

STATE OF MICHIGAN
Records Management Services

General Schedule #2 - Michigan Public Schools
Approved April 11, 2023

This General Retention and Disposal Schedule covers records commonly maintained by public and charter schools, school districts, and intermediate school districts. This schedule supersedes the schedule that was approved on December 7, 2010. 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. This schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

All general schedules that are approved for use by Michigan public schools are available online at www.michigan.gov/recordsmanagement.

PROGRAM AREA	ITEM NUMBERS
General Administrative	100 - 109
Superintendent/Board of Education	200 - 220
Business Office	300 - 331
Personnel	400 - 424
Payroll	500 - 511
Pupil Accounting	600 - 608
Instruction	700 - 703
Information Technology	800 - 808
Security/Public Safety	900 - 908
Facility Operations	1000 - 1011
Food Service	1100 - 1122
Transportation	1200 - 1211
Television Services	1300 - 1304
Schools - Student Records	1400 - 1412
Schools - Building Administration	500 - 1521
Schools - Guidance Counseling	1600 - 1603
Schools - Special Education	1700 - 1702
Schools - Early Childhood Education	1800 - 1802
Schools - Library	1900
Schools - Athletics	2000 - 2006
Professional Development	2100 - 2104
Community Education	2200 - 2204

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
General Administrative	2.0100	Subject Files	These records document various topics, issues, projects, or activities that an agency or employee is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files (including final reports), budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials.	RETAIN UNTIL: Topical file is no longer of interest for ongoing administration PLUS: 1 year THEN: Destroy	4/11/2023
General Administrative	2.0101	Correspondence Files - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the agency. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/11/2023
General Administrative	2.0102	Transitory Records	These records document agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. They may include, but may not be limited to, routine requests for information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders.	RETAIN UNTIL: Activity is completed THEN: Destroy	4/11/2023
General Administrative	2.0103	Meeting Records - Internal Agency Staff and Committees	These records document meetings that are internal to a school district, between district employees and parents, and between multiple districts. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials. This series does not apply to meetings of the school board and its subcommittees (see item #200)	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/11/2023
General Administrative	2.0104	Planners and Calendars	These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners.	RETAIN UNTIL: Event date PLUS: 2 years THEN: Destroy	4/11/2023
General Administrative	2.0105	Freedom of Information Act (FOIA) Request Records	These records document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation. [MCL 15.233(2)]	RETAIN UNTIL: Response is sent, or request is denied PLUS: 1 year THEN: Destroy	4/11/2023
General Administrative	2.0106	Budget Planning Records	These records document each department's forecast of the need for new facilities, equipment, supplies, staff, programs, etc. They may include, but may not be limited to, budget requests, and statistics	RETAIN UNTIL: No longer needed to administer the budget for the current fiscal year, and to prepare future budget requests THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
General Administrative	2.0107	Grant Files	These records document the administration of 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. They may include, but may not be limited to, applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, and periodic progress reports.	RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy	4/11/2023
General Administrative	2.0108	Publications	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.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023
General Administrative	2.0109	Policies, Procedures, and Directives	These records document school district policies, procedures, etc. (including those approved by the school board).	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Superintendent and Board of Education	2.0200	Board of Education Meeting Records - Open Sessions	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, but may not be limited to, 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.).	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023
Superintendent and Board of Education	2.0200A	Board of Education Meeting Records – Audio and/or Video Recordings	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, but may not be limited to, audio and/or video recordings of the meeting.	RETAIN UNTIL: Minutes are approved THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0201	Board of Education Meeting Records - Closed Session	These records document the official activities of the district's Board of Education. They may include, but may not be limited to, approved meeting minutes, agendas, audio and video recordings, and other supporting documentation related to closed meeting sessions only. [MCL 15.267(2)]	RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session was held PLUS: 1 year, and 1 day THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0202	Notices of a Public Meeting	These records document the posting of notices that a public meeting will be held in compliance with the Open Meetings Act (MCL 15.265). They may include, but may not be limited to, posted notices of any meeting, including annual schedules and special meetings.	RETAIN UNTIL: Meeting is held or cancelled PLUS: 1 year THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0203	Board Member Files	These records document people who served on the district's Board of Education. They may include, but may not be limited to, petitions, conference and training requests, and correspondence.	RETAIN UNTIL: Individual is no longer serving as a member of the board THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0204	Board Candidate Records	These records document people who ran for vacant school board seats. They may include, but may not be limited to, affidavit of identity, petition sheets, correspondence, election certificate, and receipts for the nominating petition.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0205	Millage Files	These records document millage proposals. They may include, but may not be limited to, presentations, research, budgetary documents, ballot language, attorney opinions, and board resolutions.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0206	Election Results (obsolete)	These records document the final vote count for each school election and include the Board of Canvassers certification.	These records are covered by GS 23.213.	4/11/2023
Superintendent and Board of Education	2.0207	Election Returns (obsolete)	These records document voting activity during a school district election. They may include, but may not be limited to, poll lists, statements, tally sheets, absent voters' applications, absent voters' return envelopes, absent voters' records, and other returns made by inspectors of the precincts. (MCL 168.811)	These records are covered by GS 23.223, 23.233, 23.234.	4/11/2023

State of Michigan
Records Management Services
General Schedule for Michigan Public Schools

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Superintendent and Board of Education	2.0208	Election Ballots (obsolete)	These records document the votes that were cast during a school district election. They may include, but may not be limited to, ballots, seals, ballot tags, ballot labels from voting machines, and ballot pages from punch card devices.	These records are covered by GS 23.205.	4/11/2023
Superintendent and Board of Education	2.0209	Election Notice Records (obsolete)	These records document notices that a school district election will be held. They may include, but may not be limited to, notices of the last day of registration, and notices of election.	These records are covered by GS 23.218.	4/11/2023
Superintendent and Board of Education	2.0210	Property Transfer Records	These records document when land is added and removed from a school district's boundaries. They may include, but may not be limited to, boundary change forms, correspondence, decisions, appeals, hearing schedules, legal descriptions of the property, and maps.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0211	District Boundary Maps	These records document school district and ISD boundaries and plats. They are used to identify boundary corrections.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0212	Reorganization, Consolidation or Annexation Records	These records document the reorganization, consolidation, or annexation of a school district. They may include, but may not be limited to, copies of board resolutions, election results, maps, correspondence, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0213	Annual Report Records	These records document Annual Education Improvement Plans and Progress Reports that 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.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023
Superintendent and Board of Education	2.0214	Security Access Records	These records document 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.	RETAIN UNTIL: Authorization is revoked THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0215	Speech Files	These records document official presentations conducted by the Superintendent. They may include, but may not be limited to, electronic presentations, speaker notes, and formal papers.	RETAIN UNTIL: No longer of use for preparing future presentations, or for documenting significant events THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0216	Superintendent's Building Reference Files	These records document issues, activities and events taking place at each building in the school district. They may include staff information, project records, and correspondence.	RETAIN UNTIL: No longer of use for reference to the Superintendent THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0217	Graphic Design Records	These records document the production of publications and may log each project that is worked on.	RETAIN UNTIL: No longer needed to produce current and future publications THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0218	Special Event and Activity Records	These records document events and activities of the school district. They may include, but may not be limited to, photographs, news clippings, certificates, awards.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Superintendent and Board of Education	2.0219	Third Party Subpoenas	These records document subpoenas or other court orders that an agency responds to when it is not a party to the litigation but is required to produce records. They may include, but may not be limited to, subpoenas, orders, correspondence, copies of the produced records, and documentation of redactions for production	RETAIN UNTIL: Requested records are produced PLUS: 1 year THEN: Destroy	4/11/2023
Superintendent and Board of Education	2.0220	School District Governance Records	These records document the establishment and governance of the school district. They may include, but may not be limited to, bylaws, charters, and articles of incorporation.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Business Office	2.0300	Insurance Policy Files	These records document insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc.	RETAIN UNTIL: Expiration date PLUS: 30 years THEN: Destroy	4/11/2023
Business Office	2.0301	Insurance Claim Files	These records document claims that are submitted to an insurance provider. They may include, but may not be limited to, claim forms, correspondence, and supporting documents for each claim that is submitted.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0302A	Accident Reports and Claim Files - Adults	These records document accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on school premises or 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. They may include, but may not be limited to, reports, witness statements, medical information, legal counsel, and subsequent claims.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0302B	Accident Reports and Claim Files - Minors	These records document accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on school premises or 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. They may include, but may not be limited to, reports, witness statements, medical information, legal counsel, and subsequent claims.	RETAIN UNTIL: Minor turns 18 years old PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0303	Bid and Quote Files	These records document bids that are received from vendors for products and services that the school district needs for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, food, transportation, etc. They may include, but may not be limited to, Invitations to Bid, bid documents that are submitted, and reviewer documentation.	RETAIN UNTIL: Bid is awarded PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0304	Contract Files	These records document contracts that cover a variety of products and services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. They may include, but may not be limited to, contracts, correspondence with the vendor, warranties, and copies of purchase orders.	RETAIN UNTIL: Expiration date PLUS: 6 years THEN: Destroy	4/11/2023
Business Office	2.0305	Litigation Files	These records document any litigation to which the school district is a party. They may include, but may not be limited to, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, and media clippings.	RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Business Office	2.0306	Tax Levy Certification and Reconciliation Files	These records document the amount of taxes that will be collected, based upon the millage rate and the taxable value. They may include, but may not be limited to, L-4029 Tax Levy Certification forms, and supporting documentation.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0307	Real Property Records	These records document all buildings and property owned by the school district. They may include, but may not be limited to, deeds, easements, surveys, abstracts, appraisals, scope documents projecting work to be done, and as built construction plans.	RETAIN UNTIL: Property is no longer owned by the district THEN: Destroy	4/11/2023
Business Office	2.0308	Budget Files	These records document the annual budget development process. They may include, but may not be limited to, adopted appropriations for each account or line item, amendments, funding requests, and "truth in taxation" documents.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Business Office	2.0309	Accounting Transaction Detail Data	These records document all revenue, expenditures and balance sheets that are recorded in various accounts maintained by the school district.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0310	Chart of Account Data	These records document the accounting codes that are used in the accounting transaction detail (see item #309).	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0311	Receivable Files	These records document funds that are received, including the billing for services (such as enrollment payments, facility use, printing, recreation activities, before and after school programs, transportation, etc.). They may include, but may not be limited to, invoices that are sent to departments or groups, supporting documentation, agreements, gift and donation forms, and ledgers.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0312	Receipt Records	These records document deposits into various accounts. They may include, but may not be limited to, cash receipt lists, and receipt registers. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0313	Gate Receipt Records	These records document the amount of money that is collected at each athletic event for admission. They may include, but may not be limited to, date, time, event, competition level, number of adult tickets sold, number of child tickets sold, and event expenses (ticket takers, clock operators, etc).	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0314	Journal Entry Records	These records document transfers between accounts, such as expenses not included in accounts payable, and revenues not in cash receipts. Transaction balance reports may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Business Office	2.0315	Budget Summary and Balance Sheet Records	These records document the status of budgetary activity on each account. They may include, but may not be limited to, account balances per month and year to date, and activity within the month on each account.	RETAIN UNTIL: No longer needed to verify the status of financial accounts THEN: Destroy	4/11/2023
Business Office	2.0316	Payment Records	These records document the payment for goods and services. They may include, but may not be limited to, purchase orders, packing slips, requisitions, and invoices.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0317	Telephone and Communications Bill Records	These records document bills that are received from the telephone and other communications service providers 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, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0318	Bank Activity Records	These records document activity on the school district's bank account. They may include, but may not be limited to, deposit slips, reconciliations, cancelled checks, bank statements, and electronic funds transfer transactions.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0319	State Cost and Expenditure Reporting Records	These records document reports submitted by school districts to State of Michigan agencies including the Department of Education (MDE), the Center for Educational Performance and Information (CEPI), the Department of Licensing and Regulatory Affairs (LARA), etc. These reports may document school finances, special education, grant expenditures, career and technical education, personnel, buildings, transportation, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0320A	Act 18 Fund Records - Estimates	These records document estimates developed by ISDs for the distribution of Act 18 special education funds.	RETAIN UNTIL: Final report is approved THEN: Destroy	4/11/2023
Business Office	2.0320B	Act 18 Fund Records - Final Report	These records document the final amount of money that is distributed each year by ISDs for Act 18 special education funds.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0321	Medicaid Records	These records document reimbursements to school districts by Medicaid for providing eligible services to special education and other students. These records may include, but may not be limited to, documentation required by the Michigan Department of Health and Human Services' Medicaid Provider Manual, reimbursement claims, doctors' prescriptions and referrals, provider reports, outreach documents, audit documents, and referral service reports.	RETAIN UNTIL: Quarterly Medicaid claim is submitted PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0322	Investment Records	These records document investments made by the school district. They may include, but may not be limited to, statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account, as well as cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Business Office	2.0323	Municipal Finance and Borrowing Records	These records document bonds for capital and construction projects, including school aid notes, School Bond Loan Fund, etc. They may include, but may not be limited to, transcripts of bond proceedings, and supporting documentation.	RETAIN UNTIL: Expiration of the bond or note PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0324	Final Affidavit of Payment Records	These records document that all funds that were borrowed by the school district were paid back in full.	Permanent	4/11/2023
Business Office	2.0325	Bond Cremation Records	These records document the cremation or disintegration of bonds or interest coupons upon maturity in compliance with the Bond Cremation Act (PA 56 of 1962). They may include, but may not be limited to, certificates documenting the destruction of the records.	Permanent	4/11/2023
Business Office	2.0326	Supply Inventory Records	These records document the volume of supplies (office, school, maintenance, etc.) that are purchased and used.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Business Office	2.0327	Fixed Asset Inventory Data	These records document 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. Data may include, but may not be limited to, a description of the item, value, date purchased, depreciation amount, insurable value, and building location.	RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited THEN: Destroy	4/11/2023
Business Office	2.0328	Fixed Asset Annual Report Records	These records document annual reporting requirements for financial statements prepared by state and local governments in compliance with Government Accounting Standards Board (GASB) Statement 34. They may include, but may not be limited to, annual reports produced from the fixed asset inventory.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Business Office	2.0329	Audit Records - Supporting Documents	These records document audits of school finances that are conducted annually by an independent certified public accounting firm. They may include, but may not be limited to, work papers, schedules, and reconciliations.	RETAIN UNTIL: Final report is issued [see OMB Circular A-133.320 (g)] PLUS: 3 years THEN: Destroy	4/11/2023
Business Office	2.0330	Audit Records - Final Reports	These records document final reports submitted by auditors.	RETAIN UNTIL: School district is dissolved THEN: Destroy	4/11/2023
Business Office	2.0331	Indirect Cost Records	These records document annual determinations of the allowable indirect cost rate that the district may charge to various state and federal grants. The actual indirect cost rates are determined and approved by the Michigan Department of Education.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Personnel	2.0400A	Personnel Files and Data (supersedes item #401)	These records document each employee of the school district. They may include, but may not be limited to, employee data, Michigan New Hire forms, resumes, teaching certificates, 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, and police accident reports.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 6 years THEN: Destroy	4/11/2023
Personnel	2.0400B	Personnel Files and Data - Employees Cited for Unprofessional Conduct (supersedes item #401)	These records document employee of the school district who were cited for unprofessional conduct (MCL 380.1230b). They may include, but may not be limited to, employee data, Michigan New Hire forms, resumes, teaching certificates, 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, and police accident reports.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 30 years THEN: Destroy	4/11/2023
Personnel	2.0402	Employment Verification Records	These records document requests that are received from mortgage or credit companies that want to verify the employment status of an employee.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	4/11/2023
Personnel	2.0403	Background Files	These records document that school districts complied with the requirement to conduct background checks on all employees They may include, but may not be limited to, release forms to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 6 years THEN: Destroy	4/11/2023
Personnel	2.0404A	Medical Files - Non-exposure	These records document employee medical information pertinent to employment. They are maintained separately from the employee personnel file (see item #400). They may include, but may not be limited to, medical leave applications, insurance forms (including disability forms), leave extension requests, medical certifications by physician, applications for continuation of insurances, doctor's releases, supporting medical documentation, accommodations, blood tests, vision and hearing tests, tuberculosis tests, off-work notices, family medical leave act, drug and alcohol tests, and current physical exams.	RETAIN UNTIL: Individual is employed by the school district or receiving benefits, whichever is longer PLUS: 7 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Personnel	2.0404B	Medical Files - Exposure	These records document employee medical information pertinent to employment that document employee exposure to toxic substances or blood-borne pathogens. They are maintained separately from the employee personnel file (see item #400 They may include, but may not be limited to, medical leave applications, insurance forms (including disability forms), leave extension requests, medical certifications by physician, doctor's releases, supporting medical documentation, and exposure documentation. Retention of these files is governed by OSHA 29 CFR 325-3457	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	4/11/2023
Personnel	2.0405	COBRA Plan Records	These records document the temporary continuation of group health coverage for former employees, retirees, spouses, former spouses, and dependent children that otherwise might be terminated in compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). They may include, but may not be limited to, COBRA required notices, documentation or signed acknowledgments that the notices were received by the employee or qualified beneficiary, detailed documentation related to any instance in which COBRA continuation is not offered, enrollment forms, correspondence, monthly statements, and status reports.	RETAIN UNTIL: Qualifying event takes place PLUS: 6 years THEN: Destroy	4/11/2023
Personnel	2.0406	Substitute Teacher Records	These records document substitute teachers who are contacted for assignments. They may include, but may not be limited to, contact information, dates contacted, and enrollment or renewal dates with the school district.	RETAIN UNTIL: Notification that the teacher has received full time employment, has moved, does not respond to calls, or fails to renew with the district THEN: Destroy	4/11/2023
Personnel	2.0407	Teacher Professional Development Records	These records document that teachers took the required 30 hours of professional development classes each year, and the courses taken by each teacher They may include, but may not be limited to, teacher names, category of class, and number of hours that the class is worth.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 3 years THEN: Destroy	4/11/2023
Personnel	2.0408	Employee Training Records	These records document attendance at mandatory training. They may include, but may not be limited to, class lists. Additional documents will be retained in the personnel file.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/11/2023
Personnel	2.0409	I-9 Records	These records document verification by employers of identity and immigration status of all new employees. They may include, but may not be limited to, employment eligibility verification forms, and supporting documentation. 8 CFR 274 a.2 (1998)	RETAIN UNTIL: Date of hire PLUS: 3 years OR RETAIN UNTIL: Termination date PLUS: 1 year WHICHEVER IS LATER THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Personnel	2.0410	Grievance Records	These records document employee grievances against the school district and the resolution of the grievance. They may include, but may not be limited to, written grievances, correspondence, summary sheets, legal documents, and employee history information.	RETAIN UNTIL: Grievance is resolved PLUS: 1 year THEN: Destroy	4/11/2023
Personnel	2.0411	Employee Injury Records - Exposure	These records document any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. They may include, but may not be limited to, incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and supporting medical documentation. OSHA 29 CFR 1910.1020(d)(1)(i)	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	4/11/2023
Personnel	2.0412	Employee Injury Records - Non-exposure	These records document any reports of accidents or injuries involving an employee. They may include, but may not be limited to, incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and supporting medical documentation. 29 CFR 1904.2	RETAIN UNTIL: Fiscal year in which event occurs ends PLUS: 5 years THEN: Destroy	4/11/2023
Personnel	2.0413	Employee Injury Records - OSHA 300 Log	These records document employee injuries within a calendar year. 9 CFR 1904.33	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	4/11/2023
Personnel	2.0414	Job Description Records	These records document job classification systems and positions. They may include, but may not be limited to, summary of responsibilities, functions, applicant requirements, salary, and benefit classifications.	RETAIN UNTIL: Replaced by a new version PLUS: 6 years THEN: Destroy	4/11/2023
Personnel	2.0415	Position Re-classification Records	These records document requests from an employee to have a position re-classified. They may include, but may not be limited to, copies of existing and proposed job descriptions, decisions affecting the request, and supporting documentation	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/11/2023
Personnel	2.0416A	Job Application Records - Unsolicited or Ineligible	These records document applicants for positions who were not hired. They may include, but may not be limited to, resumes, letters of interest, applications, regret letters, qualification exam scores, unsolicited applications, and supporting documentation.	RETAIN UNTIL: Decision is made to not hire the individual PLUS: 1 year THEN: Destroy	4/11/2023
Personnel	2.0416B	Job Application Records - Considered, Not Hired	These records document applicants for positions who were considered, but not hired, regardless of whether they were interviewed. They may include, but may not be limited to, resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documentation.	RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy	4/11/2023
Personnel	2.0417	Emergency Contact Records	These records document the people that the employee wants to be contacted if they are involved in an emergency situation.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Personnel	2.0418	Workers Disability Compensation Files	These records document claims made for workers disability compensation benefits. They may include, but may not be limited to, reports of the incident or injury made by the employee, and reports from the occupational health center.	RETAIN UNTIL: Claim is settled PLUS: 7 years THEN: Destroy	4/11/2023
Personnel	2.0419	Worker Disability Compensation Report Records	These records document reports that are received from disability insurance providers that identify the amount of benefits that were paid from the policy.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Personnel	2.0420	Labor Agreement and Negotiation Records	These records document labor negotiations and resulting contracts with individual employees and employee groups. They may include, but may not be limited to, salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, agreements, and final contracts. Teachers may have individual contracts that are maintained in their personnel file (see item #400). Separate files are maintained for each employee negotiating groups	RETAIN UNTIL: Expiration date PLUS: 10 years THEN: Destroy	4/11/2023
Personnel	2.0421	Seniority Records	These records document notifications sent to union presidents about the seniority status of their members.	RETAIN UNTIL: Replaced by a new version PLUS: 1 year THEN: Destroy	4/11/2023
Personnel	2.0422	Assurance Records	These records document notices that are distributed to notify all staff who work less than a full year that they will be provided with a reasonable assurance of employment with the school district for a specified period of time.	RETAIN UNTIL: Specified period of time ends THEN: Destroy	4/11/2023
Personnel	2.0423	Intent to Return Records	These records document whether the employee intends to return to their position for the following school year. They are distributed to support staff (teacher assistants, paraprofessionals, etc.), per contractual requirements.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/11/2023
Personnel	2.0424	Selection Files	These records document the appointment and selection of individuals for employment. They may include, but may not be limited to, job advertisements, recall lists, transfer lists, seniority lists, vacancy reports, selection criteria, candidate evaluations, position descriptions, applications, interview questions, reference checks, drug test results, rating forms, background checks, driving record checks, and appointment recommendations and notifications.	RETAIN UNTIL: Position is filled PLUS: 4 years THEN: Destroy	4/11/2023

State of Michigan
Records Management Services
General Schedule for Michigan Public Schools

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Payroll	2.0500A	Employee Files and Data - Employees Enrolled in a Pension Plan (supersedes item #401)	These records document payroll activities for each employee who is enrolled in a pension plan (such as the MPSERS or a locally operated plan). They may include, but may not be limited to, employee data, W-4, hiring authorization, requisitions, pay increase or change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee and employer deferral elections, employee and employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, and electronic funds transfer applications.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 50 years OR RETAIN UNTIL: MPSERS retirement PLUS: 6 years WHICHEVER IS SOONER THEN: Destroy	4/11/2023
Payroll	2.0500B	Employee Files and Data - Employees Enrolled in Defined Contribution Plans Only (supersedes item #401)	These records document payroll activities for each employee who is enrolled in a defined contribution plan only and does not receive a pension. They may include, but may not be limited to, employee data, W-4, hiring authorization, requisitions, pay increase or change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee and employer deferral elections, employee and employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, and electronic funds transfer applications.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 6 years THEN: Destroy	4/11/2023
Payroll	2.0501	Salary and Benefit Schedule Records	These records document the rate of pay for employees and define the benefits that are offered.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/11/2023
Payroll	2.0502	Payroll Register Records	These records document payroll activities for employees enrolled in a pension plan. They may include, but may not be limited to, employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, and <u>year to date earnings</u> .	RETAIN UNTIL: Fiscal year ends PLUS: 50 years THEN: Destroy	4/11/2023
Payroll	2.0503	Payroll Report Records	These records document reports that are generated after paychecks are issued to verify the accuracy of the payroll. They may include, but may not be limited to, payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, and deduction registers.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023

State of Michigan
Records Management Services
General Schedule for Michigan Public Schools

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Payroll	2.0504	Retirement Report Records	These records document reports that track employee and school district contributions into retirement plans. They may include, but may not be limited to, payroll dates, employee names, social security numbers, employee identification numbers, retirement hours, wage codes, classifications, retirement wages, withholdings for the member investment plan, district contributions, rates of pay, contract dates, and number of payments per year.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Payroll	2.0505	Time and Attendance Records	These records document the hours worked and leave time used by each employee for each pay period.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years, or final average compensation calculation, whichever is longer THEN: Destroy	4/11/2023
Payroll	2.0506	Federal and State Tax Deduction Records	These records document payment of financial liabilities for monies withheld from employee wages. They may include, but may not be limited to, quarterly forms 941 to pay reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, and quarterly reports.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Payroll	2.0507	W-2 and W-3 Records	These records document the annual gross wages, federal, state, Medicare, and local taxes withheld for each employee for the <u>purpose of reporting income taxes.</u>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Payroll	2.0508	Michigan Employment Security Commission (MESCC) Report Records	These records document reports that are generated for both contributing and reimbursing employers, generally on a quarterly basis. They may include, but may not be limited to, employee names, wages, and <u>social security numbers.</u>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Payroll	2.0509	Unemployment Claim Records	These records document people who are claiming unemployment benefits from the school district via the Unemployment Insurance Agency. They are used to verify that the people are entitled to these benefits, and <u>to resolve discrepancies.</u>	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Payroll	2.0510	Wage Differential Report Records	These records document wage differentials between sexes. They may include, but may not be limited to, reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/11/2023
Payroll	2.0511	Employee Abandoned Wage Records	These records document abandoned employee wages that are reported and remitted to the Michigan Department of Treasury. They may include, but may not be limited to, employee's name and last known address.	RETAIN UNTIL: Individual is no longer employed by the school district PLUS: 10 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Pupil Accounting	2.0600	Membership Reporting Records	These records document counts of students that are conducted twice each year and are submitted to the Center for Educational Performance and Information (CEPI) and/or the Michigan Department of Education. They may include, but may not be limited to, school district and ISD reports documenting their submission, validation records, and audits of the pupil FTE count	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0601	Planned and Actual Days and Clock Hours Reporting Records	These records document two annual reports that submitted electronically 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. They may include, but may not be limited to, Planned Days and Clock Hours reports, and Actual Days and Clock Hours reports, ISD audits, and correspondence.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0602	Student Count Support Records	These records document preparation of the pupil counts that are submitted to the Michigan Department of Education. They may include, but may not be limited to, records required by the Pupil Accounting Manual (see section 1—Required Documents).	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0603	Internal Audit Records	These records document periodic audits conducted by school districts of their school buildings to confirm that documentation for FTE and non-traditional students is accurate. They may include, but may not be limited to, checklists of paperwork and counts, and alphabetical membership lists of students.	RETAIN UNTIL: ISD audit is completed PLUS: 3 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0604	External Audit Records -	These records document audits of local school districts that are conducted randomly by the ISD to verify student counts (FTE) and that procedures are in place and followed. They may include, but may not be limited to, worksheets, and checklists of errors and problems.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0605	Pupil Audit Records -	These records document the submission by local school districts of pupil accounting data to the ISD. The ISD conducts desk audits of the paperwork to verify its accuracy. In addition, ISDs conduct random field audits at local school districts, and they audit pupil exit statuses and other pupil data used in calculating annual graduation and pupil dropout rates. They may include, but may not be limited to, 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.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0606	Unique Identification Code (UIC) Data	These record document codes are assigned by the Center for Educational Performance and Information (CEPI) to each student in the State of Michigan. They may include, but may not be limited to, code numbers, student names, birth dates, genders, general education FTE, special education FTE, alternative education FTE, dates enrolled, and school identification numbers	RETAIN UNTIL: Student reaches the age of 26 THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Pupil Accounting	2.0607	Graduation and Dropout Audit Records	These records document audits conducted by ISDs of data submitted by school districts about graduation and dropout activity.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/11/2023
Pupil Accounting	2.0608	Teacher Certification Audit Records	These records document audits conducted by ISDs of data submitted by school districts about teacher certifications.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Instruction	2.0700	Standardized Testing Data	These records document summary scores for statewide and locally administered standardized tests taken by students. They may include, but may not be limited to, SAT, PSAT, ACT, MSTEP, NWEA, AIMSweb, iReady, and Dibels.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	4/11/2023
Instruction	2.0701	District Assessment Records	These records 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 include, but may not be limited to, student names, teachers, grades, school, and scores.	RETAIN UNTIL: Graduation, transfer, or expected graduation date THEN: Destroy	4/11/2023
Instruction	2.0702	Curriculum Development Records	These records document annual plans that map out curriculum goals, subject area benchmarks, grade level goals or expectations, etc. They may include, but may not be limited to, council notes, parent guides, report card templates, annual reports, and sexual education advisory committee records.	RETAIN UNTIL: No longer of use for reference when updating the curriculum THEN: Destroy	4/11/2023
Instruction	2.0703	School Improvement Plan Records	These records document plans that are submitted to the Michigan Department of Education through the consolidated application. They cover a 3 to 5-year range of testing goals, strategies to improve student performance, professional development, etc. They may include, but may not be limited to, meeting notes, reference data, test scores, and surveys.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Information Technology	2.0800	Technology Inventory Records	These records document the school district's inventory of equipment, software, telephones, etc. They may include, but may not be limited to, tag numbers, locations, serial numbers, price, and account sources.	RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited THEN: Destroy	4/11/2023
Information Technology	2.0801	Software License Agreement Records	These records document agreements that define how many users are licensed to access each software application.	RETAIN UNTIL: Expiration date THEN: Destroy	4/11/2023
Information Technology	2.0802	Internet Access Policy and Agreement Records	These records document the terms of use and access of the Internet, information technology resources, network access, 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.	RETAIN UNTIL: Replaced by a new version, or the person is no longer a user THEN: Destroy	4/11/2023
Information Technology	2.0803	Technology Service Request Records	These records document problems with equipment, and they are used to generate repair tickets. They may include, but may not be limited to, user names, descriptions of the problem, locations of the equipment, and date and time the request was received and resolved.	RETAIN UNTIL: Fiscal year ends THEN: Destroy	4/11/2023
Information Technology	2.0804	Technology Network Maps and Records	These records document the mapping and description of the school district's technology infrastructure and the wiring of phone lines. They may include, but may not be limited to, security information, identification numbers, and passwords.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Information Technology	2.0805	Internet Site and Social Media Content (obsolete)	These records document a school district's website and social media accounts. These platforms are used to present information to employees, students, and the public about programs, events, and activities. They may include, but may not be limited to, the content and layout of the website, and social media postings.	<i>Content published online, including social media postings, do not have a single retention period. Refer to other items on the schedule that cover the posted content.</i>	4/11/2023
Information Technology	2.0806	Communications Device Records	These records document which staff are issued 2-way radios, cell phones, etc. to facilitate communication. They may include, but may not be limited to, service contracts, employee contracts, FCC licenses, and distribution lists, phone numbers, and passwords.	RETAIN UNTIL: Equipment is returned by the staff or destroyed THEN: Destroy	4/11/2023
Information Technology	2.0807	Technology Training Records	These records document training conducted by information technology staff about the use of computer software or equipment for school district employees. They may include, but may not be limited to, curricula materials.	RETAIN UNTIL: Course materials are replaced by a new version, or until the course is dropped entirely from the training curriculum THEN: Destroy	4/11/2023

State of Michigan
Records Management Services
General Schedule for Michigan Public Schools

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Information Technology	2.0808	Universal Service Fund (USF) Records	These records document the amount of the USF discount that is awarded to the school district and how the allocation was computed. They may include, but may not be limited to, receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and supporting documentation. [Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190)]	RETAIN UNTIL: Last service date PLUS: 5 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Security/Public Safety	2.0900	Incident Case Files	These records document criminal and non-criminal incidents taking place on school property and at school events, including theft and vandalism. They may include, but may not be limited to, police reports, petitions, warrants, witness lists, evidence envelopes, statements, audio or video recordings, and photographs.	RETAIN UNTIL: Case is closed, and any potential litigation ends PLUS: 7 years THEN: Destroy	4/11/2023
Security/Public Safety	2.0901	Complaint Number Log Data	These records document the complaint number that is assigned to each incident file, and summary information about each incident. Data may include, but may not be limited to, incident numbers, dates, times, buildings, locations, offense types, victims, accused, and comments.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/11/2023
Security/Public Safety	2.0902	Daily Activity Log Data	These records document the daily activities of public safety officers, including contact with students and incidents.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Security/Public Safety	2.0903	Security Video Recordings	These records document recordings created by any type of device for routine surveillance or security, training, patrols, incidents, activities, school bus trips, public space, or crowd monitoring, etc.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	4/11/2023
Security/Public Safety	2.0904	Building Sign In and Sign Out Records	These records document when students arrive or depart the building at unscheduled times, and when visitors (tutors, parents, presenters) arrive or leave the building. They may include, but may not be limited to, logs, and sheets.	RETAIN UNTIL: School year ends THEN: Destroy	4/11/2023
Security/Public Safety	2.0905	Emergency Planning Records	These records document the command structure and crisis management response plan for emergencies and disasters to ensure the continuity of operations. They may include, but may not be limited to, plans, contact lists, checklists, manuals, procedures (operational, security, recovery, evacuation, etc.), site-specific information, and supporting documentation. They are reviewed and updated annually.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Security/Public Safety	2.0906	Emergency Drill Records	These records document emergency drills that are conducted by school in accordance with MCL 29.19. They may include, but may not be limited to, drill type, drill date and time, evacuation information, areas in need of improvement.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Security/Public Safety	2.0907	Security Planning Records	These records document security planning for each building. They may include, but may not be limited to, surveys of buildings, improvement plans, and response plans.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Security/Public Safety	2.0908	Building Security Data	These records document monitoring of card access to buildings by tracking each time a card is swiped or scanned. Data may include, but may not be limited to, date, time, location, and card holder.	RETAIN UNTIL: School year ends PLUS: 1 year THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Facility Operations	2.1000	Building Plan Records	These records document the “as-built” design and construction of school facilities. They may include, but may not be limited to, schematics for plumbing, electrical, architectural, structural, and mechanical features, specifications for products, and materials and equipment that were used during construction. The files may also contain operational and maintenance manuals and warranties that are used to support the maintenance of the facilities and will be revised if changes are made to the infrastructure.	RETAIN UNTIL: Facility is no longer owned by the school district THEN: Destroy	4/11/2023
Facility Operations	2.1001	Construction Close-out Files	These records document property that will be maintained by the school district. They may include maintenance manuals, equipment inventories, parts lists, warranties, etc.	RETAIN UNTIL: Item is replaced or disposed of THEN: Destroy	4/11/2023
Facility Operations	2.1002	Shop Drawing Files	These records document drawings with specifications for equipment that are submitted by engineers and will be used and purchased by the school district. These drawings are used to ensure that the product is installed properly.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Facility Operations	2.1003	Work Order Records - Warranty	These records document maintenance work performed on school facilities, and they support the warranty of the property. Work orders may be issued for preventative maintenance and repairs to the grounds and buildings. They may include, but may not be limited to, dates opened and closed, staff who performed the maintenance work, parts and materials that were purchased, and descriptions of the problem.	RETAIN UNTIL: Warranty expires THEN: Destroy	4/11/2023
Facility Operations	2.1004	Work Order Records - No Warranty	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. They may include, but may not be limited to, dates opened and closed, staff who performed the maintenance work, parts and materials that were purchased, descriptions of the problem, etc.	RETAIN UNTIL: Work is completed PLUS: 1 year THEN: Destroy	4/11/2023
Facility Operations	2.1005	Asbestos Removal Plan Records	These records document management plans for the removal of asbestos, in compliance with the Hazard Emergency Response Act (HERA). They may include, but may not be limited to, plans, inspection reports that are produced every 6 months, and annual public notices.	RETAIN UNTIL: Facility is no longer owned by the school district THEN: Destroy	4/11/2023
Facility Operations	2.1006	Pollution Prevention Plan Records	These records document Pollution Incident Prevention (PIP) plans that are developed to ensure that fuel tanks do not become pollution hazards.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Facility Operations	2.1007	Key and Badge Authorization Records	These records document which employees assigned keys or badges to access the facilities. They may include, but may not be limited to, employee’s name, employee’s identification number, date issued, date returned, key or badge code, and authorizer’s name.	RETAIN UNTIL: Key is returned THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Facility Operations	2.1008	License and Permit Records	These records document legally required permits and licenses for regular operation of school facilities and services, as well as construction. They may include, but may not be limited to, building permits, and elevator permits.	RETAIN UNTIL: Expiration date PLUS: 1 year THEN: Destroy	4/11/2023
Facility Operations	2.1009	Inspection Certificate Records	These records document that facilities passed safety inspections. They are maintained for the boiler, electrical system, vehicles, fire marshal plan approvals, fire marshal occupancy approvals, etc.	RETAIN UNTIL: Certificate is replaced by a new version, or the equipment or building is no longer owned THEN: Destroy	4/11/2023
Facility Operations	2.1010	Hazardous Material Safety Data Sheet Records	These records document compliance with federal law [OSHA 29 CFR 1910.1200.g] that requires employers to provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. They may include, but may not be limited to, 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, and regulatory information.	RETAIN UNTIL: Hazardous material is no longer used or stored on school property PLUS: 30 years THEN: Destroy	4/11/2023
Facility Operations	2.1011	Warehouse Inventory Records	These records document items that are stored at the warehouse including office supplies, computers, furniture inactive records, etc.	RETAIN UNTIL: Item is shipped to a school district building, is sold as surplus, or is destroyed PLUS: 1 year THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Food Service	2.1100	Meal Production Records	These records document the amount of food that is planned, prepared, and served each day by building. They may include, but may not be limited to, menu items, approximate number of meals, serving sizes, date, and <u>temperatures of food.</u>	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1101	Meals Sold Reporting Records	These records document the number of meals that are sold at each building within each category. They are used to produce the monthly claim.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1102	Daily Participation Records	These records document the daily meal counts by building and by category for the month and are used to prepare the monthly claim.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1103	Monthly Claim Records	These records document claims that are submitted to the Michigan Department of Education on a monthly basis to request reimbursement for paid, reduced and free meals. They may include, but may not be limited to, number of meals served by category for breakfast and lunch by building, number of students enrolled in each building, number of students approved for free and reduced meals, and number of serving days within each month	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1104	School Food Authority Verification Collection Reporting Records	These records document the number of students eligible for reduced and free meal benefits and the accuracy of benefit assignment that is submitted by school districts annually to the Michigan Department of Education.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1105	Free and Reduced Meal Application Records	These records document applications that 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. They may include, but may not be limited to, student names, school buildings, grades, parental income, social security numbers, addresses, and phone numbers	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1106	Free and Reduced Meal Application Verification Records	These records document the verification that students are eligible to receive free or reduced priced meals. They may include, but may not be limited to, applications that were selected for verification, letters to parents, income verification documents, and summaries of the <u>verification process.</u>	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1107	Food Inventory Records	These records document the monthly inventory of the food and supplies on hand. They may include, but may not be limited to, <u>item name, codes, and cost.</u>	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1108	Health Department Inspection Records	These records document on-site inspections conducted by local health departments of production and service kitchens. They may include, but may not be limited to, correspondence, and inspection reports.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Food Service	2.1109	Commodity Consortium Records	These records document school district participation in a consortium to assist with the purchasing of food and supplies. USDA commodity foods could be diverted to the consortium. They may include, but may not be limited to, which food items were ordered and delivered, and where they are physically located in the delivery process.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1110	Commodity Consortium Order Summary Records	These records document the commodity orders for the next school year.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1111	Commodity Fair Share and Bonus Surplus Order Records	These records document orders for deliveries of commodities.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1112	Debit Account Records	These records document the balance in each student's debit account. They may also be used to produce summary reports and meal histories. They may include, but may not be limited to, student name, student identification number, building, grade, status, amount deposited, amount spent, daily balance.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1113	After School Snack Program Reporting Records	These records document the number of snacks that are provided to students participating in after school programs for reimbursement. They may include, but may not be limited to, daily and monthly reports identifying which food and beverage items were served, and the amount consumed.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1114	After School Snack Program On-Site Review Records	These records document reviews that are completed by the local school district within the first four weeks of the snack operation. The second review is completed after January 1.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1115	Summer Food Service Program Claim Records	These records document monthly claims that are submitted for meals provided to students participating in summer programs. They may include, but may not be limited to, daily meal counts by site, site reviews, daily production reports, and applications.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1116	Summer Food Service Program Application and Renewal Records	These records document enrollment in the Summer Food Service Program. They may include, but may not be limited to, information about food production sites, buildings where food is served and prepared, school names and addresses, enrollment, and contact information.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1117	Year End Reporting Records	These records document reports that are submitted at the end of the school year to the Michigan Department of Education. They may include, but may not be limited to, reports identifying the revenue and expenses by accounting categories and meal programs.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1118	Building On-site Review and Inspection Records	These records document inspections that 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.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Food Service	2.1119	Administrative Review and Nutrition Analysis Records (supersedes item #1120)	These records document audits that are conducted by the Michigan Department of Education periodically to verify compliance with the requirements of school meal programs so districts can receive reimbursement for qualified expenses. They may include, but may not be limited to, administrative review documents, correspondence, nutrition analyses, menus, nutrition labels recipes and reports	RETAIN UNTIL: Subsequent audit is completed PLUS: 1 year THEN: Destroy	4/11/2023
Food Service	2.1121	Miscellaneous Food Revenue Records	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 include, but may not be limited to, group or event names, dates, locations, customers, number of people, menu, billing information.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Food Service	2.1122	Civil Rights Compliance Records	These records document civil rights compliance activities. They may include, but may not be limited to, training records, complaints logs, and complaint procedures.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Transportation	2.1200	Vehicle Files	These records document all vehicles in the school district's fleet, including buses. They may include, but may not be limited to, registrations, titles, bus repair orders, maintenance work documents, and State Police inspections.	RETAIN UNTIL: Vehicle is no longer owned by the school district THEN: Destroy	4/11/2023
Transportation	2.1201	Student Trip Records	These records 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. They may include, but may not be limited to, transportation request forms, trip mileage reports, itineraries, driver information, and copies of driver meal reimbursements.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1202	Student Transportation Conduct Reporting Records	These records document each incident that occurs on a school bus. They may include, but may not be limited to, 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, and parental signature. Reports for severe offenses may be kept longer and may be copied into the student file (see item #1400B).	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1203	Driver Inspection Reporting Records	These records document inspections conducted by bus drivers that are used to identify maintenance or repair work that is needed. They may include, but may not be limited to, driver's name, bus number, date, mileage, gallons of fuel, quarts of oil, equipment that was inspected, and maintenance work was performed.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1204	Bus Stop Review Records	These records document requests that the location of bus stops be reviewed. They may include, but may not be limited to, date, driver's name, bus number, stop location, route, reason for the request, concerns, and actions taken.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Transportation	2.1205	Running Red Light Reporting Records	These records document when a bus driver reports that a vehicle ran the red light or stop sign on the bus when the bus was stopped for passengers. They may include, but may not be limited to, date, bus driver's name, bus number, location of the incident, time of incident, number of road lanes, weather conditions, incident description, and description of vehicle and driver.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1206	Incident Reporting Records	These records document miscellaneous incidents that are reported by bus drivers, such as when they hit a mailbox, a student falls on steps or icy sidewalks, etc. They may include, but may not be limited to, driver's name, bus number, people involved, and incident description.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1207	Vehicle Crash Files	These records document crashes involving school vehicles. They may include, but may not be limited to, Traffic Crash Reports, and correspondence.	RETAIN UNTIL: Vehicle is no longer owned by the school district THEN: Destroy	4/11/2023
Transportation	2.1208	Dangerous Railroad Crossing Reporting Records	These records document when a railroad crossing is not functioning properly. A copy of the report is sent to the company responsible for the crossing.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Transportation	2.1209	Fuel Log Records	These records document invoices that are received from the company supplying fuel to the school district. They may include, but may not be limited to, number of gallons sold, cost per gallon, bus number, and driver.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1210	School Bus Scheduling Records	These records document the routes taken by the district's buses. They may include, but may not be limited to, time and location of each stop on the route.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Transportation	2.1211	Dispatch Logs	These records document where school buses are assigned to travel. They may include, but may not be limited to, bus number, driver, date, time, destination or route, and mileage.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Television Services	2.1300	Television Recordings - Finished Products	These records document television recordings that are 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.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Television Services	2.1301	Television Recordings - Raw Footage	These records document raw footage of events that may be edited prior to airing on the television station.	RETAIN UNTIL: Finished product is completed THEN: Destroy	4/11/2023
Television Services	2.1302	Production Scheduling Records	These records document the schedule of events that will be recorded. They may include, but may not be limited to, dates, times, events, locations, staff assignments, recording lengths, and camera types used.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Television Services	2.1303	Program Scheduling Records	These records document the schedule of programs that will be aired by the television station. They may include, but may not be limited to, dates, times, program lengths, and program topics.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Television Services	2.1304	Recording Inventory Records	These records document the inventory of recordings that are maintained of past events. They may include, but may not be limited to, recording numbers, dates, events, lengths, and formats.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Student Records	2.1400A	Student Files and Data - Academic Records (formerly CA-60) (supersedes item #1407, 1408, 1409)	These records document each student enrolled in classes at the school district (including adult education, cooperative education, shared time pupils, and dual enrollment pupils), and follow the student from enrollment through graduation, transfer, or withdrawal. The academic records include personal information about the student that may be collected on the CA-60 form/folder, on some other form that is used by the school district, or in the student information system, transcripts, approved personal curriculums, withdrawal documents, and GED test results, as well as disclosure documents, amendment documents, and destruction documents that are applicable to the academic records.	RETAIN UNTIL: Student graduates or student's expected graduation date PLUS: 60 years THEN: Destroy	4/11/2023
Schools - Student Records	2.1400B	Student Files and Data - Other Records (supersedes item #1407, 1408, 1409)	These records document each student enrolled in classes at the school district (including adult education, cooperative education such as career and technical education, shared time pupils, and dual enrollment pupils). They may include, but may not be limited to, most recent enrollment records, emergency contact information, photos from each school year, early childhood education program records, school of choice applications, attendance records, report cards, academic progress reports, educational development plans (EDP), 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, non-special education service notes and assessments and evaluations, language assessments, and correspondence, as well as disclosure documents, amendment documents, and destruction documents that are applicable to the non-academic records.	RETAIN UNTIL: Student graduates, or student's expected graduation date THEN: Destroy	4/11/2023
Schools - Student Records	2.1401	Student Health Records (supersedes item #1402, 1504)	These records document a student's health, and health services provided by a school nurse, or designated school personnel acting in the absence of a school nurse. They may include, but may not be limited to, immunization records, doctor's medical orders, physician instructions, medication administration records, vision and hearing screening tests, nursing notes, nursing care plans, nursing reports, and treatment records.	RETAIN UNTIL: Student graduates PLUS: 7 years THEN: Destroy	4/11/2023
Schools - Student Records	2.1403	Personal Protection Order Records	These records document court orders that identify people who are not allowed to have contact with an individual student.	RETAIN UNTIL: Order expires THEN: Destroy	4/11/2023
Schools - Student Records	2.1404	Enrollment Eligibility Records	These records document that a student is eligible to enroll in schools (including adult education) within the school district without paying tuition fees. They may include, but may not be limited to, proof of identity, age, and residency.	RETAIN UNTIL: Replaced by a new version, or until student graduates, whichever occurs first THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Student Records	2.1405	Student Standardized Testing Data	These records document test scores and analysis for standardized tests that were taken by individual students. They may be used to grant Michigan Merit Awards to students.	RETAIN UNTIL: Student graduates PLUS: 5 years THEN: Destroy	4/11/2023
Schools - Student Records	2.1406	Student Work Permit Records	These records document minors over the age of 14 who 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. They may include, but may not be limited to, completed permits, job offers, approved deviations, correspondence, injury reports, workers compensation documents, and work and school training agreements or contracts.	RETAIN UNTIL: Student graduates PLUS: 7 years THEN: Destroy	4/11/2023
Schools - Student Records	2.1410	Student Census Records (obsolete)	These records document all students who attended each school for each school year. They may include, but may not be limited to, students, parents, addresses, and birth dates.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023
Schools - Student Records	2.1411	Student Record Transfer Request Records	These records document that another school district requested the transfer of a student's file and that the file was sent to the other school district.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	4/11/2023
Schools - Student Records	2.1412	Special Program Authorization Records	These records document tutoring and other services that are provided to students through federally or state-funded special programs, such as the Title I program. They may include, but may not be limited to, authorization forms signed by parents allowing their child to participate in the program.	RETAIN UNTIL: No longer required by the rules of the funding program THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Building Administration	2.1500	Accreditation Records - Work Papers	These records document the accreditation process that school buildings may choose to participate in. They may include, but may not be limited to, school improvement plans, reports, goals and objectives, school profiles, evidence of performance, and field inspection documentation.	RETAIN UNTIL: Replaced by a new version or expired THEN: Destroy	4/11/2023
Schools - Building Administration	2.1501	Accreditation Records - Certificates	These records document the accreditation that is received by the school building.	RETAIN UNTIL: School district is dissolved THEN: Destroy	4/11/2023
Schools - Building Administration	2.1502	Gradebooks	These records document the grades that students received from their teachers throughout the school year, and which are often entered into the student information system (see item #1400A-B). They may include, but may not be limited to, student names, grades, and attendance.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/11/2023
Schools - Building Administration	2.1503	Daily Lesson Plans and Objectives Files	These records document class assignments related to each curriculum objective that are planned by teachers. They are modified each year to address new curriculum standards and the learning needs of the students.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Schools - Building Administration	2.1505	Summary Testing Data	These records document student performance on standardized tests. Reports will document the scores of all students in the building who took the test.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/11/2023
Schools - Building Administration	2.1506	Locker Records	These records document student locker assignments. They may include, but may not be limited to, student's name, locker number, and lock combination.	RETAIN UNTIL: Fiscal year ends THEN: Destroy	4/11/2023
Schools - Building Administration	2.1507	Student Trip Files	These records document student trips, including same-day field trips, overnight trips, etc. They may include, but may not be limited to, health forms, itineraries, proof of insurance, driver information, permission slips, transportation request forms, and trip mileage reports.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Schools - Building Administration	2.1508	Facilities Scheduling Records	These records document the scheduling of school facilities for group activities or events. They may include, but may not be limited to, 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.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1509	Swimming Pool Usage Records	These records document who used the school swimming pool. They may include, but may not be limited to, date, time, name of the teacher or group, and number of people.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1510	Student Handbook Records	These records document district and school policies that are published annually in handbooks that are distributed to students and their parents.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1511	Student Directory Records	These records document students attending the school. They may include, but may not be limited to, grades, classrooms, student names, addresses, and phone numbers.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Building Administration	2.1512	Curriculum Guide Records	These records document the curriculum that is approved annually by the school district's board of education. They may describe the courses that are offered by the district, the requirements for graduation, and off-campus educational opportunities that are available.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1513	Teacher Handbook Records	These records document employee policies, procedures, expectations, etc. They may include, but may not be limited to, handbooks that are published annually and are <u>distributed to teachers.</u>	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1514	Teacher Directory Records	These records document which teachers are employed by the school district each year. They may include, but may not be limited to, teacher names, schools, grades, phone numbers, and addresses.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1515	Yearbook Records	These records document the students, teachers, and staff of the school each year. They may include, but may not be limited to, photographs and information about athletic teams, clubs, and special events, during the school year.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1516	Graduation Program Records	These records document annual commencement exercises.	RETAIN UNTIL: No longer of use for reference THEN: Destroy	4/11/2023
Schools - Building Administration	2.1517	Drivers Education Records	These records document drivers' education courses that may be offered by the school district. They may include, but may not be limited to, student rosters, grade books, copies of learner's certificates, accountability reports that are submitted to the Secretary of State for reimbursement, curricula, and exams.	RETAIN UNTIL: Fiscal year ends PLUS: 4 years THEN: Destroy	4/11/2023
Schools - Building Administration	2.1518	Special Event Files	These records document field days, concerts, theatrical programs, art exhibits, award programs, etc. They may include, but may not be limited to, rosters, programs, flyers, schedules, and financial information.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023
Schools - Building Administration	2.1519	Schools of Choice Application Records - Denied and Not Enrolled	These records document students who submitted schools of choice applications that were either denied or did not enroll. They may include, but may not be limited to, <u>applications, and correspondence.</u>	RETAIN UNTIL: End of the school year for which the student applied THEN: Destroy	4/11/2023
Schools - Building Administration	2.1520	Volunteer Background Check Records	These records document security screenings and background checks that are conducted for school volunteers and people transporting students. They may include, but may not be limited to, applications, driving record checks, correspondence, and the results of name-based background checks through the Internet Criminal History Access Tool (ICHAT).	RETAIN UNTIL: Current school year ends PLUS: 1 year THEN: Destroy	4/11/2023
Schools - Building Administration	2.1521	Child Protective Services and Education Neglect Referral Records	These records document when the school district notifies authorities about potential abuse or neglect of a student. They may include, but may not be limited to, forms, correspondence, and supporting documentation. These files should be kept separate from the Student Academic Records (see item #1400A-B).	RETAIN UNTIL: Student is no longer enrolled in the district PLUS: 1 year THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Guidance Counseling	2.1600	Student Counseling Files	These records document the assistance that students receive from guidance counselors. They may include, but may not be limited to, correspondence and notes about student issues and concerns.	RETAIN UNTIL: Counselor is assigned to provide services to the student THEN: Destroy	4/11/2023
Schools - Guidance Counseling	2.1601	Child Support Team Files	These records 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. They may include, but may not be limited to, notes, action plans, progress reports, correspondence, and testing	RETAIN UNTIL: Counselor is assigned to provide services to the student THEN: Destroy	4/11/2023
Schools - Guidance Counseling	2.1602	Accommodation Plan Records - Section 504	These records document plans to accommodate the needs of non-special education students with disabilities, including ADHD, depression, dyslexia, etc. They may include, but may not be limited to, plans, notes, correspondence, progress reports, grades, and testing.	RETAIN UNTIL: School district is no longer providing services in accordance with the plan PLUS: 3 years THEN: Destroy	4/11/2023
Schools - Guidance Counseling	2.1603	Educational Development Plan Records	These records document assistance provided to 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. They may include, but may not be limited to, test results, and plans.	RETAIN UNTIL: Replaced by a new plan or the student graduates, or student's expected graduation date, whichever is sooner THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Special Education	2.1700	Special Education Student Files	These records document the services that are provided to special education students including speech therapy, occupational therapy, physical therapy, social workers, etc. They may include, but may not be limited to, 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, and Section 53 qualification documents. [34 CFR 300.573]	RETAIN UNTIL: Student graduates, was expected to graduate, or completes the program PLUS: 3 years THEN: Destroy	4/11/2023
Schools - Special Education	2.1701	Individual Education Plan (IEP) Records	These records document plans that 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.	RETAIN UNTIL: IEP meeting date PLUS: 6 years THEN: Destroy	4/11/2023
Schools - Special Education	2.1702	Pupil Accounting Records (obsolete)	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's 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 and 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.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Early Childhood Education	2.1800	At-Risk Student Files	These records document At-Risk programs that are offered to children ages birth to 5. They may include, but may not be limited to applications, individual education plans, evaluations, CA-60 forms, risk factor analyses, and progress reports.	RETAIN UNTIL: Student leaves the program, and does not enroll in kindergarten with the school district PLUS: 7 years THEN: Destroy	4/11/2023
Schools - Early Childhood Education	2.1801	Great Start Readiness Program (GSRP) Participant Files	These records document GSRP programs that are offered to children aged 4. They may include, but may not be limited to, applications, individual education plans, evaluations, CA-60 forms, eligibility analyses, and child assessments and parent reports.	RETAIN UNTIL: Student leaves the program, and does not enroll in kindergarten with the school district PLUS: 7 years THEN: Destroy	4/11/2023
Schools - Early Childhood Education	2.1802	Early On Student Files	These records document Early On services that are provided to eligible children ages 0-3 who have disabilities, developmental delays, or other special needs. They may include, but may not be limited to, 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.	RETAIN UNTIL: Student leaves the Early On program, and does not enroll in another early childhood program PLUS: 7 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Library	2.1900	Library Catalog and Circulation Records	These records document the district-wide use of library materials and media equipment, and they identify which items are available for use. They may include, but may not be limited to, item-level catalog information for books and periodicals, individual patron information, and item-level equipment inventories.	RETAIN UNTIL: Item is deaccessioned; or until student graduates, transfers, or withdraws; or until staff employment ends THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Schools - Athletics	2.2000	Coach Directory Records	Th These records document coaches who work for the school district. They may include, but may not be limited to, coach names, addresses, phone numbers, and email addresses.	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Schools - Athletics	2.2001	Coach Handbook Records	These records document the handbook that 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).	RETAIN UNTIL: Replaced by a new version THEN: Destroy	4/11/2023
Schools - Athletics	2.2002	Student Athlete Files	These records document students who participate in athletics programs. They may include, but may not be limited to, eligibility evaluations, annual consent forms and physical exams, and agreements to comply with the handbooks or rules.	RETAIN UNTIL: Student graduates, or student's expected graduation date THEN: Destroy	4/11/2023
Schools - Athletics	2.2003	Student Eligibility Reporting Records	These records document if student athletes continue to be eligible to participate in athletic activities.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/11/2023
Schools - Athletics	2.2004	Officials' Contract Records	These records document contractual arrangements that are made with game officials who work at athletic events. They may include, but may not be limited to, which event they are working at, and the amount they will be paid for that event.	RETAIN UNTIL: Expiration date PLUS: 6 years THEN: Destroy	4/11/2023
Schools - Athletics	2.2005	Season History Records	These records document each athletic season for each team. They may include, but may not be limited to, school, sport, year, competition level, coaches, opponents and scores for each game and tournament, athlete's names and grade levels, team captains, league standings, honors, and school records.	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023
Schools - Athletics	2.2006	Athletic Event and Accomplishment Records	These records document athletic events and accomplishments. They may include, but may not be limited to, programs, team photos, and trophies and awards won by varsity teams for major competitions (such as conference, league, or MHSAA championships).	RETAIN UNTIL: School district is dissolved THEN: Transfer to the Archives of Michigan	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Professional Development	2.2100	Curriculum Development Records	These records document the professional development curriculum for school district professionals about prevention, health, literacy, and other issues. Some of these programs are developed by the school district that is offering the program. They may include, but may not be limited to, meeting records, research and data, strategic planning, facilitator or instructor materials, student materials, and evaluations.	RETAIN UNTIL: Course is no longer offered PLUS: 5 years THEN: Destroy	4/11/2023
Professional Development	2.2101	Attendance Records	These records document which courses school employees took. They may include, but may not be limited to, attendee names, social security numbers, work and home addresses, sex, race, school districts, counties, phone numbers, mailing list codes, and courses taken.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/11/2023
Professional Development	2.2102	Course Files	These records document each time a course is offered. They may include, but may not be limited to, expectations and outcomes, registrations, instructor contact information, and continuing education units.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/11/2023
Professional Development	2.2103	Course Catalog Records	These records document courses that are offered by ISDs. They may include, but may not be limited to, course titles and descriptions, dates, times, locations, presenters, costs, and materials.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/11/2023
Professional Development	2.2104	Class Lists and Evaluation Records	These records document who attended each course that was offered and their evaluations of the program.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/11/2023

**State of Michigan
Records Management Services
General Schedule for Michigan Public Schools**

Department	Item #	Series Title	Series Description	Retention Period	Approval Date
Community Education	2.2200	Community Recreation Records	These records document who registered for community recreation programs, such as pre-school, aquatics, youth and adult enrichment, athletic leagues, etc. They may include, but may not be limited to, names, addresses, phone numbers, payment information, and classes taken.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/11/2023
Community Education	2.2201	League Roster Records	These records document the players assigned to each team on various athletic leagues. They may include, but may not be limited to, names, email addresses, and phone numbers.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/11/2023
Community Education	2.2202	Certificated Class Records	These records document classes prepare students for certification in CPR, first aid, lifeguard, real estate, health department, etc. They may include, but may not be limited to, exams, answer sheets, pass or fail grades, and personal contact information.	RETAIN UNTIL: Expiration of the certificate THEN: Destroy	4/11/2023
Community Education	2.2203	Child Care Records	These records document the children that are enrolled in pre-school and before and after school child care programs. They may include, but may not be limited to, registration information, emergency contact information, immunization and other health information, and field trip permission slips.	RETAIN UNTIL: Child is no longer enrolled in the program PLUS: 1 year THEN: Destroy	4/11/2023
Community Education	2.2204	Child Care Billing Records	These records document billing for child care services. They may include, but may not be limited to, personal contact information, enrollment information, and attendance.	RETAIN UNTIL: Child is no longer enrolled in the program PLUS: 1 year THEN: Destroy	4/11/2023