without paying tuition fees. These records may be retained within the student's file.

1405	Student Testing Data (supersedes item #22)	ACT+5

These records contain individual student testing data for state administered standardized tests. They may be used to grant Michigan Merit Awards to students. These records may be retained within the student's file. ACT = until graduation.

1406	Student Work Permits (supersedes item #14-15)	ACT+7

Minors over the age of 14 must have a work permit prior to beginning work. Schools must approve the work permit, and new permits are required for each new job held by the teenager. These records may include the completed permit forms, job offers, approved deviations, correspondence, injury reports, workers compensation documents, work/ school training agreements/contracts, etc. ACT = until graduation.

1407	Student Information System	ACT

School districts may maintain electronic data about enrolled students. This data may include student and parent names, addresses, birth date, gender, graduation year, grade level, language, race, residency status, student identification number, emergency contact information, immunizations, grades, class schedule, attendance, assessment scores,

Item Number	Series Title and Description	Total Retention
	disciplinary information, bus assignments, etc. Select fields, such as emergency contacts, bus and locker assignments, medication orders, class schedules, etc. will be modified as the data changes. Other fields, such as grades and test scores contain cumulative data. ACT = until graduation, transfer or withdrawal.	
1408	Disclosure Records (supersedes item #28)	ACT
	These records document parties who have requested or obtained personally identifiable information about a student, and the legitimate interests these parties had in requesting or obtaining the information. ACT = until the student's academic record (see item #1400A) is destroyed.	
1409	Amendment/Destruction Records	ACT
	These records document requests and authorizations to amend or destroy documents in a student's file. ACT = until the student's academic record (see item #1400A) is destroyed.	
1410	Student Census (obsolete) (supersedes item #IIIE)	CR+60
	These records identify all students who attended each school for each school year. They may identify the students, parents, address, birth date, etc. These records possess historical value and schools are strongly encouraged to retain them permanently. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Schools--Building Administration

1500 Accreditation--Work Papers — ACT

School buildings may choose to be accredited by various organizations. These files may include school improvement plans, reports, goals and objectives, school profiles, evidence of performance, field inspection documentation, etc. ACT = until superseded or expired.

1501 Accreditation--Certificate — PERM

These documents are prepared by the accreditation organization to document the school building's status.

1502 Gradebooks (supersedes item #24) — FY+3

These records are compiled by teachers throughout the school year. They may contain student names, grades, etc.

1503 Daily Lesson Plans/Objectives (supersedes item #25) — FY+1

These records are created and maintained by teachers to plan class assignments related to each curriculum objective. They are modified each year to address new curriculum standards and the learning needs of the students.

1504 School Nursing Records — FY+1

These records document services provided by the school nurse. They may include logs, reports, etc.

1505 Summary Testing Data — CR+5

These records document student performance on MEAP and other standardized tests. Reports will document the scores of all students who took the test.

1506 Locker Log — FY

This log identifies student locker assignments. It may contain the student's name, locker number, lock combination, etc.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1507	Student Trips	FY+1
	These files are maintained on all student trips, including same-day field trips, overnight trips, etc. They may include health forms, itineraries, proof of insurance, driver information, permission slips, transportation request forms, trip mileage reports, etc.	
1508	Facilities Scheduling	ACT
	These files are used to schedule school facilities for group activities or events. They may include internal request forms and rental agreements. These documents may contain the customer contact information, reservation information, reservation number, etc. This information may be used to generate confirmation letters, building event schedules, etc. ACT = while of reference value to the school district.	
1509	Pool Log	ACT
	This log documents who used the school swimming pool. It may contain the date, time, name of the teacher or group, the number of people, etc. ACT = while of reference value to the school district.	
1510	Student Handbooks	ACT
	These handbooks are published annually and are distributed to students and their parents to document district and school policies. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes.	
1511	Student Directories	ACT
	These directories list all students attending the school. They may contain grade, classroom, student name, address, phone number, etc. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes.	
1512	Curriculum Guides	ACT
	These guides are published annually and are approved by the district's board of education. They may describe the courses that are offered by the district, the requirements for graduation, off-campus educational opportunities that are available, etc. ACT = while of reference value to	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
	the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes.	
1513	Teacher Handbooks	ACT
	These handbooks are published annually and are distributed to teachers to document employee policies, procedures, expectations, etc. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes.	
1514	Teacher Directory	ACT
	These district-wide guides are published annually, and identify the teacher's name, school, grade, phone number, and address. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes.	
1515	Yearbook	ACT
	These books are published annually to document the students, teachers and staff of the school. They contain photographs and information about athletic teams, clubs and special events, etc. during the school year. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.	
1516	Graduation Program	ACT
	These programs are used to document commencement exercises. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.	
1517	Drivers Education	FY+4
	These files document drivers' education courses that may be offered by the school district. They may include student rosters, grade books, copies of learner's certificates, accountability reports that are submitted to the Secretary of State for reimbursement, curricula, exams, etc.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
1518	Special Event Files	ACT

These files document field days, concerts, theatrical programs, art exhibits, award programs, etc. They may include rosters, programs, flyers, schedules, financial information, etc. ACT = while of reference value to the school district. Schools are encouraged to retain special event programs permanently in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Schools--Guidance Counseling

1600 Student Counseling Files — ACT

Guidance counselors may create files for each student that they assist. These files may contain correspondence and notes about student issues and concerns. ACT = while the counselor is assigned to provide services to the student.

1601 Child Support Teams — ACT

These files document meetings with teachers, parents, students and guidance counselors to develop an action plan for general education students who need assistance with academic and behavior issues. The files may contain notes, action plans, progress reports, correspondence, testing, etc. ACT = while the counselor is assigned to provide services to the student.

1602 Accommodation (Section 504) Plans — ACT+3

These plans are prepared to accommodate the needs of non-special education students with disabilities, including ADHD, depression, dyslexia, etc. The files may contain plans, notes, correspondence, progress reports, grades, testing, etc. ACT = while the school district is providing services in accordance with the plan.

1603 Educational Development Plans (supersedes item #21) — ACT

These plans are developed to assist students with preparing for their future. They may identify how students will prepare for their future through career education, jobs, community service and extra-curricular activities, including athletics. Students may be tested to identify their interests and skills so suggestions can be made about career pathways and high school course work. These files may include test results, plans, etc. ACT = until superseded by a new plan or the student graduates, whichever is sooner. If a student drops out, the records remain active until the expected graduation date. Schools are responsible for retaining records of students who transfer to another school district until the next school district requests the student's file.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Schools--Special Education

1700 Special Education Student Files ACT+3

Special education student files may be kept separately from the CA-60. These files may include evaluations, referrals, multidisciplinary evaluation team (MET) summaries, achievement tests, progress reports, permission forms, nursing notes, height and weight charts, doctor evaluations, psychological reports, therapy reports and scripts, behavioral plans, releases and permissions, vocational information, due process hearings, correspondence, Section 53 qualification documents, etc. ACT = until student graduates. If a student drops out, the records remain active until the expected graduation date. Schools are responsible for retaining records of students who transfer to another school district until the next school district requests the student's file.

Note: 34 CFR 300.573 states that schools "shall inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation."

1701 Individual Education Plans (IEP) (supersedes item #12) CR+6

These plans are developed primarily for special education students to identify education goals and services that will be provided by the school district to assist the student. These plans are updated at least once a year.

1702 Pupil Accounting (supersedes item #IIID) CR+5

The December 1 special education headcount is conducted annually and is reported to the Michigan Department of Education using MiCIS. The EETRK database is used to report early on students for federal funding. The report includes the student name, building, grade level, UIC code, eligibility code, etc. Supplementary records may include student rosters, resident district summaries, count day process, count day absence log, homebound summaries, transition/work study summaries, clock hours of instruction, audit summaries, etc. Other special education student count reports that are submitted to the Michigan Department of Education or the U.S. Department of Education shall also be retained for 5 years.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Schools--Early Childhood Education

1800 At-Risk Student Files — ACT+7

At-Risk programs are offered to children age 3-5. Student files may include applications, individual education plans, evaluations, CA-60, risk factor analyses, progress reports, etc. If the child remains in the school district after age 5, this file will be transferred to the kindergarten and will become part of the student's file (see item #1400). ACT = If the child leaves the school district, the file will be transferred to the central administration office where it will be retained for 7 years.

1801 Michigan School Readiness Program Student Files — ACT+7

MSRP programs are offered to children age 4. Student files may include applications, individual education plans, evaluations, CA-60, risk factor analyses, report cards, etc. If the child remains in the school district after age 4, this file will be transferred to the kindergarten and will become part of the student's file (see item #1400). ACT = If the child leaves the school district, the file will be transferred to the central administration office where it will be retained for 7 years.

1802 Early On — ACT+7

Early On serves eligible children ago 0-3 who have disabilities, developmental delays or other special needs. Student files may include evaluations, referrals, multidisciplinary evaluation team (MET) summaries, Individualized Family Service Plans (IFSP), Individualized Education Program Team (IEPT) reports, progress reports, medical evaluations, psychological records, therapy reports and scripts, releases, permissions and transition plans. If the child is eligible for enrollment in another early childhood program upon exit from Early On at age 3, the file will be transferred to that school district or preschool program. ACT = Upon exit from Early On, if the child is not enrolled in another early childhood program.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
Schools--Library		
1900	Library Catalog/Circulation	ACT
	This record is used to document the district-wide use of library materials and media equipment. It may contain item-level catalog information for books and periodicals, individual patron information, an item-level equipment inventory, etc. It is used to identify which items are available and which have been checked out. ACT = until item is deaccessioned; until student graduates, transfers or withdraws; or until staff employment ends.	

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Schools--Athletics

2000	Coach Directory	SUP

This directory lists coaches who work for the school district. It may contain the coach's name, address, phone number, e-mail address, etc.

2001	Coaches Handbook	SUP

This handbook is provided to all coaches to inform them about policies and procedures that are established by the school district and the Michigan High School Athletic Association (MHSAA).

2002	Student Athlete Files	ACT

These files are maintained on all student athletes. They may include eligibility evaluations, annual consent forms and physical exams, an agreement to comply with the handbooks or rules, etc. ACT = until student graduates. If a student drops out, the records remain active until the expected graduation date.

2003	Student Eligibility Reports (supersedes item #H2c)	FY+1

These reports are generated to determine if student athletes continue to be eligible to participate in athletic activities.

2004	Officials Contracts (supersedes item #H2a)	EXP+6

Officials who work at athletic events may execute contracts with the school district for each event that they officiate. The contract may identify which event they are working at, the amount they will be paid for that event, etc.

2005	Season History (supersedes item #H2d)	ACT

These records are generated each season for each team. They may identify the school, sport, year, competition level, coaches, opponents and scores for each game and tournament, athletes names and grades, team captains, league standings, honors, school records, etc. ACT = while of reference value to the school district. School districts are strongly encouraged to keep one copy permanently in the school library or administration offices for historical purposes. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention
2006	Athletic Memorabilia	ACT

School districts are strongly encouraged to permanently preserve programs from athletic events, team photos, and trophies and awards won by varsity teams for major competitions (such as conference/league championships and MHSAA championships) in the school library or administration offices for historical purposes. ACT = while of reference value to the school district. Schools are encouraged to contact the Archives of Michigan prior to disposing of these records.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Professional Development

2100 Curriculum Development — ACT+5

School district professionals attend programs about prevention, health, literacy and other issues. Some of these programs are developed by the school district that is offering the program. These files may include meeting records, research/data, strategic planning, facilitator/ instructor materials, student materials, evaluations, etc. ACT = while the course is offered.

2101 Attendance Records — CR+5

This record is used to keep track of which courses that school employees have taken. It may include the attendee name, social security number, work and home addresses, sex, race, school district, county, phone number, mailing list codes, courses taken, etc.

2102 Course Files — CR+5

Files document each time a course is offered. They may include expectations/outcomes, registrations, instructor contact information, continuing education units, etc.

2103 Course Catalog — CR+3

This catalog contains information about courses that are offered. They may identify the course title and description, date, time, location, presenter, cost, materials, etc.

2104 Class Lists and Evaluations — CR+5

These records identify who attended each course that was offered and their evaluations of the program.

General Retention Schedule #2
Michigan Public Schools

Item Number	Series Title and Description	Total Retention

Community Education

2200 Community Recreation — CR+1

These records are used to register people for community recreation programs, such as pre-school, aquatics, youth and adult enrichment, athletic leagues, etc. They may contain names, addresses, phone numbers, payment information, classes taken, etc.

2201 Rosters — CR+1

These records document the players assigned to each team on various athletic leagues. They may contain names, phone numbers, etc.

2202 Certificated Classes — EXP

These classes prepare students for certification in CPR, first aid, lifeguard, real estate, health department, etc. The files may include exams, answer sheets, pass/fail grades, personal contact information, etc. EXP = until expiration of certification.

2203 Child Care — ACT+1

These records document the children that are enrolled in pre-school and before/after school child care programs. They may contain registration information, emergency contact information, immunization and other health information, field trip permission slips, etc. ACT = while child is enrolled.

2204 Child Care Billing — ACT+1

This record is used to generate bills for child care services. It may contain personal contact information, enrollment information, attendance, etc. ACT = while child is enrolled.

General Schedule #2--Public Schools
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General Schedule #2--Public Schools
Appendix II: Definitions of Retention Codes

Retention Codes are used to establish how long records are retained by the creating agency before they are destroyed (or transferred to the Archives of Michigan for permanent retention). In addition to the retention code, a period of time, years and/or months, can be used in the calculation. The retention code plus the period of time results in a mathematical formula to determine a destruction date. Agencies can also use this formula to calculate a destruction date for records that are maintained in their offices.

ACT = Active
An active code is usually assigned to records that are case or project related. The records are retained "until the case or project is closed." This code can also be applied to records where a subjective decision is needed to determine when the records become inactive, as with a subject file. The record is retained "until it is determined to be inactive." The retention period is applied when the ACT condition has been met. For instance, a case file might be retained until the case is closed (ACT) plus five years.

CR = Creation
A creation code is assigned to records when a definitive retention period can be assigned. The retention period is usually based on a calendar year and where there are no conditions that must be met. For instance, correspondence has a two-year retention period. The retention period begins from the date the correspondence is created or received.

EXP = Expiration
An expiration code is typically assigned to contracts, grants or other types of agreements that must be retained until an expiration date or other legal condition has been met. For instance, contracts may be held until contract expiration (EXP) plus six years.

FY = Fiscal Year
A fiscal year code is similar to a CR code. The code is assigned to records when a definitive retention period can be assigned, however the retention is based on a fiscal year rather than a calendar year. This retention code is usually assigned to accounting records and their supporting documentation.

SUP = Superseded
A superseded code is typically assigned to records that are updated or revised at various times during the record's lifetime. Examples would include policies or procedures. As a policy is updated and the old version is replaced or superseded, only the current version is needed.

EVT = Event
Event codes are assigned to records when a retention period is based on a future action or condition. We use this code when we know that a future action or condition will be met, but we don't know exactly when it will happen. For instance, deeds are retained to document the ownership of land by the State of Michigan. If and when the State of Michigan divests itself of

that land, a retention period can be applied to the records. The records will be retained until the State of Michigan sells the land (EVT).

PERM = Permanent
These records are not authorized for destruction at any point in time, and will be retained in the custody of the creating agency.

General Schedule #2--Public Schools
Appendix III: Frequently Asked Questions

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. School districts need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods listed on the general schedule minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a school district from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the school district can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the school district if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my school district have to follow the general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of the General Schedule for Public Schools is to ensure that all school districts are following consistent retention practices, and to prevent individual school districts from having to develop an agency-specific schedule. However, if your school district does not want to follow the general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal school district policies that are approved by the district's Board of Education do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my school district do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most school districts. However, it does not claim to be inclusive of every record that all districts create. Records that are not listed on this general schedule cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my school district do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Does the general schedule only cover paper records, or does it cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Does the general schedule cover e-mail?

A: Yes. Many of the record series listed on the general schedule may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. School districts are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedule contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedule may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction

of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that this schedule is followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. School district superintendents are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What happens to the records of school districts that are dissolved?

A: If a school district is dissolved and absorbed by another school district(s), the records of the former school district must be transferred to the new district(s) to fulfill the remainder of their retention period. Intermediate School Districts may coordinate the retention of, or retain themselves, the student records of closed public schools and public school academies (if the files are not transferred to another open school) for the remainder of their retention period. The Archives of Michigan may take responsibility for preserving historically valuable records (such as board meeting records, annual reports, yearbooks, graduation programs, awards, etc.). School districts in this situation should contact the Archives of Michigan for assistance at (517) 373-1408 or visit http://www.michigan.gov/statearchives/ for information.

Q: What should I do if I have suggestions for revising the general schedule?

A: Contact the Records Management Services at (517) 335-9132.