APPROVED
August 19, 2003

Michigan State
Administrative Board

Lansing, Michigan August 5, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, August 5, 2003, at 11:00 a.m.

Present: Steve Liedel, Deputy Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Julie Croll, Chief Deputy Treasurer, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Thomas D. Watkins, Superintendent of Public Instruction

Others Present:

Chester Lewis, Department of Attorney General; Sergio Paneque, Executive Office; Wes VanMalsen, Department of Career Development; James Burris, Sean Carlson, Deb Roberts, Janet Rouse, TeAnn Smith, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Darby Schlagheck, Department of Transportation; Susan Wyngaarden, Varnum, Riddering, Schmidt, Howlett

1. CALL TO ORDER:

Mr. Liedel called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of July 15, 2003 and the special meeting of July 17, 2003 be approved as distributed. Mr. Hank supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

ALLEGAN COUNTY, Human Resources, 7/14/2003

Retention and Disposal Schedule (s)

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES
Michigan Tax Tribunal Division, 1/22/03
Office of Women and Work Division, 7/1/03

DEPARTMENT OF CORRECTIONS, Director's Office, 1/10/2003

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES, State Historic Preservation Office, 11/20/2002

DEPARTMENT OF NATURAL RESOURCES
Fisheries Division, 5/30/2003
Grants, Contracts & Customer Systems (GCACS), Customer Systems, 5/30/2003
Grants, Contracts & Customer Systems (GCACS), Grants Section, 5/14/03

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Croll and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. Croll presented the Finance and Claims Committee Reports covering the meeting held July 29, 2003. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the Finance and Claims Committee Report of July 29, 2003 be approved. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. Croll presented the Building Committee Reports covering the meeting held July 30, 2003. After presentation and review of the forgoing Committee Report, Ms. Rossi moved that the Building Committee Report of July 30, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of July 30, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held July 30, 2003 be approved and adopted. Ms. Leffler supported the motion. Ms. Rossi asked if Mr. Pavona had withdrawn Items 35 and 55. Mr. Pavona said he had incorporated them into the list of withdrawals read from the report. Ms. Croll moved that the Transportation and Natural Resources Committee Report covering the meeting held July 30, 2003 be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Liedel adjourned the meeting.

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SECRETARY CHAIRPERSON