

**STATE ADMINISTRATIVE BOARD MEETING**  
**Lake Superior Room, 1<sup>st</sup> Floor**  
**Michigan Library and Historical Center, Lansing, Michigan**  
**702 W Kalamazoo St, Lansing, MI 48915**  
**11:00 a.m., September 25, 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 September 11, 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

Corrections

Office of Parole and Probation Services (OPPS), 9/25/2025

Education

Educator Excellence (OEE), 9/25/2025

Legislative Council

Council Administrator (ADM), 9/25/2025

Legislative Service Bureau - Legal Division (LEG), 9/25/2025

Joint Committee on Administrative Rules (JCAR), 9/25/2025

Michigan Veterans' Facility Ombudsman (MVFO), 9/25/2025

Opioid Advisory Commission (OAC), 9/25/2025

State Drug Treatment Court Advisory Committee (SDTCAC), 9/25/2025

Natural Resources

Minerals Management (MMS), 9/25/2025

Technology, Management, and Budget

Building Operations Division (BOD), 9/25/2025

CSS - Michigan Public Safety Broadband Program (PSB), 9/25/2025

CSS - Michigan Public Safety Communications System (MPSCS), 9/25/2025

CTO - Enterprise Solution Design Services (ESDS), 9/25/2025

Design and Construction Division (DCD), 9/25/2025

Health and Safety Division (HAS), 9/25/2025

Human Resources (HRD), 9/25/2025

Real Estate Division (RED), 9/25/2025

Office of the Child Advocate (OCA), 9/25/2025

Office of Performance Management (OPM), 9/25/2025

Office of Support Services (OSS), 9/25/2025

OSS - Print and Graphic Services (PGS), 9/25/2025

OSS - Vehicle and Travel Services (VTS), 9/25/2025

State Facilities Administration (SFM), 9/25/2025

Strategies and Solutions Division (SSD), 9/25/2025

**7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:**

Building Committee

Regular meeting of September 25, 2025

Finance and Claims Committee

Regular meeting of September 25, 2025

Transportation and Natural Resources Committee

Regular meeting of September 25, 2025

**8. MOTIONS AND RESOLUTIONS**

None