

STATE ADMINISTRATIVE BOARD MEETING
Lake Superior Room, 1st Floor
Michigan Library and Historical Center, Lansing, Michigan
702 W Kalamazoo St, Lansing, MI 48915
11:00 a.m., September 11, 2025

This agenda is for general informational purposes only. At its discretion, the State Administrative Board may revise this agenda and may take up other issues at the meeting.

1. CALL TO ORDER:

Pledge Allegiance To The Flag

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

Regular meeting of August 26, 2025

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

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

RETENTION AND DISPOSAL SCHEDULES

Attorney General

Criminal Trials Division (CTD), 9/11/2025

Health, Education and Family Services Division (HEFS), 9/11/2025

Special Litigation Division (SLD), 9/11/2025

General Schedule

Communication Records (COMM), 9/11/2025

Human Resources Records (GS-HR), 9/11/2025

Lifelong Education, Advancement, and Potential

Early Learning and Family Supports (ELFS), 9/11/2025

Kellogg Community College

Dean – Health Sciences, 9/11/2025
Institutional Facilities Office, 9/11/2025
Finance Office, 9/11/2025
Human Resources Office, 9/11/2025

Natural Resources

Fisheries Division (FISH), 9/11/2025

Senate

General Services (GS), 9/11/2025

State

Employee Engagement and Quality Division (EEQD), 9/11/2025
Enforcement Division (ENF), 9/11/2025
Human Resources (HRD), 9/11/2025
Office of Hearings and Administrative Oversight (OHAO), 9/11/2025

State Police

Communications and Outreach Division (COD), 9/11/2025
Special Investigations Division (SID), 9/11/2025

Technology, Management, and Budget

Executive Office (EXE), 9/11/2025
Financial Services, Fiscal Management Division (FMD), 9/11/2025
Office of Continuous Improvement (OCI), 9/11/2025
OSS - Mailing Services (MS), 9/11/2025

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

Building Committee

Regular meeting of September 11, 2025

Finance and Claims Committee

Regular meeting of September 11, 2025

Transportation and Natural Resources Committee

Regular meeting of September 11, 2025

8. MOTIONS AND RESOLUTIONS

None