

APPROVED

May 18, 2004

Michigan State Administrative Board

Lansing, Michigan

May 4, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7th Floor, Mason Building, on Tuesday, May 4, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Mills, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Patrick F. Isom, Department of Attorney General; Tom Faussett, Vic Kuhlman, Department of Corrections; James Burris, Sean Carlson, Irene Henry, Thomas Kane, Pat Mullen, Debbie Roberts, Janet Rouse, TeAnn Smith, Ed Wilkins, Department of Management and Budget; Brian Bushnell, John K. McGraw, Michael Morey, Department of Military and Veterans Affairs; Mohammed Alghurabi, Mike Blackledge, Jean Ingersoll, Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation

1. CALL TO ORDER:

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

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

Ms. Leffler moved to table the approval of the minutes of the State Administrative Board for the special meeting of April 15, 2004 and the regular meeting of April 20, 2004 until the next meeting due to an error in the minutes

of the April 20, 2004 meeting. Mr. Pavona 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)

ROSEVILLE POLICE DEPARTMENT, 4/19/2004

Retention and Disposal Schedule(s):

DEPARTMENT OF ATTORNEY GENERAL

Child Support Division, 3/11/04

Corrections Division, 3/24/2004

Environment, Natural Resources & Agriculture, 3/15/2004

DEPARTMENT OF INFORMATION TECHNOLOGY, Office of Strategic Policy, 3/10/2004

LEGISLATIVE COUNCIL

Legislative Service Bureau, Legislative Printing Division, 2/3/2004

Michigan Sentencing Guidelines Commission (obsolete), 3/23/2004

DEPARTMENT OF STATE POLICE

Executive Division, 3/27/2004

Training Division, 1/26/2004

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

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of April 27, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held April 27, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of April 28, 2004. After review of the forgoing Building Committee Report, Ms. Rossi moved that the Building Committee Report covering the regular meeting held April 28, 2004 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 regular meeting of April 28, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held April 28, 2004, be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. MacDowell moved to adjourn the meeting. The motion was supported by Ms. Leffler and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON