



STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) ([https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx)SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Civil Rights	Legislative Liaison (LEL)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
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 Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DCR Department of Civil Rights
LEL Legislative Liaison

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The MDCR Legislative Liaison represents the Department of Civil Rights and its position on civil rights issues with the Michigan Legislature, individual legislators, executive agencies, and external groups.		
41620	Special Project Files	These records document special projects and collaborations with government and non-government groups to address civil rights issues. They may include, but may not be limited to, project plans, meeting notes, research, correspondence, project reports, proposed legislation, and supporting documentation.	RETAIN UNTIL: Project is completed PLUS: 12 years THEN: Transfer to Archives of Michigan	

This agency-specific schedule supplements the approved general schedules.

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Health and Human Services	Local Health Services (LHS)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DHHS **Department of Health and Human Services**
LHS **Local Health Services**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Division of Local Health Services supports Michigan's local health departments through funding and technical assistance. It also provides systemic review and assessment of jurisdictional capacity to meet program standards through the state accreditation process.		
41280	Local Health Department (LHD) Files - Significant Events/Issues	These records document events or issues that have potential impacts on the division's ability to perform their powers and duties under the public health code, including, but not limited to, budgetary, personnel, or legal issues. They may include, but may not be limited to, correspondence, reports, and supporting documentation.	RETAIN UNTIL: Issue is resolved or no longer considered of ongoing interest PLUS: 5 years THEN: Destroy	
41281	Credential Files	These records document credentials that are awarded to health officers and medical directors of the local health departments. They may include, but may not be limited to, letters of recommendation, transcripts, and correspondence documenting the approval, denial, provisional appointment, or acting appointment.	RETAIN UNTIL: Individual no longer serves in the position PLUS: 5 years THEN: Destroy	
41282	Accreditation Files and Data	These records document that local health departments are in compliance with their provision of essential local health services. The accreditation is effective for 3 years. They may include, but may not be limited to, plans of organization, indicator documentation, site visit documents, policies, procedures, corrective plans of action, and other supporting documentation/data.	RETAIN UNTIL: Accreditation cycle is completed PLUS: 6 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DHHS Department of Health and Human Services
LHS Local Health Services

Item #	Series Title	Series Description	Retention Period	Approval Date
41283	Quality Improvement Supplement Files	These records document quality improvement supplement activities that local health departments (LHDs) volunteer for. The LHDs receive technical assistance and supplemental funding from DHHS through these quality improvement projects. They may include, but may not be limited to, applications, project work plans, training materials, technical assistance documents, correspondence, site review reports, and certificates.	RETAIN UNTIL: Project is completed PLUS: 6 years THEN: Destroy	
41284A	Preventative Health and Health Services Block Grant Files - Awarded	These records document flexible grants provided by DHHS using funds received from the U.S. Centers for Disease Control to local health departments, the Michigan Public Health Institute, community based agencies, and DHHS offices for preventative health measures, sexual assault prevention, and emerging health threats. They may include, but may not be limited to, requests for proposal (RFPs), bids, proposals, direct appointment documents, status reports, advisory committee documents, and award letters. Note: financial documents are stored in the EGrAMS database (see 49/CRS # 37452).	RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes PLUS: 7 years THEN: Destroy	
41284B	Preventative Health and Health Services Block Grant Files - Denied	These records document denied applications for the Preventative Health and Health Services Block Grants. They may include, but may not be limited to, applications, and correspondence.	RETAIN UNTIL: Grant is denied PLUS: 3 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DHHS **Department of Health and Human Services**
LHS **Local Health Services**

Item #	Series Title	Series Description	Retention Period	Approval Date
41285	Directors Award Files	These records document awards that are given annually by the DHHS Director to the Local Health Departments (LHDs). They may include, but may not be limited to, applications, correspondence, scoring sheets, award/denial letters, and certificates.	RETAIN UNTIL: Award is distributed PLUS: 3 years THEN: Destroy	

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Health and Human Services	State Psychiatric Hospital Reimbursement (SPHR)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
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 Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DHHS Department of Health and Human Services
SPHR State Psychiatric Hospital Reimbursements Section

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The State Psychiatric Hospital Resimbursements Section is responsible for ensuring the State of Michigan is reimbursed by commercial insurances, Medicare, Medicare, and patients themselves, for eligible services and expenses for patients at state operated mental health facilities.		
40380	Facility and CMH Correspondence	These records document correspondence with state operated mental health facilities and community mental health programs. They may include, but may not be limited to, program and facilities information, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
40381	Patient Billing Records	These records document patient billing information pertaining to any state run psychiatric hospitals. They may include, but may not be limited to, insurance/guarantor reports involving Medicare (including Part D posting and claim history reports), Medicaid, commercial (3rd party), and self-pay (1st party) reports, client reports for financial and manage care authorizations, ad hoc reports (open claims, payments and/or adjustments from any guarantor, credit balance, detail entries, active receivables, compliance, etc.), annual reports, monthly closeout reports (aged accounts, total charges, trial balance, payer log, etc.), client ledger reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DHHS **Department of Health and Human Services**
SPHR **State Psychiatric Hospital Reimbursements Section**

Item #	Series Title	Series Description	Retention Period	Approval Date
40384	Mental Health Facility Rate Setting Records	These records document the establishment of per patient rates charged for care of people who are receiving services from state operated mental health facilities. They may include, but may not be limited to, rate schedules, rate charges, rates to various parties, rate calculation data, rate projection factors, estimated average billable costs, expenditure summaries, compensation information, cost reports, and rate reports.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
40385	Cost Settlement Reports	These records document the actual cost of settlements with Medicaid and Medicare. They may include, but may not be limited to, cost reports, reimbursement questionnaires, cost finding reports, statistics, requests for contractual services, service rates, and cost allocations.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
40386	Total Cost Reports	These records document the detailed costs by various programs and services. They may include, but may not be limited to, annual and semi-annual reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
40390	County Billing for Patient Services	These records document bills sent to counties for reimbursement of patient services received at state operated mental health facilities. They may include, but may not be limited to, cost reports, billings, receipt vouchers, billing adjustments, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DHHS Department of Health and Human Services
SPHR State Psychiatric Hospital Reimbursements Section

Item #	Series Title	Series Description	Retention Period	Approval Date
40391	Eligibility Records	These records document whether for patients in state operated mental health facilities are eligible for Medicaid or Medicare reimbursement. They may include, but may not be limited to, patient information, reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
40392	Patient Bad Debt Records	These records document patient debt that were referred to the Michigan Department of Treasury for collection actions for services received at state operated psychiatric hospitals. They may include, but may not be limited to, collection ledgers, delinquent account referrals, adjustment requests, liability determinations, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 80 years OR Until person is deceased, whichever is earlier THEN: Destroy	
40396	Insurance Records	These records document reimbursement by various insurance plans for patients in state operated mental health facilities. They may include, but may not be limited to, admission notices, billing notices, claim forms, claim applications, unpaid verifications, payment vouchers, input/response notices, services and supplies documents, insurance verifications, benefit payments, billing forms, and plan codes.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

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RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Academic Advising Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Academic Advising Department	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Student Affairs Division, Academic Advising Department. This department is responsible for advising future and current students and providing assistance in developing educational program plans, as well as conducting placement testing.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		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.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Starfish Scheduling and Case Notes	This web-based system is used to schedule student appointments with an academic advisor. The database lists students, appointments, students' names and numbers, descriptions of appointments, and appointment notes.	PERMANENT
1011	Student Appointment Log Sheet	This is used to sign in at the front desk by students arriving to see an academic advisor during express enrollment events; and keep track of appointments. The log lists the student's name, time arrived, time seen, and appointment with initials.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: College/University

Government Unit Name Kellogg Community College	Department Name Information Research and Technology Department: Academic Inquiry and Analysis / Compliance Reporting
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SECTION 2. APPROVALS

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Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Information Research and Technology Department: Academic Inquiry and Analysis / Compliance Reporting	This Retention and Disposal Schedule covers the records created and retained by the Information Research and Technology Department. The schedule covers Academic Inquiry and Analysis / Compliance Reporting. This department is instrumental to Kellogg Community College's data-driven decision-making models that integrate data and practices through research and quality. Through the coordination of ad hoc, scheduled, operational, predictive analytics and institutional reporting, this area has established an institutional standard for data and reporting. They also facilitate program review, respond to internal and external data requests, manage state and federal reporting, and design surveys for both institutional and departmental use.	
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		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.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college activities that have temporary value and do not need to be retained once their intended purpose has been	RETAIN UNTIL: Activity is completed THEN: Destroy

		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.	
1010	Integrated Postsecondary Education Data System	IPEDS is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS reporting includes but is not limited to the following titles: Institutional Characteristics, Completions, 12 Month Enrollment, Fall Enrollment, Student Financial Aid, Human Resources, Finance, and Graduation Rates.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1011	Carl D. Perkins Vocational and Technical Education Act	The Carl D. Perkins Vocational and Technical Education Act of 2006 was signed into law on August 12, 2006. The Act calls for an increased focus on the academic achievement of career and technical education students, strengthening connections between secondary and postsecondary education, and improving state and local accountability. The required reports include but are not limited to the following: Retention or Transfer and Placement, Postsecondary Credential, CTE Concentrators, Program Inventory, Year End Participants, and Year End Program Enrollments. Records will be retained while determined to be of value to this office or superseded by updated information.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 7 years THEN: Destroy
1012	Michigan Postsecondary Data Inventory	The Michigan Community College Data Inventory (MCCDI) is a set of categories and related definitions, that allows users to examine the operation of an institution as they relate to the accomplishment of that institution's objectives. It is a logical framework that categorizes information by activity classification. Report titles include but may not be limited to: Financial Aid, Enrollment,	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

		Employee Full Time Equivalency. Records will be retained while determined to be of value to this office or superseded by updated information.	
1013	Other Mandatory State Reporting	Includes but is not limited to the following: Michigan Indian Tuition Waiver, Student Transcript, and Academic Record Repository (STARR).	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1014	Ad Hoc External Surveys	Includes, but not limited to the following: Open Doors and voluntary Framework of Accountability (VFA). These will include collaboration emails with various campus employees.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Purchasing/Accounts Payable Office
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SECTION 2. APPROVALS

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Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Purchasing/Accounts Payable Office	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Purchasing/Accounts Payable Office.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college activities that have temporary value and do not need to be retained once their intended	RETAIN UNTIL: Activity is completed THEN: Destroy

		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.	
1010	Insurance Policies	These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc.	RETAIN UNTIL: Insurance provider is no longer obligated to pay out on the particular policy after it expires. PLUS: 7 years THEN: Destroy
1011	Insurance Claims	These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence, and supporting documents for each claim that is submitted.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1012	Accident Reports/Claims - Adults	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government 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. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1013	Accident Reports/Claims-- Minors	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government 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,	RETAIN UNTIL: Minor turns 18 PLUS: 3 years THEN: Destroy

		recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	
1014	Bids and Quotes--Awarded	Bids are received from vendors for products, services, and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, the request for proposal, the bid documents that are submitted, the reviewer documentation, etc.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy
1015	Bids and Quotes—Not Awarded	Bids are received from vendors for products, services, and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, the request for proposal, the bid documents that are submitted, the reviewer documentation, etc.	RETAIN UNTIL: Bid awarded PLUS: 2 years THEN: Destroy
1016	Annual Budget	These records document the requested and adopted amount of money for all departments, along with any amendments, that are appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records.	RETAIN UNTIL: Fiscal year ends. PLUS: 5 years THEN: Destroy
1017	Mid-Year Budget Update	These records document the requested and adopted amount of money for all departments, along with any amendments, that are appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records.	RETAIN UNTIL: Fiscal year ends. PLUS: 5 years THEN: Destroy

1018	Receipts	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. 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
1019	Journal Entries	These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1020	Payment Records	These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, communications and utility bills, travel expense forms, receipts, mileage requests, AP/Check registers, voided checks, etc. Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1021	Audits - Support Documents	Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1022	Financial Projections, Plans, and Forecasts	These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

		<i>Records will be retained while determined to be of value to this office or superseded by updated information.</i>	
1023	Indirect Costs	These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1024	Grants	These files document grants from state, federal and private agencies that are administered by the finance department. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc.	RETAIN UNTIL: Grant ends. PLUS: 7 years THEN: Destroy
1025	Vendor Records	Vendor records would include electronic or physical information. It would include any W9 forms, new vendor applications, 1099 tax documents sent, Certificates of Insurance, and Unclaimed Property information. Note: vendor records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.	RETAIN UNTIL: Fiscal year ends with no expenditures towards specific vendors. PLUS: 7 years THEN: Destroy
1026	Data Reports	Data and information analysis reports may include AP Check Logs, Cost to Educate, DREG Analysis, Indirect Cost Proposals, Reconciliation related to Financial Aid, Federal Work Study, Grants, Accounts Payable or Prepaid Expenses. Note: Reconciliation reports related to the purchase of a fixed asset may need to be retained until the asset is disposed of.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1027	Computer Loan and other promissory notes	These records would include both paper and electronic copies of employee promissory notes.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1028	Tuition Reimbursement and Intent to Register forms	These records would include the tuition agreement form, any intent to register letters, grades,	RETAIN UNTIL: Employee graduates under their tuition agreement or employee

		copies of payment receipts, and tuition reimbursement form	has failed to register for 3 consecutive semesters. PLUS: 7 years THEN: Destroy
1029	Unclaimed Property	These would include electronic and physical copies of all reports related to unclaimed property to be released to the State.	RETAIN UNTIL: Fiscal year ends and property is released to the State of Michigan. PLUS: 3 years THEN: Destroy
1030	1099 Tax Information	These would include any electronic and physical copies of 1099 information provided to the recipients or e-filed, including any letters mailed to recipients.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Admissions Office
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Admissions Office	This Retention and Disposal Schedule covers the records created and retained by Kellogg Community College's Admissions Office.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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:	RETAIN UNTIL: Activity is completed THEN: Destroy

		administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders.	
1010	Admissions Files - Domestic	<p>This form is completed by the student electronically utilizing the Element451 Platform for admission to KCC. This form may also include a paper application. The form collects and assigns the student identification number for secure record storage of grades, schedules, transcripts, financial aid, and degree audits. It stores demographic information such as name, address, social security number, date of birth, gender, telephone number, email address, citizenship information ethnicity, race, program of student and high school courses, and grade information as well as the student's electronic signature. (Element 451, Colleague)</p> <p>Michigan Uniform Guest Applications-paper/electronic (Etrieve)</p>	<p>RETAIN UNTIL: Student graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy</p>
1011	Admissions Files - International	<p>This form is completed by the student electronically utilizing the Element451 Platform for admission to KCC. This form may also include a paper application. The form collects and assigns the student identification number for secure record storage of grades, schedules, transcripts, financial aid, and degree audit. It stores demographic information such as name, address, social security number, date of birth, gender, telephone number, email address, citizenship information ethnicity, race, program of student and high school courses, and grade information as well as the student's electronic signature.</p> <p>Designated school officials may issue a Form I-20 to a student who has completed the entire International Application process. This is a requirement in compliance with TITLE 8-Aliens and Nationality,</p>	<p>RETAIN UNTIL: Student graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy</p>

		<p>CHAPTER 1 DEPARTMENT OF HOMELAND SECURITY, SUBCHAPTER B-IMMIGRATION REGULATIONS.</p> <p>International applications include: Proof of written and oral English competency either TOEFL OR IELTS, Proof of Finances from student or sponsor, Bank statement in English translation, and US currency. (Etrieve, Element 451, Colleague)</p>	
1012	Selective Admissions Application Files	<p>This form is completed by the student electronically utilizing the Element451 Platform for admission to one of KCC's Selective Admissions Programs (Dental Hygiene, MRI, Physical Therapist Assistant, Radiography, Nursing). The form collects and assigns the student identification number for secure record storage of grades, schedules, transcripts, financial aid, and degree audit. It stores demographic information such as name, address, social security number, date of birth, gender, telephone number, email address, citizenship information ethnicity, race, program of student and high school courses, and grade information as well as the student's electronic signature.</p> <p>Students are evaluated on a predetermined set of criteria and ranked according to their scores. The overall Selective Admission packet, including the admission letter, is uploaded into Etrieve. The information is also available via Element451 and Colleague.</p>	<p>RETAIN UNTIL: Student graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy</p>
1013	Request for Consideration	<p>Students who do not meet one or more of the Admissions requirements for a Selective Admissions program may submit a request for consideration to address the issue(s) that may have impacted their academic progress. The request must also include documented evidence that supports the student's narrative. These documents are reviewed by the</p>	<p>RETAIN UNTIL: Student graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy</p>

		Request for Consideration Committee. Once the final decision is determined, the document is uploaded into Etrieve. The information is also available via Microsoft Forms and Colleague.	
1014	Nursing Grade Amnesty	Students who apply to one of the Nursing programs may request grade amnesty for any transcript that is 10 years or older at the time of application. This is done through a form using Microsoft Forms. The document is reviewed by the Request for Consideration committee. Once a determination is made, the final document is uploaded to Etrieve.	RETAIN UNTIL: Student graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Arts and Communication Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Arts and Communication Department	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Arts and Communication Department.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Drafts, In-Process Documents, and Copies of Documents in the Custody of Another Department	<p>In-process drafts and documents for processes where another department is the final custodian of the record, and/or copies of existing records in the custody of another department. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Professional Effectiveness Plans (PEP) • Annual/Biennial Review Documents (ARM/BRM) • Faculty Observation documents/forms (tenure-track, tenured, adjunct) • Copies of Faculty Unofficial Transcripts and other credentials • Faculty résumés • Leave Requests • Non- Faculty Authorization to Instruct forms • “Incomplete” (“I”) Grade Contracts • Check Requests • Purchase Requisitions <p><i>Records will be retained while determined to be of value to this office or superseded by updated information. The custodian of the permanent record will determine the proper established retention period for each type of record.</i></p>	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

1011	Department Year-Round Schedule	This electronic form is used to make minor changes in the Colleague System after the Master Schedule information has been submitted and processed by the Registration Office. Information includes changes and/or additions to previously submitted course sections, cancelations of previously submitted course sections, and new course sections to be added to the Master Schedule.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1012	Colleague Schedule Change – Course Section Maintenance Form	This electronic form is used to make minor changes in the Colleague System after the Master Schedule information has been submitted and processed by the Registration Office. Information includes changes and/or additions to previously submitted course sections, cancelations of previously submitted course sections, and new course sections to be added to the Master Schedule.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1013	Teaching Schedule Preference Forms	These forms are completed by faculty to indicate their course section teaching preference for an upcoming semester. The forms are used in the creation of the semester schedules. Information includes course section offerings in the discipline for the upcoming semester. Faculty are asked to indicate their preference by signing their name to the course section.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1014	Semester Schedule Building Records	Folder documented by semester and used for quick reference. Each folder contains the following: draft copies of the year-round schedule, teaching schedule preference forms, printed copies of Letters of Agreement with Adjunct Faculty, and draft copies of Room Assignment Sheets.	RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy
1015	Departmental Specific Forms	Documents specific to the Arts and Communication Department that include: Mailing lists,	RETAIN UNTIL: Creation. PLUS: 10 years

		faculty/staff contact information, Lab sign-in sheets, and other internal department-related documents.	THEN: Destroy
1016	Choral Library Spreadsheets	This spreadsheet is used by faculty to access the inventory of sheet music used for courses. The spreadsheet lists the following: subject, number of copies, publisher, composer, title, category, voicing. <i>Records will be retained while determined to be of value to this office or superseded by updated information.</i>	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1017	Performance Licenses	These records are used to document the legal permission granted by the rights holder, to KCC, to produce and perform the specific theatrical show for a particular period/location/audience. Documentation includes the following: performance agreement and fees, copies of invoice, terms and conditions, licensing checklists, SESAC confirmation.	RETAIN UNTIL: Event PLUS: 5 years THEN: Destroy
1018	Audition Forms	These forms are used by the director for casting and by the stage managers to prepare cast contact sheets. The forms contain the following information: name, address, phone, height, weight, age range, hair color, role options, talent information, and student status.	RETAIN UNTIL: Event PLUS: 5 years THEN: Destroy
1019	Contact Lists	This document is used for contact purposes with production team contact information, listing the following: name, role, email, address, and phone numbers.	RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy
1020	Locker Lists	This document is used to record art and photography students utilizing a locker to store equipment and supplies. The document lists the following: semester, locker number, student name, student ID number, combination, and serial number. <i>Records will be retained while determined to be of value to this</i>	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

		<i>office or superseded by updated information.</i>	
1021	Box Office Balance Sheets	These records are used to keep track of sold tickets and revenue received from each performance. Each form lists the following: performance title, date and time, ticket numbers and monies received, total checks, currency, and maintained by the Manager, Binda Performing Arts Center.	RETAIN UNTIL: Creation. PLUS: 2 years THEN: Destroy
1022	Visual and Performing Arts Annual Cultural Calendar, and Literary Publications	Annual Cultural Calendar is a document of all events and productions planned for a specific academic year and used to communicate with other college staff, and community members and used for event promotion. Each brochure lists the name of the production, date, time, and location. Annual Literary Publications of Mosaic and the online Bruin News highlight students' works of prose, poetry, short story, and journalistic submissions. Mosaic also includes representations of work by Visual Arts students.	RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Athletic Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Athletic Department	<p>This Retention and Disposal Schedule covers the records created and retained by Kellogg Community College's Athletic Department.</p> <p>KCC sponsors nine intercollegiate sports. Fall semester athletes participate in men's and women's cross-country, women's volleyball, and women's soccer. Winter sport offerings feature men's and women's basketball. The year's competition concludes in the spring with men's and women's bowling and men's baseball. Activities of this department include but are not limited to NJCAA and MCAA rules, bylaws, guidelines, standards, tournaments, regional affiliations, and athlete eligibility, compliance with Title IX regulations (serving as Dept. title IX Compliance Coordinator), oversight for scheduling all events, budget, hiring, etc.</p>	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research,	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>

		articles, meeting notes, and related background materials. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy

1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Team Academic Information	These records are used to calculate MJCAA (Michigan Junior College Athletic Association) eligibility and potential academic honors. A. Spreadsheet: Prepared for all sports, all seasons that lists: student name, semester hours passed, total hours passed, overall GPA,	A. PERMANENT B. RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy

		<p>Record has historical value.</p> <p>B. May include copies of individual transcripts by athlete by team.</p>	
1011	Equity in Athletics Disclosure Act (EADA) Survey Results	<p>These records are retained in accordance to the provisions of the EADA of 1994, Section 360B, 103 - 382 (Dept. of Education 34 CFR Part 668). The EADA requires that certain institutions of higher education disclose annually--to students, potential students, and the public--financial, participation, and other information concerning the institution's women's and men's intercollegiate athletic programs. The survey lists screening questions regarding: sports selection, athletics participation, head coaches, salaries, assistant coaches, athletically related student aid, recruiting expenses, operating expenses, total expenses, total revenues, and summaries. Related correspondence may be included.</p>	<p>RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy</p>
1012	NJCAA Violations	<p>NJCAA (National Junior College Athletic Association) issues violations to colleges that violate established rules. These are maintained by sport and contain correspondence explaining circumstances, violations, and specific by-laws and may come from both the athletic director and college president. Supporting documentation may include the NJCAA Eligibility form, transcripts, class schedules, copies of high school transcripts, online schedules for the regular season, etc. The files may include copies of appeals, with a NJCAA response.</p>	<p>RETAIN UNTIL: Creation. PLUS: 20 years THEN: Destroy</p>
1013	Student-Athlete Information Packet	<p>These are required by NJCAA and contain the following: drug testing consent form (LCC Substance Abuse Policy).</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value</p>

		Parent/Student Information Form (includes health insurance information), Authorization - To Permit Use and Disclosure of Health Information, NJCAA Eligibility Affidavit, and Physical Examination Form (completed by physician).	PLUS: 3 years THEN: Destroy
1014	Department Manual	This book is written by the athletic department and updated as rules or procedures change. Table of Contents includes such topics as the athletic department directory, athletics mission, position descriptions of Coaches, expectations of Coaches, eligibility notes, academic progress, athletic training procedures, awards, media, athletic scholarships, recruitment, budgets, and travel policies and procedures.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value, or superseded. THEN: Destroy
1015	Athletic Event Schedule	This record is used to document upcoming events and results. The document lists the date, opponent, site, time, and results.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value, or superseded. THEN: Destroy
1016	Athletic Event Past Record Results	This record is created by copying website information (schedule) into a Word document and retained electronically as a result which includes the overall conference record. It also tracks wins and losses for coaches and each sport.	PERMANENT

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Binda Performing Arts Center
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Binda Performing Arts Center	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Binda Performing Arts Center.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Rental Contracts	Rental contract records including proof of insurance and signed rental agreements and other related correspondence	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1011	Facility Schedule	Calendar of events for the Binda Performing Arts Center. It's used to manage performance space: dates, times, and production time.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1012	Audition Flyers	These are flyers used to solicit theatre auditions. They contain the following detail: name of production, date and time of audition, location, type of reading and dialect examples, description, roles available, performance dates and information contacts.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1013	Performing Arts Semester Performance Schedule	This list of all productions planned for a specific semester is used to communicate with other college staff and used for event promotion. Each brochure lists the name of the production, date, time, costs and location.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1014	<u>Program Production Records</u>	These records are used to produce the program for each performing arts production. A. Working Documents - Includes draft of program, copies of bios, director's notes, special thanks, related correspondence,	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy

		<p>production calendar, prop lists, etc.</p> <p>B. Final Program</p>	<p>RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Archive</p>
1015	Working Performing Arts Production Budget	<p>This spreadsheet is used for budgetary purposes for Performing Arts and lists the following: account number, description, summer budget, detail, mainstage budget, actual to date, detail - mainstage and totals.</p>	<p>RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy</p>
1016	Box Office Balance Sheets	<p>These records are used to keep track of sold tickets and revenue received from each performance. Each form lists the following: performance title, date and time, ticket numbers and monies received, total checks, currency and reported by signature.</p>	<p>RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy</p>
1017	Audition Forms	<p>These forms are used by the director for casting and by the stage managers to prepare cast contact sheet. The forms contain the following information: name, address, phone, height, weight, age range, hair color, role options, talent information, student status and course schedule. EVT=End of production</p>	<p>RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 0 years THEN: Destroy</p>

1018	Performance Licenses	These records are used to document the legal permission granted by the rights holder, to LCC, to produce and perform the specific theatrical show for a particular period/location/audience. Documentation includes the following: performance agreement and fees, copies of invoice, terms and conditions, licensing checklists. EVT=Until Final Production	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 5 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Board of Trustees
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule – Local Government

Record Inventory

Michigan Department of Technology, Management and Budget

Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Board of Trustees	This Retention and Disposal Schedule covers the records created and retained by the Board of Trustees of Kellogg Community College, its governing body, the membership of which is determined in accordance with the Community College Act. The Board of Trustees consists of seven persons elected at large every two years at the regular college district election for staggered six-year terms. Nomination and election to the Board is in accordance with provisions of the Community College Act of 1966, Act 331 of 1966, as amended, MCL 289.1 et seq.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the college or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	These records document an individual employee's work-related meetings, assignments,	RETAIN UNTIL: Event date PLUS: 2 years

		and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners.	OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Public Body Member Files – Elected or Appointed	These records document individuals who are elected, selected, or appointed to serve as members of the KCC Board of Trustees. They may include, but may not be limited to, appointment letters, resumes, biographies, photographs, correspondence, disclosure documents, and supporting documentation.	RETAIN UNTIL: The individual is no longer a member of the public body PLUS: 2 years THEN: Destroy
1005	Board of Trustees (BOT) Bylaws	These amended and restated bylaws are adopted under the authority granted in the Community College Act of 1966, Act 331 of 1966, as amended, MCL 289.1 et seq. Current and older revisions are also retained.	RETAIN UNTIL: Document is revised and superseded by a new version, or until the document is deemed obsolete THEN: Destroy
1006	Meeting Records -Audio and Video Recordings	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act. They may include, but may not be limited to, audio and video recordings of meetings of a public body. (MCL 15.269)	RETAIN UNTIL: Meeting minutes are approved PLUS: 1 day THEN: Destroy
1007	Meeting Records -Posted 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	RETAIN UNTIL: Meeting is held or canceled PLUS: 1 year and 1 day THEN: Destroy

		be limited to, posted notices of any meeting, including annual schedules and special meetings.	
1008	Meeting Records -Public Body Closed Meetings	These records document the official activities of the KCC Board of Trustees and are subject to the provisions of the Open Meetings Act. 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.	RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session occurred, per MCL 15.267(2) PLUS: 1 year and 1 day THEN: Destroy
1009	Meeting Records -Public Body Open Meetings	These records document the official activities of the KCC Board of Trustees and are subject to the provisions of the Open Meetings Act. They may include, but may not be limited to, approved meeting minutes, agendas, and other supporting documentation. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record.	PERMANENT
1010	Board of Trustees (BOT) Resolutions	Resolutions are formal expressions of opinion or intentions voted on by the KCC Board of Trustees. Examples of resolutions include the following: honoring people or events, bond or property sale, authorizations, elections, etc.	PERMANENT
1011	Policy and Procedure Records	These records document the College's expectations for employee conduct and customer interaction, public conduct when receiving services, roles and responsibilities, standards for operation, procedures, and activities of an office, etc. They may include, but may not be limited to, policies, procedures, orders, regulations, circulars, policy memos, information sheets, standards, instructions, user manuals, process maps and analyses, and supporting documentation.	RETAIN UNTIL: Document is revised and superseded by a new version, or until the document is deemed obsolete THEN: Destroy

1012	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1013	Transitory Records	These records document college 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

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Bookstore
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule – Local Government

Record Inventory

Michigan Department of Technology, Management and Budget

Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Bookstore	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Bookstore.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Bookstore Purchase Orders	The purchase orders are for textbooks, general merchandise, and Bookstore needed supplies.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy
1011	Bookstore Sales Records	This is the record of any sale that is processed in the Bookstore. Financial Aid, Cash, Credit Cards, and Checks, also include Gift Cards and Department Charges.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy
1012	Michigan Sales Tax Report	This is a record of the monthly and annual sales tax reports. It also includes the Bookstore's taxable income report.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy
1013	Veterans Disability Sales	This is a record of VA students that have government funding.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy
1014	Company Contracts	The Bookstore has copies of the contracts with MBS, Pepsi, and Canteen.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Business and Information Technology
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Business and Information Technology	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Business and IT Department.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Drafts, In-Process Documents, and Copies of Documents in the Custody of Another Department	In-process drafts and documents for processes where another department is the final custodian of the record, and/or copies of existing records in the custody of another department. Examples include but are not limited to: <ul style="list-style-type: none"> • Professional Effectiveness Plans (PEP) • Annual/Biennial Review Documents (ARM/BRM) • Faculty Observation documents and forms (tenure-track, tenured, adjunct) • Copies of Faculty Unofficial Transcripts and other credentials • Faculty résumés • Leave Requests • Non- Faculty Authorization to Instruct forms • “Incomplete” (“I”) Grade Contracts • Check Requests • Purchase Requisitions 	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1011	Department Year-Round Schedule	This electronic form is used to submit the initial draft of the yearlong Master Schedule for processing and building of course sections in the Colleague System by the Registration Office. Information includes all course sections to be built for each	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy

1012	Colleague Schedule Change – Course Section Maintenance Form	This electronic form is used to make minor changes in the Colleague System after the Master Schedule information has been submitted and processed by the Registration Office. Information includes changes and/or additions to previously submitted course sections, cancelations of previously submitted course sections, and new course sections to be added to the Master Schedule.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1013	Teaching Schedule Preference Forms	These forms are completed by faculty to indicate their course section teaching preference for an upcoming semester. The forms are used in the creation of the semester schedules. Information includes course section offerings in the discipline for the upcoming semester. Faculty are asked to indicate their preference by signing their name to the course section.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1015	Departmental Specific Forms	Documents specific to the Business and IT Department that include Mailing lists, faculty/staff contact information, and other internal department-related documents.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy
1016	Course Related Forms	These forms are completed by faculty in direct support of course and/or student processes and are not processed through established electronic systems. Examples include Incomplete contracts, Credit by Exam forms, or Field Trip requests.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1017	Adjunct Faculty Files	These files support the interview and selection process and contain the following: resumes and unofficial transcripts. These records do not duplicate the employees' HR employee personnel file. These files are used to collect information that supports the professional development of adjunct instructors and their teaching	RETAIN UNTIL: End of employment PLUS: 5 years THEN: Destroy

		assignments. These files may include teaching observations, curriculum information, contact information, teaching schedules, teaching schedule preferences, and other relevant information.	
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RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Center for Student Success/Disability/Tutoring/ Academic Testing
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule – Local Government Record Inventory

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
Item Intentionally left blank	Center for Student Success/Disability/Tutoring/Academic Testing	The Center for Student Success office is responsible for tutoring services, academic testing services and disability accommodations.	Item Intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		<p>compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.</p>	
1004	Event Logistical Records	<p>These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.</p>	<p>RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy</p>
1005	Meeting Records	<p>These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.</p>	<p>RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy</p>
1006	Policies and Procedures	<p>These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1007	Department Budget Documentation	<p>These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.</p>	<p>RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy</p>
1008	Rosters, Mailing Lists, and Contact Lists	<p>These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.</p>	<p>RETAIN UNTIL: Updated or obsolete THEN: Destroy</p>

1009	Transitory Records	These records document college 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
1010	Projects/Special Programs	Specific records, data, and compliance pieces for special projects.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1011	Starfish Kiosk	CSS daily check-in logs. Data and Assessment Team File by semester.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1012	Accommodations	Student submitted documentation (IEP or documentation from a medical professional) requesting accommodations (Etrieve). Correspondence with students, faculty (instructor memo and notice of reasonable accommodations), and staff regarding accommodations. One Drive. Timestamped.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy
1013	Snap and Beyond Tuition	Emails and other correspondence.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1014	Service Animal Voluntary Registration	Hard copy scanned and saved in Etrieve. Hard copy destroyed immediately after Etrieve upload.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1015	Alternative Text Request Form	Hard copy scanned and saved in Etrieve. Hard copy destroyed immediately after Etrieve upload.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1016	Student Disability Grievance Records	Students with complaints regarding the college's compliance with particular provisions of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act have the right to file a grievance. These files may contain but are	RETAIN UNTIL: Event PLUS: 7 years THEN: Destroy

		not limited to the following: grievance report (Student Disability Grievance Formal Resolution Request), grievance procedure and information regarding the student's disability (usually comes from the Office of Disability Support Services), etc.	
1017	Net Tutor	Usage and data analysis by semester.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1018	Schedules for Adjunct and Peer Tutors	Semesterly tutoring schedule. Tutoring availability form (hard copy).	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1019	Requests/referrals	Tutoring referrals/requests mailbox received through Starfish (tutoring@kellogg.edu)	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1020	Confidentiality Agreements/Hiring Policies	Adjunct and peer tutors signed agreements (hard copy).	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1021	Resume for Tutoring	Prospective tutor resumes.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1022	Testing Schedule	Starfish calendar, associated printed daily testing sheets, and Instructor pick-up sheets. Scanned and saved. Teams folder.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Office of the Chief Information Officer
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Office of the Chief Information Officer	This Retention and Disposal Schedule covers the records created and retained by the Information Research and Technology Department. The schedule covers the Chief Information Officer’s Office. This office is responsible for division administration, strategic planning, budget preparation and management, vendor management and contract administration, disaster recovery planning, staff development, technology solution investigation, evaluation, and selection.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy

1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Maintenance Contracts	These records were created to document contracts/agreements for the maintenance of information technology equipment and services. The files include notes, cover sheet (history), contract or master agreements, order documentation (quote), terms and pricing, approval information, staff and student license count documents, policies, copies of	RETAIN UNTIL: Expiration PLUS: 5 years THEN: Destroy

		invoices, spreadsheets including contract summary, etc.	
1011	Organizational Charts	Institutional organizational charts.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1012	Meeting Records	Includes meeting minutes, agendas, and member information for Information Research and Technology meetings.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1013	Division Records	These records are set up by department and include the infrastructure master plan, procedures, and correspondence.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1014	Budget Documentation	These files serve as a working copy of budget negotiations in support of the final annual budget. Included may be the following: copies of budget proposals, technology replacement funds, training and professional development information, investment proposals, and other internal budget planning documentation.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1015	Information Technology (IT) Assessment Records	These records are created to evaluate the status of information technology services at the college (one-time basis) by an outside consulting firm. Documentation may include the following: copies of IT governance charters, organization charts, budget information, project lists, spreadsheets, inventories, staffing time breakdowns, policies and procedures, final reports, and responses, etc.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1016	Information Technology (IT) Strategic Plan	This document serves as a roadmap for future planning and may include the following: technology category today or current status, three-year goals, status, etc.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1017	Weekly/Monthly Staff Reports	This is a monthly collection of activity status from all offices with the Information Research Technology Department. These reports are consolidated into weekly reports to the President. Strategic plan updates may be included.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1018	Software Sales Agreements	These agreements, entitled Agreement for Home Use of Microsoft Software in accordance with a Microsoft Campus Agreement are used to document the purchase	RETAIN UNTIL: Topic no longer possesses ongoing

		and agreement for home use of Microsoft software. The agreement lists the employees' name, number, signature, and specific software/version purchased.	administrative or reference value PLUS: 5 years THEN: Destroy
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**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Dean, Arts and Sciences	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Dean, Arts and Sciences.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Academic Cabinet and Instruction Records	These files serve as a working reference for instructional decisions being made in support of Academic Cabinet processes. The VPI's office maintains final instructional records. Other reference materials include notes from faculty meetings, faculty syllabi, and curriculum input. Files may include course data related to assessment and student success, college-wide instructional initiatives such as Guided Pathways, and high-impact practices including FYS and Service Learning.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1006	Student Issue Correspondence	This correspondence is from students addressing complaints or concerns to the Dean's Office. The file (primarily retained electronically in Name/Subject order) will contain the original correspondence and a response from the Dean or appropriate College personnel.	RETAIN UNTIL: Date sent or received. Records will remain active until resolved. PLUS: 3 years THEN: Destroy
1007	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas,	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

		recordings, and distribution materials.	
1008	Drafts, Working Copies, Copies in the Custody of Another Department	<p>In-process drafts and documents for processes where another department is the final custodian of the record, and/or copies of existing records in the custody of another department. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Professional Effectiveness Plans (PEP) • Faculty Load • Annual/Biennial Review Documents (ARM/BRM) • Faculty Observation documents/forms (tenure-track, tenured, adjunct) • Copies of Faculty Unofficial Transcripts and other credentials • Faculty résumés • Performance Reviews • Leave Requests • Non- Faculty Authorization to Instruct forms • “Incomplete” (“I”) Grade Contracts • Check Requests • Purchase Requisitions • Faculty Qualification Forms • Final Hiring Validation Forms • Budget & Grants • Employee Discipline Forms and Plans • Perkins and Workforce Program Information • Registration Information 	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1009	Academic Department Working Files	<p>In-process drafts and documents for processes generated from Academic Departments reporting to the Dean. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Tenure track faculty records • Faculty and instructor observation notes and forms 	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>

		<ul style="list-style-type: none"> • Course planning and scheduling information • Purchase orders and requests • Student and faculty requests • Lab usage information • Capacity reports • Electronic mail messages and requests • Grant requests and information 	
1010	Office Administrative Files – Grahl Center	<p>These documents are used to provide oversight of the Center. Examples may include:</p> <ul style="list-style-type: none"> • Budget Requests • Purchase Order Requests • Event planning • Capacity and usage information • General Reports related to Center • Letter of Agreement with CBOs • Semester scheduling forms 	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1011	Department Budget Documentation	<p>These are the Dean’s Office copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.</p>	<p>RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy</p>
1012	Policies and Procedures – Work-in-Progress Documents	<p>These files are working documents created by the Dean’s Office in collaboration with the VPI’s office. Final versions are maintained by the President’s and/or VPI’s office.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1013	Rosters, Mailing Lists, and Contact Lists	<p>These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.</p>	<p>RETAIN UNTIL: Updated or obsolete THEN: Destroy</p>
1014	Transitory Records	<p>These records document college activities that have temporary value and do not need to be</p>	<p>RETAIN UNTIL: Activity is completed THEN: Destroy</p>

		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.	
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RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Dean, Enrollment Services and Financial Aid
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Dean, Enrollment Services and Financial Aid	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Dean Enrollment Services and Financial Aid	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		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.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1005	Department Budget Documentation	These are the Dean's Office copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Finance Office.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1006	Student Issue Correspondence	This correspondence is from students addressing complaints or concerns to the Dean's Office. The file (primarily retained electronically in Name/Subject order) will contain the original correspondence and a response from the Dean or appropriate College personnel.	RETAIN UNTIL: Date sent or received. Records will remain active until resolved. PLUS: 3 years THEN: Destroy
1007	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1008	Policies and Procedures – Work-in-Progress Documents	These files are working documents created by the Dean's Office in collaboration with the VPI's office. Final versions are	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value

		maintained by the President's and/or VPI's office.	PLUS: 5 years THEN: Destroy
1009	Transitory Records	These records document college 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 decisions, special compilations of research, requests, or matters that are addressed by creating other records, and reminders.	RETAIN UNTIL: Activity is completed THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Dean, Student Services
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule – Local Government

Record Inventory

Michigan Department of Technology, Management and Budget

Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Dean, Student Services	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Dean of Student Services.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Department Budget Documentation	These are the Dean's Office copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1006	Counseling	Session notes, student evaluations, and schedule records.	PERMANENT
1007	Counselor Faculty Observation and Pre-Tenure Progression Records	Documented Probationary Faculty Evaluation and Improvement Report. Observation records do not need to be kept as a part of the contract, but documentation of times and dates does. Counselors are observed in classroom visits or workshops. These documents are housed in HR.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 7 years THEN: Destroy
1008	Counselor Faculty Observation Post Tenure	Post-tenure counselors follow the Faculty Evaluation Plan (FEP). These documents are housed in HR.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 7 years THEN: Destroy
1009	Policies and Procedures – Work-in-Progress Documents	These files are working documents created by the Dean's Office in collaboration with the VPI's office. Final versions are maintained by the President's and/or VPI's office.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

1010	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1011	Transitory Records	These records document college 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

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: *College/University*

Government Unit Name Kellogg Community College	Department Name Dean, Workforce Development
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Dean, Workforce Development	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Dean, Workforce Development.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or an employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Academic Cabinet and Instruction Records	These files serve as a working reference of instructional decisions being made in support of Academic Cabinet processes. Final instructional records are maintained by the VPI's office. Other reference materials include notes of faculty meetings, faculty syllabi and curriculum input. Files may include course data related to assessment and student success, college-wide instructional initiatives such Guided Pathways and high impact practices including FYS and Service Learning.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1006	Student Issue Correspondence	This correspondence is from students addressing complaints or concerns to the Dean's Office. The file (primarily retained electronically in Name/Subject order) will contain the original correspondence and a response from the Dean or appropriate College personnel.	RETAIN UNTIL: Date sent or received. Records will remain active until resolved. PLUS: 3 years THEN: Destroy
1007	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas,	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years

		recordings, and distribution materials.	THEN: Destroy
1008	Drafts, Working Copies, Copies in the Custody of Another Department	<p>In-process drafts and documents for processes where another department is the final custodian of the record, and/or copies of existing records in the custody of another department. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Professional Effectiveness Plans (PEP) • Faculty Load • Annual/Biennial Review Documents (ARM/BRM) • Faculty Observation documents/forms (tenure-track, tenured, adjunct) • Copies of Faculty Unofficial Transcripts and other credentials • Faculty résumés • Performance Reviews • Leave Requests • Non-Faculty Authorization to Instruct forms • “Incomplete” (“I”) Grade Contracts • Check Requests • Purchase Requisitions • Faculty Qualification Forms • Final Hiring Validation Forms • Budget & Grants • Employee Discipline Forms and Plans • Perkins and Workforce Program Information • Registration Information 	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1009	Academic Department Working Files	<p>In-process drafts and documents for processes generated from Academic Departments reporting to the Dean. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Tenure track faculty records • Faculty and instructor observation notes and forms 	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>

		<ul style="list-style-type: none"> • Course planning and scheduling information • Purchase orders and requests • Student and faculty requests • Lab usage information • Capacity reports • Electronic mail messages and requests • Grant requests and information 	
1010	Office Administrative Files – Eastern Academic Center	<p>These documents are used to provide oversight of the Center. Examples may include:</p> <ul style="list-style-type: none"> • Budget Requests • Purchase Order Requests • Event planning • Capacity and usage information • General Reports related to the Center • Letter of Agreement with CBOs • Semester scheduling forms 	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1011	Office Administrative Files – Regional Manufacturing and Technology Center	<p>These documents are used to provide oversight of the Center. Examples may include:</p> <ul style="list-style-type: none"> • Budget Requests • Purchase Order Requests • Event planning • Capacity and usage information • General Reports related to the Center • Letter of Agreement with CBOs <p>Semester scheduling forms</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1012	Department Budget Documentation	<p>These are the Dean’s Office copies of meeting notes, spreadsheets, etc., for annual budget preparation. Official budget records are retained by the Office of Finance.</p>	<p>RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy</p>
1013	Policies and Procedures – Work-in-Progress Documents	<p>These files are working documents created by the Dean’s Office in collaboration with the VPI’s office. Final versions are</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years</p>

		maintained by the President's and/or VPI's office.	THEN: Destroy
1014	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1015	Transitory Records	These records document college 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 decisions, special compilations of research, requests, or matters that are addressed by creating other records, and reminders.	RETAIN UNTIL: Activity is completed THEN: Destroy
1016	Perkins Grant Records	These records document Perkins' request for Equipment, Professional Development, and Special Populations. This may include Invoices, Purchase Order Requests, Equipment Inventories, etc..	RETAIN UNTIL: For funds allotted to a State for any program year, records must be retained for six years following the date on which the annual expenditure report containing the final expenditures charged to the program year's allotment is submitted to the Department of Education. THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Dental Hygiene Program and Clinic
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Dental Hygiene Program and Clinic	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Dental Hygiene Program and Clinic.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses,	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		mailing addresses, phone numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Patient Records, Electronic	Patient information on Dentrax and Dexis images. This includes medical information, referral letters, treatment notes, assessment information (charting), DH diagnosis, images, consent forms, etc.	RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy
1011	Patient Records, Paper	Referral forms, consultation forms, pre-assessments, etc.	RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy
1012	Student Work, Paper	Exams, homework, papers, projects, assignments...	RETAIN UNTIL: Student graduation or withdrawal from the program. PLUS: 1 year THEN: Destroy
1013	Student Work, Electronic	Moodle homework and other assignments	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 1 year THEN: Destroy
1014	Faculty/Program Director Credentials	CE, CPR, license, educational methodology forms, evaluations, etc.	RETAIN UNTIL: End of employment. PLUS: 3 years THEN: Destroy
1015	Accreditation Reports and Surveys	Self-study reports, curriculum exhibits, annual CODA reports, CODA correspondence	RETAIN UNTIL: Academic year creation. PLUS: 8 years THEN: Archive
1016	Assessments Outcomes Data	Board and certification exam results, graduation rates, course completion rates, employment data, etc.	RETAIN UNTIL: Student graduation or withdrawal from the program. PLUS: 8 years THEN: Destroy

1017	Student Records	Attendance, notes, signed forms, contact information, etc.	RETAIN UNTIL: Student graduation or withdrawal from the program. PLUS: 2 years THEN: Destroy
1018	Student Health Records	Yellow and tan forms, vaccine records, etc.	RETAIN UNTIL: Student graduation or withdrawal from the program. PLUS: 1 year THEN: Destroy
1019	Quality Assurance Reports	Annual QA report, sterilization and maintenance logs, etc.	RETAIN UNTIL: Academic year creation. PLUS: 7 years THEN: Destroy
1020	Student Assessments, Grades, Production Reports	Skills assessment forms, printed grades forms (radiology), daily other production reports, etc.	RETAIN UNTIL: Student graduation or withdrawal from the program. PLUS: 1 year THEN: Destroy
1021	Program Information	Meeting minutes, special events, admissions information, surveys, partnerships, referral networks, etc.	RETAIN UNTIL: Academic year creation. PLUS: 3 years THEN: Destroy
1022	Student Club Program Records	Purchases, expenditures, deposits, revenues, student membership information	RETAIN UNTIL: Student graduation or withdrawal from the program. PLUS: 3 months THEN: Destroy
1023	Safety Data Sheets	Information on products used in the clinic and dental laboratory	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Education and Human Services Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item intentionally left blank	Education and Human Services Department	This Retention and Disposal Schedule covers the records created and retained by Kellogg Community College’s Education and Human Services Department. The Department offers degrees in the following: Early Childhood Education (ECE), Human Services (HUSE), and Teacher Education (EDUC). The ECE Program is accredited by the National Association for the Education of Young Children (NAEYC).	This item intentionally left blank.
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision,	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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

1010	Student Academic Evaluations	Student Academic Evaluations is a report to verify how many courses are left for the student to obtain their degree or educational goals at KCC.	RETAIN UNTIL: Academic year PLUS: 2 years THEN: Destroy
1011	Internship Review	Internship Review report is used to verify if a student has completed the minimum number of courses indicating which semester the student can complete the internship course and receive the Internship Application packet.	RETAIN UNTIL: Academic year PLUS: 4 years THEN: Destroy
1012	Prior Experiential Learning Form	Triplicate form that requests recognition of prior experiential learning that has been completed outside of the College.	RETAIN UNTIL: Academic year PLUS: 8 years THEN: Destroy
1013	Prior Experiential Learning Requests	Copy of letter addressed to the student requesting to receive credit from prior experience with instructions on how to finalize the Prior Experiential Learning Form, copy of Prior Experiential Learning form signed by the Director, and copy of supporting document(s) to justify receiving credit of prior experience.	RETAIN UNTIL: Academic year PLUS: 3 years THEN: Destroy
1014	Course Exemption/Substitution Form	Printed form completed in the Etrieve system for Records and Registration to process.	RETAIN UNTIL: Academic year PLUS: 8 years THEN: Destroy
1015	Central Abuse and Neglect Registry (CANR)	Results are printed by the DHHS and submitted by students. The results are scanned using the Autofile system to be linked and uploaded into the Etrieve system. The student's information is then entered into a spreadsheet for quick reference.	RETAIN UNTIL: Academic semester PLUS: 1 academic semester THEN: Destroy
1016	Program Guidelines	Early Childhood Education (ECE) Program guidelines that are signed by current ECE students. Signed documents are scanned using the Autofile system to be linked and uploaded into the Etrieve system. The student's information is then entered into a spreadsheet for quick reference.	RETAIN UNTIL: Academic semester PLUS: 1 academic semester THEN: Destroy
1017	Semester Binder	Binder is created for each semester and may contain the following documents which can vary from semester to semester: Internship Request applications, LARA Fingerprint notifications for those students, schedule building information and proofs, copies of full-time faculty posted office hours, classroom assignment sheets, late add	RETAIN UNTIL: Academic year PLUS: 3 years THEN: Destroy

		requests, PAF copies of triplicate forms if needed, textbook information, and various miscellaneous printed notices such as a physical copy of the signed letter of offers.	
1018	Adjunct Binder	For each current adjunct instructor, the department retains the following documents: resume, completed hiring documentation, emergency contact information, and various communications.	RETAIN UNTIL: Employment ends PLUS: 3 years THEN: Destroy
1019	Full-Time Staff Binder	For each current full-time instructor, the department retains the following documents: resumes, completed hiring documentation, emergency contact information, various communications, leave requests, documents leading up to obtaining tenure, and evaluation documents.	RETAIN UNTIL: Employment ends PLUS: 8 years THEN: Destroy
1020	Accreditation – National Association for the Education of Young Children (NAEYC)	Per requirements of the Early Childhood Education Program’s accrediting body, NAEYC, the Department is required to retain the following files: annual/quarterly reports, self-study reports, data and information for reports, key assessment rubrics and student assignments, key assessment data results, payment for annual fees, and other various files to prepare for the reaccreditation process or addressing conditions.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value, or superseded. THEN: Destroy
1021	PERKINS	Folder which may contain the following files that vary by year: equipment request form, professional development request form, program planning form, sample budgets, checklists, and general information on professional development or equipment.	RETAIN UNTIL: Academic year PLUS: 10 years THEN: Destroy
1022	Program Review in Occupational Education (PROE)	Folder which may contain the following files: PROE report, report listing courses to be polled for PROE, draft statements, data from courses polled, and various communications related to the PROE process.	RETAIN UNTIL: Academic year PLUS: 10 years THEN: Destroy
1023	Project Binders	Binder for each project and may contain information related to various projects.	RETAIN UNTIL: End of project PLUS: 10 years THEN: Destroy
1024	Grant Funded Project Binder	Binder for each grant-funded project may contain various files related to that specific grant.	RETAIN UNTIL: End of project PLUS: 10 years

			THEN: Destroy
1025	Program Self-Study	Folder may contain the following documents which vary based on the needs of the report: POS report draft and final version, presentation PowerPoints, budget estimates, data compiled, agendas, training files, and various communications linked with completing this report.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1026	Advisory Board Committee	For each advisory board committee, a binder is created and may contain the following documents which may vary: agenda for each meeting, minutes from each meeting, list of current members, RSVP list, and any documents that might need to be distributed based on the topics selected for each meeting.	PERMANENT
1027	Training Documentation	Folder for any training which may contain the following various documents: travel information, training breakdown and agendas, copy of any budget forms/requests, additional travel expenses, any communications regarding upcoming travel, and various communications regarding training.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1028	College Catalog	Printed version of the College Catalog.	RETAIN UNTIL: Academic year PLUS: 5 years THEN: Destroy
1029	Brochures	Brochures for each program or degree from the Education and Human Services Department are retained and to be distributed as needed for the general public or any events.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value, or superseded. THEN: Destroy
1030	Human Services CBC Waiver	Human Services CBC Waiver is a document that is signed by students who are preparing to register for the Practicum or Internship course.	RETAIN UNTIL: Academic year PLUS: 4 years THEN: Destroy
1031	Textbooks	At least one copy of each textbook required, or optional textbook, for each course that is taught within the Department is retained as a Desk Copy to have on hand to assist with answering any questions or for emergencies.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Fehsenfeld Center Office
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Fehsenfeld Center Office	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Fehsenfeld Center.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Academic Interaction Files	Instructor mailbox items and semester class materials. On-site testing center schedules files and academic testing materials as needed. Accuplacer subject review guides for student availability.	RETAIN UNTIL: End of semester. PLUS: 3 years THEN: Destroy
1011	Academic Course Scheduling and Coordination	This file contains documentation regarding the development of Fehsenfeld class schedules as proposed to KCC departments, the final semester schedules, resulting room assignment sheets, and technical coordination for remote synchronous classes.	RETAIN UNTIL: Creation. PLUS: 2 years THEN: Destroy
1012	Visitor Logs and Registers:	These records document visitor logs at the Center security station, computer lab, academic testing sign-ins, and some Center outreach events. These may be used to track visitor statistics and/or for security purposes	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1013	Center Event Files	These files are created to document on-site or community activities in which the Fehsenfeld Center hosts or participates in the community. Facility Usage correspondence, reservation requests and required documents.	RETAIN UNTIL: Creation. PLUS: 2 years THEN: Destroy
1014	Publications and Marketing Materials	These records document publications that are developed by KCC, sometimes with local media, to distribute information	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded.

		to the public or publicize KCC and the Fehsenfeld Center. They may include, but may not be limited to, brochures, pamphlets, reports, fact sheets, books, magazines, newsletters, posters, and public relations materials for public consumption.	THEN: Destroy
1015	General Community Engagement Records and Correspondence	This file is maintained in either addressee and/or subject order of local community partner meeting agendas, minutes, and notes including related correspondence as well as current contact lists of local stakeholder organizations and institutions.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded. THEN: Destroy
1016	Budget and Financial Documentation	These are cost center account tracking spreadsheets, invoices, vendor check requests, purchase requisitions, etc. for annual budget preparation. Official budget records are retained by the Office of Finance. In addition, tracking of Center Office petty cash, and receipts. receivables and bank deposits.	RETAIN UNTIL: Creation. PLUS: 7 years THEN: Destroy
1017	Internal Center Staff Notes and Files	This is the Fehsenfeld Center's Office file for as well as internal staff and training. Original copies of support staff annual performance evaluations plus correspondence on absences and leave requests. May include student worker personnel file and tracking of work hours, when applicable. Official personnel records are retained by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded. THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Financial Aid
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Financial Aid	This Retention and Disposal Schedule covers the records created and retained by Kellogg Community Colleges Financial Aid Department. This office is responsible for the college's student financial aid activities including the following: grants, loans, scholarships, work-study, disbursements, and federal reporting.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering,	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of

		registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Federal Financial Aid Reports	These records are required by the federal government in accordance with 34 CFR 668.24. Included are the following: Program Participation Agreement (PPA), approval letter, Eligibility and Certification Approval Report (ECAR), Fiscal Operations Report and Application to Participate (FISAP), records used to prepare these reports, reconciliation reports, State Audit reports, Federal Program Review Reports, accrediting and licensing agency reviews, approvals, and reports, self-evaluation reports, and other records, as specified in regulation, that pertain to financial responsibility and standards of administrative capability. The PPA, ECAR, and FISAP are	RETAIN UNTIL: Date award submitted. PLUS: 3 years THEN: Destroy

		submitted electronically to the federal government and are reprinted after submitted. A hard copy is maintained in the Financial Aid Director's Office.	
1011	Student Financial Aid Records	These forms are completed by students to receive financial aid. These forms may include the following: · Ability to Benefit Verification Form, Cost of Attendance Appeal, Dependency Appeal, Citizenship Status, High School/GED Verification Form, Aggregate Loan Amounts Borrowed Worksheet, Selective Service Registration Appeal, Alternative Loan Applications, Federal Direct Parent PLUS Loan Application, federal tax documents, etc.	RETAIN UNTIL: End of the award year in which the student last attended the school. PLUS: 3 years THEN: Destroy
1012	State of Michigan Scholarship Rosters	These are used to notify the college of potentially eligible state aid recipients. The rosters may include the award amount, first disbursement date, year, social security number, date, name, eligibility status, and reason for ineligibility. These reports are downloaded from the Michigan Dept. of Treasury Database.	RETAIN UNTIL: Award year in which they were retrieved. PLUS: 3 years THEN: Destroy
1013	Audit Reports	These include both internal audits (required by federal law) and state audits (Treasury - Student Financial Services).	RETAIN UNTIL: Creation. PLUS: 10 years THEN: Destroy
1014	Monthly Reconciliation Reports	This is a comparison of Banner system information with the Federal U.S Dept. of Education database (for loans only). It is used to reconcile, and correct discrepancies between the two datasets.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1015	Community and Institutional Award Rosters and private donors	Rosters received by the KCC Foundation, community foundations, and copies of checks provided to students by private donors are kept on file by the awarding officers.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Grahl Center Office
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Grahl Center Office	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Grahl Center.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the college or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Academic Interaction Files	Instructor mailbox items and semester class materials. The on-site testing center schedules files and academic testing materials as needed. Accuplacer subject review guides for student availability.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1006	Academic Course Scheduling and Coordination	This file contains documentation regarding the development of Grahl class schedules as proposed to KCC departments, the final semester schedules, resulting room assignment sheets, and technical coordination for remote synchronous classes.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 2 years THEN: Destroy
1007	Visitor Logs and Registers	These records document visitor logs at the Center security station, computer lab, academic testing sign-ins, and some Center outreach events. These may be used to track visitor statistics and/or for security purposes	RETAIN UNTIL: Event date PLUS: 5 years THEN: Destroy
1008	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information.

		arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	THEN: Destroy
1009	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1010	Publications and Marketing Materials	These records document publications that are developed by KCC, sometimes with local media, to distribute information to the public or publicize KCC and the Grahl Center. They may include, but may not be limited to, brochures, pamphlets, reports, fact sheets, books, magazines, newsletters, posters, and public relations materials for public consumption.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1011	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1012	Internal Center Staff Notes and Files	This is the Grahl Center's Office file for as well as internal staff and training. Original copies of support staff annual performance evaluations plus correspondence on absences and leave requests. This may include student worker personnel files and tracking of work hours, when applicable. Official personnel records are retained by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1013	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	
1014	Transitory Records	These records document college 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

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Information Research and Technology Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Information Research and Technology Department	<p>This Retention and Disposal Schedule covers the records created and retained by the Information Research and Technology Department. The schedule covers the Information Research and Technology Department, including:</p> <p>-Operations This department is responsible for the data center operations including installation, configuration, maintenance, and support of all computer server and storage equipment. Provide primary support for the student email system, backups and recovery plans, and load balancing for enterprise applications. This area is also responsible for monitoring and supporting the security and data integrity of the college's information assets.</p> <p>-Help Desk This area is responsible for providing direct technical support to all students, faculty, and staff providing end-user support for all college technical needs.</p> <p>-Systems This area is responsible for installing, upgrading, and maintaining all 2000 college PCs, laptops, and printers including those used by staff and in all computer labs and classrooms. This area is also responsible for the installation, support, and maintenance of approximately 200 PC applications and utilities, as well as the creation and maintenance of classroom and employee PC images.</p> <p>-Network Infrastructure The Network Infrastructure function installs, supports, and maintains the college's campus-wide wireless network as well as the college's telephone servers, software, and infrastructure. They also are responsible for the data center network equipment, installation, and maintenance of campus security cameras, fiber and copper networks, switches, routers, firewalls, and wireless software. They also support and administer a variety of systems and maintain the campus-wide network and telecommunications inventory records.</p>	
1001	Administrative Subject File	<p>These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>

		Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy

1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Maintenance and Troubleshooting Procedures	These are reference materials used to maintain equipment and troubleshoot problems. Topics may include the following: copying files, commands, technical support, passwords, databases, etc.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1011	Project Management Spreadsheet	This is used to manage projects (current, completed, and canceled/declined). The spreadsheet lists the project title, department, contact, date	RETAIN UNTIL: Event PLUS: 2 years THEN: Destroy

		received, date due, and assistant notes.	
1012	Drawings and Diagrams	These documents are used to install video, audio, and cable equipment (and some fiber optics).	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 10 years THEN: Destroy
1013	Software Listing	This is a listing (alpha) of all software currently used and supported across the campus.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1014	Classroom and Employee Inventory	This is used to monitor inventory and details of building, room, model, quantity, cost, replacement costs, and documents.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1015	Upgrade Request	This form is used to request an upgrade to existing computers, peripherals, or options for a current employee, department office area, or student use. It is also used for new employee computers and phone requests. It tracks the requester as well as pertinent information needed to quickly locate the user and location.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1016	Vendor Correspondence	This is correspondence between this office and vendors. It may include quote information that could end up in Purchasing.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1017	Network Infrastructure Drawing	These are Visio drawings of switches, data closets, fiber interconnections, etc. used to monitor the entire campus infrastructure.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1018	Cell Phone Agreements	These are signed agreements that employees with college-owned cell phones must sign agreeing to abide by the College policy.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1019	Laptop Delivery Form	These forms are used to document the receipt of a new college-assigned laptop by an employee acknowledging they have also received the policy for its use. The form lists the tag	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy

		number, laptop SN#, model information, building, phone, department, division, travel power cord, docking station power cord, extended travel battery, tech info, date, and employee signature.	
1020	Image Check-Off Sheet	These forms are completed for each computer and laptop at the college and support the software installation; serve as a guideline used to secure appropriate images. Each sheet lists machine type, image created by, date, and various software installation items.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1021	Cabling Documents	These spreadsheets are used to allocate devices and cables throughout the campus and to upload into the E911 program. These records list: cable number, Patch Panel identifier, port, and virtual network identification for wired infrastructure.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1022	Mark-Up Documents	These are drawings, building blueprints, and floor plans for all facilities to add markings indicating data drops, cabling, closets, etc. matching Information Technology (IT) specifications. These are used to document IT connections and are also used by contractors, campus users, and Physical Plant.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1023	Network Configuration Documentation	This program runs the network devices including per port configuration, VLAN, device configuration changes, error logs, user information device and port plug-in information. The information is organized in device order. It is used to configure new devices, disaster recovery, monitor configuration changes, check on configuration standards, monitor problems, note defective equipment, track users and/or devices, etc. It also includes configurations for load balances, email gateways, telephone switches, etc.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

1024	Camera Inventory	This spreadsheet lists the name, MAC address, Internet protocol, floor, building, account information, camera location, version, model number, C-SN#, C-IP, and recording information.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1025	Cellular Device Inventory	This spreadsheet lists name, e-mail address, model, cellular number and ESN, fixed asset tag, and notes as well as signed agreement notation. These are used to review billings by cellular providers and monitor information for each employee who has been assigned a cellular device.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1026	Internet Protocol (IP) Address Inventory and VLAN Spreadsheet	This spreadsheet lists server, workstation, and controller information as well as IP addresses. It is used to keep from duplicating addresses and assign new ones. The VLAN spreadsheets document network assignments per building or floor basis. A subnet is a group of IP addresses.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1027	Maintenance Reports (Uninterrupted Power Supply)	These reports also include repair orders.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1028	Cabling Standards	These records, titled Structured Cabling Minimum Specifications list the standards, contractor qualifications, meeting information, documentation, materials, equipment and telecommunications room requirements, horizontal workstation cable, vertical riser cables, pathway support system, grounding, and bounding specifications. These standards are provided to engineers planning for renovations, design, and new construction and may be needed for future reference. They also support warranties. Attached may be the installer or service certifications.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy

1029	MAC Inventory	This is an Excel spreadsheet containing the MAC (Apple Computers) inventory which is color-coded by year purchased. The spreadsheet lists classrooms, employee names, quantity, model, hardware information, and graphics card.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1030	Adobe License Maintenance Inventory	This record is a breakdown of licenses by department listing description (Adobe Product Name), quantity, and owner (department name or employee) and is used for inventory control.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1031	Printing Chargeback System	This record is a breakdown of chargebacks to departments for laser printing.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1032	System Logs	These records include VPN, Active Directory logins, Ellucian logins, Barracuda security logs, wireless logins, and other miscellaneous operating system events.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1033	All Printers by IP Spreadsheet	This list is printer name, type, IP address, virtual LAN number, model, location, ID, MAC address, secured, locked, In DNS (Domain Name System), Inactive Directory, 64bit drivers, Driver type, Banner capability, location (Active Directory Status), and Printer Server Name. This record is used to keep track of all campus printers and their properties. It also serves as an inventory for use by IT and for maintenance personnel. The spreadsheet is updated as equipment moves or is disposed of.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1034	Configuration Management Database	This database is used to track all server hardware inventory. The database contains the following information: owner, purchase date, warranty information, purpose, security class, serial number, model, physical or virtual machine, other configuration information, utilities, operating system,	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

		backup schedule, etc. Includes data for equipment, applications, data center environment data, and change log, support requests using outside vendors.	
1035	User Instructions	These documents are available on the web and in hardcopy format in classrooms. These documents (instruction sheets) are used to show how to use the equipment.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1036	Media Equipment Inventory Database	This database is used to track all media equipment and lists media (i.e. projectors, switches, amplifiers, Crestron, etc.) used in classrooms, auditoriums, conference rooms, etc.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 3 years THEN: Destroy
1037	Technology Replacement Expenditures (Spreadsheet)	This is a reference tool used to budget for technology replacement. The spreadsheet lists the transaction date, requisition date, requisition number, purchase order or buyer, vendor, item, cost, balance, and notes.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1038	Software Licenses	Document license agreements for all software purchased.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1039	Help Desk Logs	This log keeps track of phone and walk-in inquiries to the IRT Help Desk. The log may consist of a date, name, phone number, and summary.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1040	Audit Records	A. Annual Audit Report B. Supporting Documentation Includes all support documentation for IRT audit. Documents may include logs, permissions, maps, and any other support evidence for audit.	A. PERMANENT B. RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1041	Barracuda Backup and Restore System File Logs	This system is used for data recovery purposes (specifically restoring virtual machines) and files.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Information Research and Technology Department: Enterprise Applications
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Information Research and Technology Department: Enterprise Applications	This Retention and Disposal Schedule covers the records created and retained by the Information Research and Technology Department. The schedule covers Enterprise Applications. This department is responsible for support and maintenance of the college's Colleague ERP, Bruin Portal, and custom development, as well as support and maintenance of the college's databases. This area also maintains and supports all connecting systems including Etrieve imaging software and Informer reporting software.	
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		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.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		contain names, email addresses, mailing addresses, phone numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Applications Project Documentation	Documents used to collaborate with applications projects which may include processes, procedures, specifications, test plans, support models, and troubleshooting steps. <i>Records will be retained while determined to be of value to this office or superseded by updated information.</i>	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1011	Source Code	Custom source code is written for the support of the College's enterprise applications/systems.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1012	Upgrade Install Guides	These are step-by-step procedures necessary to change from one software release to the next version. Documentation may include patch install information, module upgrade guide (i.e. ERP Module = HR, Student, Finance, etc.), checkmarks, counts, and database administrator comments. There may also be log files.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1013	Ellucian Colleague System Log Files	This is a series of log files created by Ellucian College (the College's student information system).	RETAIN UNTIL: Creation PLUS: 6 months THEN: Destroy
1014	Work Order System Files	This is used to track, research, repair, and communicate incidents between the Help Desk, IRT staff, and end users.	RETAIN UNTIL: Conclusion PLUS: 2 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Lifelong Learning
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Lifelong Learning	This Retention and Disposal schedule outlines the records created and maintained by Kellogg Community College's Lifelong Learning Department.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Class Documentation: Semester Catalogs	Any records that document each semester's catalogs (paper & electronic copies) of the final semester schedule.	PERMANENT
1011	ProClass Class and Student Database: Student Identifiable Information, Registration, and Payment Receipts	These records document student contact information, along with details about class registrations and payment receipts.	PERMANENT
1012	Class Development Documents: Semester Margin Planner & Course Maintenance Spreadsheets	Any records that document price determination, course maintenance, and CEUs.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1013	Instructor Master Contact Database	Any records that contain instructor contact information.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1014	Class Evaluations: Student Evaluations	Any records that document student feedback about their learning experiences and the effectiveness of the class and instructor.	RETAIN UNTIL: End of semester PLUS: 2 years THEN: Destroy
1015	Releases/Waivers for Youth Activities	Any records that document consent and release of liability for minors participating in Lifelong Learning Bruin Youth Programming.	RETAIN UNTIL: End of semester PLUS: 2 years THEN: Destroy

1016	Online Course Third-Party Memorandums of Understanding	Any records that document the Memorandums of Understanding for any Third-Party Vendors.	RETAIN UNTIL: End of agreement PLUS: 2 years THEN: Destroy
1017	Grant Applications and Reports	These records document written grant applications & final reports.	RETAIN UNTIL: End of grant PLUS: 2 years THEN: Destroy
1018	Standard Operating Procedure Manual	This record documents the department's standard operating procedures.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Marketing and Communications Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Marketing and Communications Department	<p>The following Document Retention and Destruction Schedule covers the records created and retained by Kellogg Community College’s Marketing and Communications Department. This department is responsible for college marketing and communications activities including, but not limited to:</p> <ul style="list-style-type: none"> • KCC website content development, design and general maintenance • The development and implementation of strategic marketing plans • Graphic design and content development for a wide range of print and digital media including posters and flyers, brochures, displays, advertising, billboards, physical and electronic signage, general College communications materials, and more • Press/media releases, blog/magazine content, etc. • Social media content creation and distribution • Official College photography/videography 	
1001	Administrative Subject File	<p>These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1002	Calendars and Planners	<p>These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to,</p>	<p>RETAIN UNTIL: Event date PLUS: 2 years OR</p>

		appointments, meetings, calendars, and planners.	RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

		statements as directed by Human Resources.	
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Photography / Videography	Photographs and video shot specifically for the College fall into two categories: raw/unedited files and edited/processed files.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1011	Media Releases	Media releases from photo/video subjects before a shoot. These forms include personally identifying information including name and contact information, and sometimes the information of minors under age 18.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Archived
1012	General Marketing Materials	General marketing materials include, but are not limited to, digital and physical content designed for a wide range of	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value

		print and digital media including posters and flyers, brochures, displays, advertising, billboards, physical and electronic signage, general College communications, and more.	PLUS: 5 years THEN: Archived
1013	Press Releases and Blog Content	Press releases and other written content are sent to the media and posted on the College blog, website, or other KCC communications channels.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1014	Website Content	Content created specifically for the KCC website at kellogg.edu. This content is often by its nature ephemeral and thus isn't formally archived by the Marketing and Communications Department, although it is archived indefinitely in most cases via third-party tools online.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1015	Social Media Content	Content created specifically for KCC-managed social media channels. This content is often by its nature ephemeral and thus isn't formally archived by the Marketing and Communications Department, although it is archived indefinitely in most cases via the platforms in question. It may be deleted at any time.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1016	Marketing Plans and Strategic Documentation	Formal planning documents, plans, and schedules outlining notes, timelines, and recommended tactics for various initiatives.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 10 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Math and Science Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Math and Science Department	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Math and Science Department.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Drafts, In-Process Documents, and Copies of Documents in the Custody of Another Department	In-process drafts and documents for processes where another department is the final custodian of the record, and/or copies of existing records in the custody of another department. Examples include but are not limited to: <ul style="list-style-type: none"> • Professional Effectiveness Plans (PEP) • Annual/Biennial Review Documents (ARM/BRM) • Faculty Observation documents and forms (tenure-track, tenured, adjunct) • Copies of Faculty Unofficial Transcripts and other credentials • Faculty résumés • Leave Requests • Non- Faculty Authorization to Instruct forms • “Incomplete” (“I”) Grade Contracts • Check Requests • Purchase Requisitions 	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1011	Department Year-Round Schedule	This electronic form is used to submit the initial draft of the yearlong Master Schedule for processing and building of course sections in the Colleague System by the Registration Office. Information includes all course sections to be built for each	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy

		discipline area in the Department for each indicated semester.	
1012	Colleague Schedule Change – Course Section Maintenance Form	This electronic form is used to make minor changes in the Colleague System after the Master Schedule information has been submitted and processed by the Registration Office. Information includes changes and/or additions to previously submitted course sections, cancelations of previously submitted course sections, and new course sections to be added to the Master Schedule.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1013	Teaching Schedule Preference Forms	These forms are completed by faculty to indicate their course section teaching preference for an upcoming semester. The forms are used in the creation of the semester schedules. Information includes course section offerings in the discipline for the upcoming semester. Faculty are asked to indicate their preference by signing their name to the course section.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1014	Semester Schedule Building Records	Folder documented by semester and used for quick reference. Each folder may contain any or all of the following: draft copies of the year-round schedule, teaching schedule preference forms, copies of Letters of Agreement with Adjunct Faculty, and draft copies of Room Assignment Sheets.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy
1015	Departmental Specific Forms	Documents specific to the Math and Science Department that include Mailing lists, faculty/staff contact information, and other internal department-related documents.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy
1016	Course Related Forms	These forms are completed by faculty in direct support of course and/or student processes and are not processed through established electronic systems. Examples include Incomplete	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy

		contracts, Credit by Exam forms, or Field Trip requests.	
1017	Chemical Inventories and Safety Data Sheets	Chemical inventories, including Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS)	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded. THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Morris Library
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Morris Library	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Morris Library.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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	RETAIN UNTIL: Activity is completed THEN: Destroy

		information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders.	
1010	Staff Information	Publisher Document lists full and part-time staff. Details include the following: Name, Address, Phone Numbers	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1011	KCC Archives	All items located in the College archives are retained on a permanent basis.	PERMANENT
1012	Sierra (ILS) – Patron Record	Current staff and student records are uploaded from Ellucian weekly. Each record has a specified expiration date. If fines on the account, the file is kept until the fine is resolved.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1013	Sierra (ILS) – Check-Out Record	Lists item number, barcode, call number, location, title, due date, and status. Also lists holds, fines, and INN-Reach	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1014	Sierra (ILS) -- Cataloging Record	Bibliographic record for each book in the library.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1015	Sierra (ILS) – Acquisition/Serials	Subsystem that manages all serials	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1016	Laptop Usage Data	Data on laptop damage, waitlist, and attrition rate.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1017	Circulation Desk schedules	Weekly schedule of who is working the circulation desk.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1018	Reference Desk Schedules	Weekly schedule of who is working the Information Desk.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy

1019	Room Schedules	Printout of rooms that need to be unlocked each day for meetings	RETAIN UNTIL: Creation PLUS: 1 week THEN: Destroy
1020	Monthly Book Lists	List of books that are missing, billed, or lost for the shelves to be checked for the item.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1021	Hours Signage	Hours to be posted at the library entrances, and documents of past hours and changes.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1022	Key Assignments	List of keys that are assigned to library staff	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1023	Best Sellers to order	List of books to be ordered for the Best Sellers display	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1024	Nursing Accreditation Documents	Documents created by request from faculty and administration in the nursing department. Records are kept supporting future accreditation efforts.	RETAIN UNTIL: 2 accreditation cycles PLUS: 10 years THEN: Destroy
1025	Instruction Materials	Documents created to support library instruction. Old presentation handouts and PowerPoints are kept for future class visits and replaced when redundant	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1026	Allied Health Accreditation Documents	These documents support accreditation in Dental Hygiene, Physical Therapy Assistant, and Radiography. These are created by request from faculty and administration in the allied health departments. Records are maintained to support future accreditation efforts.	RETAIN UNTIL: 2 accreditation cycles PLUS: 10 years THEN: Destroy
1027	Image and Comment Release Forms	Signed release forms allowing the library to use photographs, videos, or comments of individuals in social media postings and other public-facing content.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy

1028	Social Media Content Records	Records of social media posts, including associated captions and visuals created for library outreach and engagement. These materials are retained to inform future content planning	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1029	Committee Records	Notes, emails, and other documents created as part of participating on a committee.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
1030	Fine Slips	These are created when patrons do not return materials. Paid fine slips are destroyed. Unpaid fine slips are kept until paid	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1031	Community Patron Cards	Created when we have a new community patron. If the patron has been expired for one year, the electronic record is deleted, and the paper registration card is destroyed.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1032	WorldShare InterLibrary Loan request forms	Record showing the library that has requested our item. Paper copies are destroyed when the item is returned. Records for overdue items are retained until paid or returned.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1033	MeLCat Reports	These reports show the various statuses of MeLCat Loans. They are retained until the item is paid or returned.	RETAIN UNTIL: Returned/paid PLUS: 7 years THEN: Destroy
1034	MeLCat or ILL outstanding bills	Created when an item loaned through MeLCat or ILL item becomes overdue. Retained until paid or returned. Refused bills are kept one calendar year.	RETAIN UNTIL: Returned/paid PLUS: 7 years THEN: Destroy
1035	KCC paid items	Bills for items our patrons have lost or not returned.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1036	Files for student workers	Including resume, application and availability sheets, shelf reading forms	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1037	Reserve forms	Forms created by professors to indicate what they would like on reserve and what parameters to use for checkout.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value

			THEN: Destroy
1038	Article Exchange	Articles we loaned for our students.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1039	Photos of damaged items	Taken to prove damage to patrons or RIDES.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1040	Scanned articles/book chapters	Items scanned from our collection to send to fulfill a request from another library	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1041	Library Budget Expenditures	Invoices, check requests, and blanket requisitions are filed in binders by budget year	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1042	Library Fiscal Close Reports	Printout of the fiscal close process through our Sierra Library System	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1043	Marcive authority work documentation	Authorities Processing Profile with Customer Specifications and Cataloging Profile	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1044	Technical Services Data Survey Information	Totals of items cataloged and withdrawn each month including all lists generated from the ILS of records to be removed from EBSCO EDS. Lists of adjunct and student hours worked, and rooms scheduled by the College.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1045	WT Cox Serials	Yearly subscriptions and invoices	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1046	Book Orders	List of books ordered	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1047	Library Budget Data	Excel spreadsheet listing account numbers, expenses, budget year, and encumbrances	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1048	Books Cataloged	List of books cataloged by fiscal year	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy

1049	Library Cost Analysis	Pie chart of library expenditures listed by library fund type	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1050	Gift Correspondence	Letters thanking people for book donations	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1051	IPEDS Budget Information	Information used to complete the budget portion of the IPEDS Academic Library Survey	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1052	Meeting Minutes	Library Staff meeting minutes	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1053	IPEDS Academic Library Data	Information used to complete the IPEDS Academic Library Survey	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1054	Record Delete Lists	Lists of records deleted generated from our ILS to send to be removed from EBSCO EDS	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name President's Office
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	President's Office	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Office of the President.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the college or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	President's Weekly Reports to the Board of Trustees	These files are used to collect information that supports the development of the weekly Report to the KCC Board of Trustees. The report contains a President's Message, a Financial Statement, funding information, employee and student statistics, Points of Pride, Points of Interest, academic initiatives, foundation activity, etc. In conjunction, this document is used as communication to the Board of Trustees. Highlights may include monthly or upcoming events, foundation information, major campus activities, etc.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Archived
1006	Student Issue Correspondence	This correspondence is from students addressing complaints or concerns to the President. The file (primarily retained electronically in Name/Subject order) will contain the original correspondence and a response from the President or appropriate college personnel.	RETAIN UNTIL: Date sent or received. Records will remain active until resolved. PLUS: 2 years THEN: Destroy
1007	Instruction Subject Files	This file contains copies of correspondence, reports, and meeting documentation and	RETAIN UNTIL: Creation. PLUS: 2 years

		serves as a quick reference to important issues or topics relevant to this office.	THEN: Destroy
1008	Student Affairs Subject Files	This file contains copies of correspondence, reports, and meeting documentation and serves as a quick reference to important issues or topics relevant to this office.	RETAIN UNTIL: Creation. PLUS: 2 years THEN: Destroy
1009	Communications and Advancement Subject Files	This file contains copies of correspondence, reports, and meeting documentation and serves as a quick reference to important issues or topics relevant to this office.	RETAIN UNTIL: Creation. PLUS: 2 years THEN: Destroy
1010	Higher Learning Commission Records	These records are created to support the college accreditation process but are mostly held in the Instruction Division. These files may contain the following: presentation worksheets, team listings, sign-in sheets, various process improvement tools, workshop schedules, agendas meeting minutes, etc.	RETAIN UNTIL: Creation. PLUS: 2 years THEN: Destroy
1011	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1012	Department Budget Documentation	These are the President's Office copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1013	Institutional Priorities Records	These files are used to support the President's role in the college's strategic planning process and may contain the following: correspondence, meeting notes, surveys, community forum documentation, etc.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1014	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the	PERMANENT

		KCC Board of Trustees. The files contain all original policies and all versions.	
1015	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1016	Transitory Records	These records document college 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

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Public Safety Education Office
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Public Safety Education Office	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Public Safety Education Office.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Date event has occurred or was to be held. PLUS: 2 years THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Police Academy Student Records	Includes student applications, waivers, assessments, and other documentation generated during the Police Academy program. Records contain confidential and personally identifiable information (e.g., Social Security numbers, birth certificates, and driver's licenses).	RETAIN UNTIL: Creation PLUS: 30 years (MCOLES Standard) THEN: Destroy
1011	Police Academy Operational Documents	Includes operating proposals, end-of-session evaluations, training modules, and operational standards related to Police Academy programming.	RETAIN UNTIL: Creation PLUS: 30 years THEN: Destroy
1012	Local Corrections Academy Student Records and Operations	Includes student records and operational documents such as schedules and instructor assignments for the Corrections Academy.	RETAIN UNTIL: Completion of program PLUS: 7 years THEN: Destroy
1013	Local Corrections Academy Tests & Evaluations	Student test results and instructor evaluations for Corrections Academy participants.	RETAIN UNTIL: Completion of program PLUS: 1 year THEN: Destroy
1014	MCOLES Testing Records – Reading/Writing Test	Reading and writing test rosters for Police Academy Applicants.	RETAIN UNTIL: Creation PLUS: 31 years (MCOLES Standard) THEN: Destroy
1015	MCOLES Testing Records – Fitness Tests	Physical fitness rosters, test results, and Physician's Health Screening Forms for Police Academy applicants.	RETAIN UNTIL: Creation PLUS: 3 years (MCOLES Standard) THEN: Destroy

1016	Prisoner Education Program	Includes Michigan Department of Corrections Contract, Release of information	RETAIN UNTIL: Completion of program PLUS: 7 years THEN: Destroy
1017	Advisory Committee Minutes and Agendas	Meeting agendas, minutes, and related materials for the Police and Corrections Academy Advisory Committees.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1018	Academic Files	Includes course substitutions, prior experiential learning documentation, grade change forms, and related academic records.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1019	Law Enforcement Training Rosters	Attendance rosters for MCOLES-approved law enforcement training or continuing education sessions.	RETAIN UNTIL: Completion of program PLUS: 3 years THEN: Destroy
1020	Firearms Inventory and Sales Records	Includes records of firearms purchased, sold, or traded for Police Academy use. <i>Documentation includes serial numbers, purchase receipts, and transaction records. Inventory records are retained while firearms remain in possession; sales and trade records are stored for auditing purposes.</i>	RETAIN UNTIL: While active (possession, sales, or trade) PLUS: 7 years THEN: Destroy
1021	Gift Card Rosters	Records documenting the distribution and tracking of gift cards for academy-related incentives or reimbursements.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1022	Adjunct Faculty Files	Includes applications, resumes, transcripts, and supporting documentation submitted by prospective adjunct faculty for the Police or Corrections Academy. May include interview notes or evaluation rubrics.	RETAIN UNTIL: Termination of employment PLUS: 3 years THEN: Destroy
1023	Payroll Files	Includes pay authorizations, time sheets, contracts to teach, stipend documentation, and other payroll-related records for adjunct faculty teaching in the Police and Corrections Academies.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Registrar's Office
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Registrar's Office	<p>This Retention and Disposal Schedule covers the records created and retained by Kellogg Community College's Student Affairs Division, Registrar's Office, and Records. The Registrar's Office provides services and information to students, faculty, staff, and other constituencies. Their core functions include academic records and transcripts; certificates and diplomas; degree certification; enrollment and registration; grade collection and recording; fee classification; and transfer credit processing.</p> <p>Note: The Ellucian (Colleague) Student System is used for enrolling at KCC, registering for classes, and viewing academic history. Any record listed below that is used to update the Colleague record will be noted "Etrieve" in red meaning this is saved in the Etrieve Electronic Platform.</p>	This item was intentionally left blank
1001	Administrative Subject File	<p>These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence,</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>

		memoranda, reports, research, articles, meeting notes, and related background materials. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas,	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy

		recordings, and distribution materials.	
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Academic Records	All academic grades and transcript records.	PERMANENT
1011	Student Completed Academic Records	A. Student Schedule Adjustment-Add/Drop Forms, request to audit or change audit status, Late add/ and/or Added Seat Colleague.	A. RETAIN UNTIL: Last semester attended PLUS: 1 year THEN: Destroy B.

		B. Student withdrawal forms	RETAIN UNTIL: Graduation or last date of attendance. PLUS: 2 years THEN: Destroy
1012	Admission Files	<p>This form is completed by the student electronically utilizing the Element Platform for admission to KCC. This form may also include a paper application. The form collects and assigns the student identification number for secure record storage of grades, schedules, transcripts, financial aid, and degree audits. It stores demographic information such as name, address, social security number, date of birth, gender, telephone number, email address, citizenship information ethnicity, race, program of student and high school courses, and grade information as well as the student's electronic signature.</p> <p>Designated school officials may issue a Form I-20 to a student who has completed the entire International Application process. This is a requirement in compliance with TITLE 8-Aliens and Nationality, CHAPTER 1 DEPARTMENT OF HOMELAND SECURITY, SUBCHAPTER B-IMMIGRATION REGULATIONS.</p> <p>International applications include: Proof of written and oral English competency either TOEFL OR IELTS, Proof of Finances from student or sponsor, Bank statement in English translation, and US currency. (Etrieve)</p> <p>Michigan Uniform Guest Applications-paper/electronic (Etrieve)</p>	RETAIN UNTIL: After graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy

		Applicants who do enroll (e.g. application correspondence, acceptance letters, medical records transcript, international documents (Etrieve))	
1013	Subpoena/Student Records and Requests for Information	<p>Includes actual subpoena, release of information, correspondence to students, copies of requested documents, and correspondence to the requestor. An electronic note is placed in the Colleague student record noting that records are released.</p> <p>These requests for information come in from various sources (police, courts, potential employers, MI Dept. of Corrections, federal agencies, etc.) They are requesting academic records, disciplinary actions, extracurricular activity information, and support services. Paper and (Etrieve)</p>	<p>RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy</p>
1014	Authorization of Release of Information Form	<p>This form authorizes KCC to discuss and release information with a designee for the student. The form includes an explanation of FERPA and what the form does. Student must identify what information is to be discussed/released and to whom Student's signature is required.</p>	<p>RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy</p>
1015	Request to Prevent Disclosure of Directory Information	<p>This is a request to withhold directory information from being released to third parties without the consent of the student. Includes an explanation of FERPA and disclosure of directory information. Student signature is required, and the option to select not to disclose or cancel the request. The document will remain until the student signs a release.</p>	PERMANENT
1016	Registration Forms	Student completed registration forms.	<p>RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy</p>

1017	Transcript Request	This is a transcript request form used by individuals to request "official" copies of their transcripts. Note: Record made in Colleague SIS which may remain permanent.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1018	Incoming Transcripts	Official copies of student transcript from previous institutions, including military documents- DD214, JST. (Etrieve) Official copies of student transcripts from previous institutions, including military copies. (Etrieve) An electronic copy in Etrieve-destroy paper copy	RETAIN UNTIL: After graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy
1019	Reverse Transfer	The Reverse Transfer Agreement allows KCC students who have earned a minimum of 45 credits before transferring, the opportunity to transfer back credits earned at the 4-year partner institution. Once the student has earned a minimum of 15 KCC credits, or 25% of degree/certificate they become eligible to apply for an associate degree under the reverse transfer agreement. If denied, a degree audit correspondence will be sent to the student identifying which course(s) are needed to complete the credential. attached.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1020	Name Change Authorizations	Documentation that shows legal proof of a name change.	RETAIN UNTIL: After graduation, the last date of attendance, or one year for non-attendance PLUS: 5 years THEN: Destroy
1021	Residency Reports	This is an Excel spreadsheet that lists the student's name, and KCC ID number and It is used to verify residency status. Stored electronically in the SIS Colleague. Changes of address/residency are scanned and entered in the (Etrieve) Platform. Documents used to	PERMANENT

		verify residency are Utility bills with the student's name and any government document that shows the student's name and recent date within the past 3 months.	
1022	Race/Ethnicity Statistics	Statistic documentation.	PERMANENT
1023	Institutional Schedule of Classes	Both electronic and paper sources of the class schedule per semester. SIS Colleague. Documentation of initial and changes for course sections.	PERMANENT
1024	Appeals	Past financial and grade appeals. Documentation is in paper format currently. Will move to Etrieve for keeping. (Etrieve)	PERMANENT
1025	Applications for Graduation	Electronic application for graduation for an associate degree or certificate.	PERMANENT
1026	College Catalogs	College catalogs showing graduation requirements, programs, course descriptions, and other information for the student.	PERMANENT
1027	Change of Grade Forms	Requests for grades to be changed.	PERMANENT
1028	Class Lists/Original Grade Sheets	Class schedules and grade sheets.	PERMANENT
1029	Commencement Program	List of candidates and graduates for four consecutive semesters for each year.	PERMANENT
1030	Credit by Exam Reports/Scores	Any reports or scores including Prior Experiential Learning, Course Substitutions, Exemptions, Advance Placement, and CLEP.	PERMANENT
1031	Academic Forgiveness Forms and Academic Fresh Start Requests	These forms are used for students to fill out requesting forgiveness for past failing grades. It may increase students' overall GPA if they qualify and meet the requirements. The form lists the student's name and number and is completed in triplicate. (Etrieve)	PERMANENT

1032	Diploma Orders	Requests for diplomas.	RETAIN UNTIL: Graduation PLUS: 5 years THEN: Destroy
1033	Degree Audit Reports	Report showing if degree requirements are met.	PERMANENT
1034	Degree Statistics	Statistics about degrees.	PERMANENT
1035	Deceased Student Information	Name and proof of deceased in the office software platform.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1036	Entrance Exams	Including but not limited to ACT, SAT, PSAT, ALEKS, and student placement testing.	RETAIN UNTIL: After graduation, the last date of attendance, or one year for non-attendance THEN: Destroy
1037	Graduation Lists	List of graduated students.	PERMANENT
1038	Incomplete Grade Contract	Student signed Incomplete Grade Contracts.	PERMANENT
1039	Duplicate Student Identification Worksheet	Documented proof of duplicate ID, for social security.	PERMANENT
1040	Student High School Articulation	The Student Articulation Application is for a student who participated in a program in which an Articulation Agreement has been established. Secondary education personnel completes the outcomes of both institutions, and the student successfully passes a KCC course for academic credit, the KCC course becomes part of the student's academic record. Noted as transfer credit on the academic transcript from the institution in which the agreement is from.	PERMANENT
1041	Substitution Request	The Course Substitution Request is requested by the student and submitted to the KCC Director of the specified program. Upon acknowledgment of the director, a form is sent to the Registrar's Office for review and approval	PERMANENT

		before it is entered as a substitution on the program of study.	
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RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: College/University

Government Unit Name Kellogg Community College	Department Name Regional Manufacturing Technology Center
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Regional Manufacturing Technology Center	This Retention and Disposal Schedule covers the records created and retained by the Regional Manufacturing Technology Center (RMTC). The schedule covers the following: Industrial Trades Education (1000) Workforce Solutions (2000) Iact Grant Program (3000)	
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses,	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		mailing addresses, phone numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Drafts, In-Process Documents, and Copies of Documents in the Custody of Another Department	In-process drafts and documents for processes where another department is the final custodian of the record, and/or copies of existing records in the custody of another department. Examples include but are not limited to: <ul style="list-style-type: none"> • Professional Effectiveness Plans (PEP) • Annual/Biennial Review Documents (ARM/BRM) • Faculty Observation documents/forms (tenure-track, tenured, adjunct) • Copies of Faculty Unofficial Transcripts and other credentials • Faculty résumés • Leave Requests • Non- Faculty Authorization to Instruct forms • “Incomplete” (“I”) Grade Contracts • Check Requests • Purchase Requisitions 	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1011	Support Staff Evaluations	This document is used during staff evaluations. A copy is kept in the Executive Director’s office.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1012	Room Schedule	This document is used to keep track of which classes are scheduled in which room within the facility.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

1013	RMTC Meeting Minutes	Meeting minutes that are recorded during RMTC staff meetings.	RETAIN UNTIL: Creation PLUS: 1 year THEN: Destroy
1014	Faculty Evaluation	These documents are used to review pre-tenured faculty and every three years for tenured faculty.	RETAIN UNTIL: Employment ends PLUS: 5 years THEN: Destroy
1015	Advisory Committee Meetings	Meeting minutes for state-approved occupational programs.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
2000	Career Coaching	These documents kept in Career Coach's personal computer folder include resources, such as labor market information, resume tips, and career planning resources.	RETAIN UNTIL: Event THEN: Destroy
2001	RMTC Tours and Outreach	These documents kept in the Career Coach's personal computer folder include schedules, data analysis, policies, promotional items ordered, and others.	RETAIN UNTIL: Academic year THEN: Destroy
2002	WFS Training Documents	These documents kept in the Program Manager's computer folder include the Training contract agreement with the employer, Sign-in sheets, Grading rubrics, and Course evaluations.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value or superseded THEN: Destroy
3000	Pre-Recruitment Records	These documents are for Flyers, Press Release, Referrals list, iACT Selection Criteria/Next Steps packet.	RETAIN UNTIL: Academic year THEN: Destroy
3001	Recruitment Records	The following documents are used to determine possible interest in the iACT program: intake form, Image and Comment Release form, Program Consent, and Confidentiality agreement, FERPA release form, Attendance, student expectations, needs checklist. A pathway plan, Accuplacer test summary (Depending on program), high school transcripts, income verification, State Identification or driver's license, student	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy

		information sheet and interview documents, intent letter, TB test (depending on program), vaccination records, and Presentation PowerPoint.	
3002	iACT Graduation	These documents are used for completion certificates.	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy
3003	iACT Next Step	The following documents are kept for students in our Next Step program: Next Step paperwork, FAFSA award/denial letter, student class schedules, and recruitment.	RETAIN UNTIL: Academic year THEN: Destroy
3004	iACT Cohort Information	This document includes schedules, Course Section Maintenance forms, rosters, grade summaries, resumes, registrations, billing summaries, orientation materials, mock interview materials, training agreements, and Memorandums of Understanding stored in our iACT shared OneDrive folder.	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy
3005	Instructor Planning Documents for iACT	The iACT folder includes master schedules, contact information, payroll memos, and evaluations.	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy
3006	Curriculum Resources for iACT	The iACT folder includes syllabi, pacing guides, assessments, presentations, and other resources.	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy
3007	iACT Data Spreadsheets	The document kept showing the progress of DE students throughout the semester for data analysis and planning.	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy
3008	iACT Communications	These documents include materials including PowerPoint presentations, email templates, and others.	RETAIN UNTIL: End of grant PLUS: 5 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Social Science and Integrative Learning Department
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative
Department of Technology, Management and Budget, Records Management Services
Department of Technology, Management and Budget, Archives of Michigan
Approval Date:
State Administrative Board

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Social Science and Integrative Learning Department	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Social Science and Integrative Learning Department.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		<p>compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.</p>	
1004	Event Logistical Records	<p>These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.</p>	<p>RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy</p>
1005	Meeting Records	<p>These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.</p>	<p>RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy</p>
1006	Policies and Procedures	<p>These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1007	Department Budget Documentation	<p>These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.</p>	<p>RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy</p>
1008	Rosters, Mailing Lists, and Contact Lists	<p>These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.</p>	<p>RETAIN UNTIL: Updated or obsolete THEN: Destroy</p>
1009	Transitory Records	<p>These records document college activities that have temporary value and do not need to be</p>	<p>RETAIN UNTIL: Activity is completed THEN: Destroy</p>

		<p>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.</p>	
1010	<p>Professional Effectiveness Plans, Annual Review Documents, Tenure Track Faculty Observation documents, and Faculty Observation forms</p>	<p>Professional Effectiveness Plans are completed by full-time faculty in accordance with their union contract. This document is a self-assessment tool submitted annually per the faculty contract. The Annual Review Document is completed by the Chair and approved by both the Chair and faculty member. These documents are submitted electronically to the Dean of Arts and Sciences and are maintained electronically by the Human Resources Department. The Tenure Track Faculty Observation form is completed by the Chair and Dean of Arts and Sciences over the eight (8) semester required observation period outlined in the faculty contract. Electronic copies of the document and signature page are maintained by Chair and Dean of Arts and Sciences. Once tenure is approved, the final documentation is maintained electronically by the Human Resources Department. Full time faculty required observations (every three years) are completed by the Chair, reviewed with the faculty member, and electronically submitted to the Dean of Arts and Sciences. Adjunct faculty are evaluated on a rotating basis by the Chair, reviewed with the adjunct faculty member, and the document is given to the adjunct faculty member.</p>	<p>RETAIN UNTIL: End of employment PLUS: 5 years THEN: Destroy</p>

1011	Department Year-Round Schedule	This electronic form is used to make changes in the Colleague System after the Master Schedule information has been submitted and processed by the Registration Office. Information includes changes and/or additions to previously submitted course sections, cancelations of previously submitted course sections, and new course sections to be added to the Master Schedule.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1012	Colleague Schedule Change – Course Section Maintenance Form	This electronic form is used to make minor changes in the Colleague System after the Master Schedule information has been submitted and processed by the Registration Office. Information includes changes and/or additions to previously submitted course sections, cancelations of previously submitted course sections, and new course sections to be added to the Master Schedule.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1013	Teaching Schedule Preference Forms	These forms are completed by faculty to indicate their course section teaching preference for an upcoming semester. The forms are used in the creation of the semester schedules. Information includes course section offerings in the discipline for the upcoming semester. Faculty are asked to indicate their preference by signing their name to the course section.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1014	Semester Schedule Building Records	Folder documented by semester and used for quick reference. Each folder contains the following: draft copies of the year-round schedule, teaching schedule preference forms, matrix, printed copies of Letters of Agreement with Adjunct Faculty, and draft copies of Room Assignment Sheets.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1015	Departmental Specific Forms	Documents specific to the Social Science and Integrative Learning Department include: Mailing lists, sign-in sheets, Check Requests, and Purchase Requisitions.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

1016	Faculty Related Forms	These forms are completed by faculty in direct support of course and/or student processes. Examples include: The non-teaching Faculty Instruction Form, Incomplete Contract Form, Mileage Form, and Leave Form.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy
1017	Faculty Teaching Credentials	This spreadsheet is used to support the Higher Learning Commission accreditation process and as a quick reference to check qualifications for faculty in hiring and scheduling purposes. The spreadsheet lists the following: curriculum area, course, and HLC Minimum Teaching Qualifications. Master record maintained by the Vice President of Instruction office.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1018	Adjunct Faculty Files	These files support the interview and selection process and contain the following: resumes and unofficial transcripts. These records do not duplicate the employees' HR employee personnel file. These files are used to collect information that supports the professional development of adjunct instructors and their teaching assignments. These files may include teaching observations, curriculum information, contact information, teaching schedules, teaching schedule preferences, and other relevant information.	RETAIN UNTIL: End of employment PLUS: 5 years THEN: Destroy
1019	Event Files	These files are created to plan and execute department events with community partners, such as Bruins Give Back, Community Connect, Bruin Boost, and Bruin Blast.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1020	Honors Students	These documents are used to collect and support students in the Honors program and may include transcripts, admission letters, probation letters, revocation letters, progress reports, course and program information, and similar.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1021	International Trips	These documents are used to collect and support students, faculty, and other participants	RETAIN UNTIL: Creation PLUS: 5 years

		participating in International Trips. These documents may include liability waivers, itineraries, course and program information, financial payment information, insurance information, packing lists, receipts, faculty trip proposals, budgets, and similar.	THEN: Destroy
1022	International Trips – Forms needed for Travel	These documents are used to collect and support students, faculty, and other participants participating in International Trips. These documents may include health information, passport copies, insurance information, and similar.	RETAIN UNTIL: Event THEN: Destroy
1023	Service-Learning Correspondence and SL Forms	These documents are used to collect and support students, faculty, and other participants participating in their Service-Learning experience. These documents may include a letter to the community, a Service-Learning agreement, and time logs. These documents are kept with instructors.	RETAIN UNTIL: Creation PLUS: 2 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Office of Student Life
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Office of Student Life	<p>This Retention and Disposal Schedule covers the records created and retained by Kellogg Community College’s Student Affairs Division, Office of Student Life. The Office of Student Life provides services and information to students, faculty, staff, and other constituencies.</p> <p>This office is responsible for the following: Registered Student Organizations, Gold Key/Board of Trustee Scholarship Cohort Oversight, Student events, New Student Orientation, and Starfish Retention Software.</p>	This item was intentionally left blank
1001	Administrative Subject File	<p>These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p>
1002	Calendars and Planners	<p>These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but</p>	<p>RETAIN UNTIL: Event date PLUS: 2 years OR</p>

		may not be limited to, appointments, meetings, calendars, and planners.	RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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 sent or received PLUS: 2 years THEN: Destroy
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy

1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
1009	Transitory Records	These records document college 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
1010	Registered Student Organization Constitution Form	The constitution form is used by our Registered Student Organizations to become formally recognized as an official, active club at Kellogg Community College. This document requires student groups to declare a shared mission statement, outline officer roles and responsibilities, and create guidelines for membership. Any club which has not been active for 5 years is considered disbanded.	RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy
1011	Registered Student Organization Membership Roster	The roster lists all currently enrolled students who are members of a Registered Student Organization, as well as information for meeting times and login credentials for any social media accounts held by the	RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy

		<p>group. This is a required part of the annual registration process for Registered Student Organizations to be considered active.</p> <p>Any club which has not been active for five years is considered disbanded.</p>	
1012	Registered Student Organization Advisor Agreement	<p>The Advisor Agreement indicates voluntary acceptance of a club advisor position by an eligible KCC faculty or staff member. This is a required part of the annual registration process for Registered Student Organizations to be considered active.</p> <p>Any club which has not been active for five years is considered disbanded.</p>	<p>RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy</p>
1013	Field Trip Packets	<p>KCC encourages its students to participate in off-campus programs that provide valuable learning opportunities. Any club or group of students that is not associated with a class or athletic team must register trips off-site that utilize KCC/club resources (including but not limited to funding, staff, and transportation). These packets include student and chaperone names, KCC ID numbers, emergency contact information, and signatures acknowledging adherence to the Student Code of Conduct for the duration of the trip.</p>	<p>RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy</p>
1014	Registered Student Organization Fundraising Forms	<p>Registered Student Organizations are encouraged to host fundraising activities to produce revenue for their club. For approval, complete a Fundraising Application and submit it to Student Life at least 2 weeks before the intended date(s) of activity.</p>	<p>RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy</p>

		<p>If partnering with outside businesses, (i.e., Sponsorships, fundraisers, etc.) fundraising forms must also be submitted to the Kellogg Community College Foundation for prior approval. Registered Student Organizations are expected to follow up with Student Life to share the total revenue gained from all fundraising activities.</p>	
1015	<p>Registered Student Organization Purchase Requests, Check Requests, and Account Ledgers</p>	<p>Registered Student Organizations will have accounts with the College for expenditures and revenues. Registered Student Organizations wishing to make a deposit, or a purchase, must contact Student Life. Off-campus accounts are not permitted. A KCC account allows for the efficient collection of fundraising monies, for campus departments to easily transfer funds as a means of support for the organization, and allows for an easy transition of club resources and leadership from year to year.</p>	<p>RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy</p>
1016	<p>Registered Student Organization Member/Advisor Manuals</p>	<p>These manuals are used to guide Registered Student Organization leadership/members/advisors in navigating college procedures and accessing support for their success. They contain information regarding the following: registration process, roles in a Registered Student Organization, resources available, policies and procedures, and helpful guides and forms.</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy</p>
1017	<p>Phi Theta Kappa Honor Society Applications</p>	<p>This application is a form that students must complete to be inducted to membership in the International Honor Society, which requires them to demonstrate a high academic standing by meeting a specific GPA requirement. Information includes the student's name, address, KCC ID, and intended</p>	<p>RETAIN UNTIL: Creation PLUS: 6 years THEN: Destroy</p>

		major/graduation date. Once a student enters membership, they are a member for life. Phi Theta Kappa is regarded as a Registered Student Organization at KCC.	
1018	Gold Key/Board of Trustee Semi-Annual Transcript Audits	Students who receive the Gold Key or Board of Trustee scholarship commit to a two-year cohort track with several items required for continued participation. Oversight of this commitment is maintained in Student Life and students are appraised of their progress through the cohort at the end of each fall and spring semester through a transcript review.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1019	Gold Key/Board of Trustee Semi-Annual Memo for Continuance	Students who receive the Gold Key or Board of Trustee scholarship commit to a two-year cohort track with several items required for continued participation. The KCC Foundation is appraised of which scholars are recommended to continue in the cohort at the end of each fall and spring semester via a memo.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1020	Gold Key/Board of Trustee Case Notes	Students who receive the Gold Key or Board of Trustee scholarship commit to a two-year cohort track with several items required for continued participation. Students meet with the Director of Student Life each fall and spring semester to discuss their progress and case notes are kept facilitating smooth conversations from term to term.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1021	Student Reference Letters	Students seeking employment, scholarship, or advanced degree opportunities may request letters supporting their character, values, work ethic, or academic prowess. Student Life provides letters of support when possible.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1022	Programming Information	Workbooks are maintained in the program facilitated through Student Life. Information including vendor contact,	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy

		pricing, set up, volunteer scheduling, and participation data are included in this data.	
1023	New Student Orientation Participation Data	All degree-seeking students must participate in New Student Orientation and complete the Learning Technologies Readiness module to continue in classes at KCC. Data is collected regarding participation numbers, demographics, satisfaction/feedback, and demonstration of learned content.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1024	Starfish Tracking Items	Tracking items within the Starfish platform allows faculty, advisors, and staff to monitor a student's academic progress and raise items (flags, kudos, referrals) when concerning patterns are observed, such as poor grades, excessive absences, or potential risk factors, thus prompting necessary interventions to improve student retention.	PERMANENT
1025	Starfish Notes	Notes can be entered within the Starfish platform by faculty and staff to record meetings or services accessed by students to support their academic progress and improve student retention.	PERMANENT
1026	Bruin Payroll Authorization	The Bruin is KCC's student newspaper. This document records stipends distributed to the editor and supervising faculty member. The form contains information such as name and earned amount.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1027	Student Life Job Descriptions	These job descriptions spell out specific duties of The Lookout student employees. These descriptions (including editor-in-chief, photo editor, ad manager, etc.) are used by the advisor to make sure expectations are being met by student employees.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1028	Student Training Manuals	This manual is used to train new student employees and contains procedures regarding such items as the following: employment, performance appraisals, tardies	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

		and absences, workflow, professional conduct, telephone etiquette, emergency procedures, etc.	
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RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: *College/University*

Government Unit Name Kellogg Community College	Department Name TRIO/Student Support Services
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule – Local Government Record Inventory

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
Item is intentionally left blank	TRIO/Student Support Services	This Retention and Disposal Schedule covers the records created and retained by Kellogg Community College's Office of Student Support Services which supports the TRIO grant and students.	Item is intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		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.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may	RETAIN UNTIL: Updated or obsolete THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: *College/University*

Government Unit Name Kellogg Community College	Department Name Office of the Vice President for Instruction (Chief Academic Officer and HLC Assessment Liaison Officer)
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Office of the Vice President for Instruction (Chief Academic Officer and HLC Assessment Liaison Officer)	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Office of the Vice President for Instruction.	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses,	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		mailing addresses, phone numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Program Analysis Records	These records are used to document the study and review of academic programs for future viability and contain documentation such as enrollment trends, seat limits, organization charts, cost configurations, related correspondence, various statistics, job market analyses, etc. These records support ongoing recommendations for academic program changes and realignments to the Board of Trustees. <i>NOTE: The comprehensive program review cycle is five years; this allows for two cycles.</i>	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy
1011	Division Files	These files are created and maintained to keep the Vice President informed of current division activities. They are set up by the academic division and contain the following: Vice President's meeting notes, spreadsheets, reports and related correspondence related to the following topics: grant site visit, new syllabus system, events, staffing, professional development planning documentation, etc.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1012	Finance, Administrative, and Advancement Subject File	These files are maintained to retain copies of administrative	RETAIN UNTIL: Topic no longer possesses

		documentation that is of importance to the Vice President.	ongoing administrative or reference value THEN: Destroy
1013	Academic Integrity	Maxient houses all of our academic integrity cases such as plagiarism and cheating. Maxient is a permanent record-keeping software.	PERMANENT
1014	External Organization Records	These files are created and maintained to document the Vice President's involvement in external organizations or where KCC has specific relationships or partnerships, such as the Michigan Community College Association (MCCA), Chief Academic Officer subgroups, other colleges as well as corporations, etc. The files may contain the following: meeting minutes, agendas, correspondence, program information, etc.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1015	Curriculum Development Records	These records are used to develop new curriculums and may include the following: course fee forms, curriculum proposal forms, curriculum discontinuation tracking forms, curriculum guides, proposed changes, new course proposal forms, etc. Related correspondence may be included such as memos to the Board of Trustees and HLC requests. This form is used to make course changes each year during the window open for this purpose. The form lists the course number, title and description, hours (credit, bill, lecture, lab, other, and total), prerequisites, semester offered, and course fee.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy
1016	Comprehensive Program Review	This form is used to discontinue a curriculum and must be approved by the Dean and CPR Committee. The form lists the following: department initiating proposal, person, division, curriculum title, degree/certificate, proposed	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy

		effective date, reason for discontinuation, plan for assisting students, impact on other programs, impact on other programs and resources released.	
1017	Faculty Observation and Tenure Progression Records	These records are used to manage the faculty performance review Process. The performance review documents are maintained on a spreadsheet. The spreadsheets include the faculty member's name, division, department, date of hire, faculty load, year of earned tenure, and the year for each scheduled observation year.	PERMANENT
1018	HLC Faculty Minimum Qualifications Spreadsheet	This spreadsheet is used to ensure that all faculty/adjuncts meet minimum qualifications including education and/or work experience, tested experience, and credentials on an annual basis. The spreadsheet lists the following: Department, Subject, course type, and minimum qualifications for each subject/course. Qualified Faculty Rubrics are included.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy

		contain names, email addresses, mailing addresses, phone numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Application for TRIO Admission	Application completed by prospective TRIO participants.	RETAIN UNTIL: End of grant PLUS: 7 years THEN: Destroy
1011	Annual Performance Review	Annual Performance report submitted yearly.	RETAIN UNTIL: End of grant PLUS: 7 years THEN: Destroy
1012	Determination Sheet	Intake sheet including documentation/rationale for acceptance into the program.	RETAIN UNTIL: End of grant PLUS: 7 years THEN: Destroy
1013	Progress Reports	Mid-semester updates from faculty. Starfish	RETAIN UNTIL: End of grant PLUS: 7 years THEN: Destroy
1014	Participant Notes	Individual starfish case notes, including (emails, blasts, appointment summaries, cultural events, and referrals).	RETAIN UNTIL: End of grant PLUS: 7 years THEN: Destroy

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Office of the Vice President for Student Affairs
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
This item was intentionally left blank	Office of the Vice President for Student Affairs	This Retention and Disposal Schedule covers the records created and retained by the Kellogg Community College's Office of the Vice President for Student Affairs	This item was intentionally left blank
1001	Administrative Subject File	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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, 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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 OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. They may include, but may not be limited to, requests for information that do require	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

		administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	
1004	Event Logistical Records	These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations.	RETAIN UNTIL: Event date PLUS: Records will be retained while determined to be of value to this office or superseded by updated information. THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends. PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses,	RETAIN UNTIL: Updated or obsolete THEN: Destroy

		mailing addresses, phone numbers, and other contact information.	
1009	Transitory Records	These records document college 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
1010	Student Affairs Division Subject Files	This file contains copies of correspondence, reports, and meeting documentation, and serves as a quick reference to important issues or topics relevant to this office, such as student success initiatives, retention strategies, enrollment support, co-curricular programs, grants, accreditation tools, and other relevant matters.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value THEN: Destroy
1011	Program Analysis Records	These records are used to document the study and review of Student Affairs programs and services for future viability and contain documentation such as student engagement trends, resource utilization, organizational charts, cost configurations, related correspondence, various statistics, market analysis, etc. These records support ongoing recommendations for service enhancements and alignments to the Board of Trustees.	RETAIN UNTIL: Creation PLUS: 10 years THEN: Destroy
1012	Student Conduct Records and Title IX Records	These records are used to investigate allegations against students, including violations of the Student Code of Conduct and Title IX (i.e. sexual misconduct). The files include documentation such as allegations (email, phone call notes, report forms), compliance logs, notifications,	PERMANENT

		<p>meeting notes, student schedules, supporting documentation, and sanctions. Records may also include: Title IX investigator logs, coordinator logs, complaint forms, investigative reports, police reports, interview notes, Title IX checklists, FERPA releases, and/or hearing transcripts depending on the date of the case (hardcopy and digital form).</p> <ul style="list-style-type: none"> • Hardcopy Legacy Compliance Files (Prior to Fall 2017): All paper records have been digitized. • Digital Format (After Fall 2017): Files created in the Maxient System include personal information, reported incidents, sanctions, meeting notices, and legacy reports. <p>Maxient houses all student conduct and Title IX cases as permanent record-keeping software.</p>	
1013	<p>Threat Assessment and Behavioral Intervention (TABI) Team Records</p>	<p>The Threat Assessment and Behavioral Intervention (TABI) Team promotes a safe academic and work environment through early intervention of concerning behaviors, case review, and high-risk situation management. TABI also addresses campus trends, proposes policies, and ensures practices align with equity and social justice.</p> <p>TABI Team Composition: The team includes the Vice President for Student Affairs, Vice President for Instruction, Chief Human Resources Officer, Chief of KCC Public Safety, Dean of Student Services, Student Retention Coordinator, Investigator, and Counselor.</p> <p>Records Maintained: Meeting notes. Maxient houses all student</p>	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 50 years THEN: Destroy</p>

		conduct and Title IX cases as permanent record-keeping software.	
1014	Appeal Hearing Files	Records from appeal hearings, including digital recordings, supporting documents, and decisions.	<p>Paper: RETAIN UNTIL: Event THEN: Destroy</p> <p>Digital: RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 20 years THEN: Destroy</p>
1015	External Organization Records	These files are created and maintained to document the Vice President's involvement in external organizations or where KCC has specific relationships or partnerships relevant to Student Affairs, such as NASPA, Michigan Community College Association, or other higher education groups. The files may contain meeting minutes, agendas, correspondence, program information, etc.	<p>RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy</p>
1016	Counselor Faculty Observation & Pre-Tenure Progression Records	Documented Probationary Faculty Evaluation and Improvement Report. Observation records do not need to be kept as a part of the contract but documentation of times and dates do. Counselors are observed in classroom visits or workshops. These documents are housed in HR.	PERMANENT
1017	Project Records	These files document Student Affairs projects, including strategic planning, recruitment initiatives, student retention efforts, and capital outlay projects. Capital outlay projects encompass large-scale investments in facilities or infrastructure designed to enhance the student experience and support the college's mission. Files may include correspondence, meeting notes,	<p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 10 years THEN: Destroy</p>

		floor plans, cost analyses, and other related documentation.	
	Disciplinary Records with Release of Information	Occasionally, the VPSA office receives a release of a records request from external organizations. These records involve disciplinary matters or background checks for students applying to specific programs or positions. Requests may include signed authorizations and required documentation for release.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
	Student Affairs Division Issue Files	Files documenting student concerns or issues related to Student Affairs services, including resolutions and correspondence.	RETAIN UNTIL: Creation PLUS: 3 years THEN: Destroy



STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Army National Guard (ARMY)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
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 Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
ARMY Army National Guard

Item #	Series Title	Series Description	Retention Period	Approval Date
00000 -	Introduction	Army National Guard Personnel Division provides human resources for officers and enlisted individuals of the Army National Guard.		
40600 -	Military Personnel Folders	These records document each individual in the Michigan National Guard (i.e. officers and enlisted personnel) who were discharged prior to 2006. They may include, but may not be limited to, reserve time, active duty time, transfer orders, promotions, achievement awards, and career history.	RETAIN UNTIL: Individual is discharged PLUS: 75 years THEN: Transfer to Archives of Michigan	
40601 -	Military Personnel Card File	These records document each individual who served in the Michigan National Guard prior to 2003. They may include, but may not be limited to, time spent in the military, promotions, transfer assignments, extensions, and the unit or special activity performed during service.	RETAIN UNTIL: Individual is discharged PLUS: 75 years THEN: Transfer to Archives of Michigan	
40602 -	Special Orders	These records document special orders issued by the Department of Military and Veterans Affairs. They may include, but may not be limited to, changes of assignment, approvals and disapprovals of written orders, and supporting documentation.	RETAIN UNTIL: End of calendar year PLUS: 56 years THEN: Transfer to the Archives of Michigan	
40603 -	Attendance Records	These records document service performed for retirement points by members of the Michigan Army National Guard. They may include, but may not be limited to, active duty time, and supporting documentation.	RETAIN UNTIL: End of calendar year PLUS: 60 years THEN: Destroy	

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Environmental Section (ENV)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
ENV Environmental Section

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Environmental Section is responsible for keeping Army National Guard facilities in compliance with environmental laws and regulations, and for providing stewardship of lands owned by the Army National Guard.		
34775	3-Year Environmental Review Records	These records document environmental reviews and other compliance documents that laws and regulations require be maintained for a period of 3 years. They may include, but may not be limited to, checklists, correspondence, reports, remediation plans, hazardous waste manifests, lab samples, and lab analyses.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
34776	5-Year Environmental Review Files	These records document environmental reviews and other compliance documents that laws and regulations require be maintained for a period of 5 years. They may include, but may not be limited to, Emergency Planning and Community Right-to-Know Act (EPCRA) Tier II reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
34777	Environmental Management Plans	These records document various plans that are used in the operation of the Environmental Office. They may include, but may not be limited to, lead paint, asbestos, hazardous waste, emergency response, and integrated contingency.	RETAIN UNTIL: Superseded by a new version PLUS: 2 years THEN: Destroy	
34778	National Environmental Policy Act (NEPA) Assessment Files	These records document environmental assessments that are conducted in compliance with NEPA to determine the impact of proposed actions. They may include, but may not be limited to, checklists, assessments, impact statements, and reports.	RETAIN UNTIL: Project is completed PLUS: 30 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
ENV Environmental Section

Item #	Series Title	Series Description	Retention Period	Approval Date
43190	Environmental Review Project Files	These records document environmental reviews that are conducted for compliance with conservation laws and regulations. They may include, but may not be limited to, contracts, regulations, laws, polices, vendor reports, correspondence, lab samples, lab analyses, lab reports, studies, research, manifests, memorandums of agreement, permits, and EGLE approvals.	RETAIN UNTIL: Project is completed and approved by EGLE PLUS: 50 years THEN: Destroy	
43191	Environmental Review Permit Files	These records document environmental reviews that are conducted for compliance with conservation laws and regulations. They may include, but may not be limited to, permits.	RETAIN UNTIL: Permit is no longer in effect PLUS: 1 year THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA **Department of Military and Veterans Affairs**
ARMY **Army National Guard**

Item #	Series Title	Series Description	Retention Period	Approval Date
40604 -	Medical Records	These records document the medical history of each individual in the Michigan National Guard. They may include, but may not be limited to, personal information, and medical reports.	RETAIN UNTIL: Individual is discharged PLUS: 75 years THEN: Destroy	

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Legislative Liaison (LEG)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
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 Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
LEG Legislative Liaison

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The legislative liaison has direct communication with State and Federal legislators and staff, maintains legislative reports, resolves constituent issues, and tracks state and federal legislation.		
34771	Constituent Correspondence	These records document people who contacted legislators (state and federal) seeking assistance. Legislators forward these requests to the department to resolve the problem, if possible. They may include, but may not be limited to, the forwarded letter, and the department's response.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
34772	Inquiry Tracking Data	These records document the status of constituent correspondence to ensure a response is prepared in a timely manner. They may include, but may not be limited to, the constituent's name, legislator, division assisting with the response, and routing dates.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
34773	Legislative Inquiry Files	These records document correspondence with members of Congress and the State Legislature about non-constituent related inquiries, such as pending legislation.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
34774	Federal Legislative Priorities Reports	These records document the needs and priorities of the department for funding and legislation. They are prepared annually for briefings to the Michigan Congressional delegation. They may include, but may not be limited to, reports, financial information, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Transfer to Archives of Michigan	

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Michigan Youth Challenge Academy (MYCA)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
MYCA Michigan Youth Challenge Academy

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Michigan Youth Challenge Academy (MYCA) is a three phase program where cadets live, work, and study on-site with other cadets. They receive classroom instruction to prepare them for the G.E.D. exam. After completion phases, cadets graduate and continue their personal growth with an adult mentor, who provides each graduate with assistance for the next 12 months in their own community.		
40346	Application Files	These records document who applied to attend the MYCA. If they attend, these records will be merged into the Cadet File. They may include, but may not be limited to, applications, and supporting documentation.	RETAIN UNTIL: Applicant turns 19 years old THEN: Destroy	
40347	Cadet Files	These records document cadets who are enrolled in the MYCA. They may include, but may not be limited to, applications, profile information, induction documentation, testing scores, and supporting documentation.	RETAIN UNTIL: Cadet is no longer enrolled in the program PLUS: 3 years THEN: Destroy	
40348	Recruiting, Placement and Mentoring (RPM) Files	These records document recruiting, placement and mentoring (RPM) of cadets who are enrolled in the MYCA. They may include, but may not be limited to, applications, copies of birth certificates and Michigan identification cards, physical exams, demographic information, testing documents, and supporting documentation.	RETAIN UNTIL: Cadet is no longer enrolled in the program PLUS: 3 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
MYCA Michigan Youth Challenge Academy

Item #	Series Title	Series Description	Retention Period	Approval Date
40349	Cadet Medical Files	These records document medical issues of cadets who are enrolled in the Michigan Youth Challenge Academy. They may include, but may not be limited to, physical exams, release forms, insurance information, prescriptions, treatment documentation, and supporting documentation.	RETAIN UNTIL: Cadet is no longer enrolled in the program PLUS: 7 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Public Information Office (PIO)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
PIO Public Information Office

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Public Information Office coordinates communication activity for the Department of Military and Veterans Affairs.		
34533	Executive Office Speeches	These records document speeches and presentations delivered by members of the DMVA Executive Office. They may include, but may not be limited to, speaker notes, printouts, electronic presentations, supporting documents, news clippings, event invitations, and event programs.	RETAIN UNTIL: Individual no longer serves in the position PLUS: 5 years THEN: Transfer to Archives of Michigan	
34766	Interview Files	These records document interviews with current and former National Guard members about their experiences. They may include, but may not be limited to, audio recordings and transcripts.	RETAIN UNTIL: Files no longer have reference value to fulfill daily job duties THEN: Transfer to Archives of Michigan	
34767	Departmental Special Participations	These records document participation of the Department of Military and Veterans Affairs in special projects such as the Sesquicentennial, Bicentennial of the Constitution, natural disasters, riots, prison insurrections, mobilizations, etc. They may include, but may not be limited to, copies of orders, media contact lists, correspondence, photographs, and statistics.	RETAIN UNTIL: Files no longer have reference value to fulfill daily job activities PLUS: 5 years THEN: Destroy	
34768	National Guard History	These records document the history of all National Guard units from Michigan. They may include, but may not be limited to, research about the activities of each unit, and clippings.	RETAIN UNTIL: Files no longer have reference value to fulfill daily job duties THEN: Transfer to Archives of Michigan	

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STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

DMVA Department of Military and Veterans Affairs
PIO Public Information Office

Item #	Series Title	Series Description	Retention Period	Approval Date
41835	Civil Action Files	These records document requests from civilians to have National Guard units participate in an event, such as a parade, funeral, etc. They may include, but may not be limited to, requests, assignments to units that will participate, and after action reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Privacy and Information Security (PIS)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
PIS Privacy and Information Security

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Office of Privacy and Information Security is responsible for information management for DMVA. It reviews the information technology infrastructure, policies, network operations, and data to ensure confidential and restricted information is secure and protected, and that all data managed effectively.		
41845	Data Security Investigation Files	These records document investigations to determine if confidential or restricted data was handled properly, and to follow-up if security concerns are identified. They may include, but may not be limited to, reports from IT applications that track data transmitted on state networks, correspondence, and supporting documentation.	RETAIN UNTIL: Investigation is completed PLUS: 3 years THEN: Destroy	
41846	Data Storage Evaluation Files	These records document the evaluation of the storage capacity of various electronic storage locations to develop a plan of action for storage resources that need improvement. They may include, but may not be limited to, spreadsheets that contain the file name, exact location, activity dates, and file format.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
41847	IT Requests - Denied	These records document denied requests that are submitted by DMVA offices for new or upgraded IT systems. They are used to analyze and evaluate current and proposed new solutions. They may include, but may not be limited to, request forms. <i>Note: approved requests are retained in the IT Project Management Files in compliance with GS-IT #0502.</i>	RETAIN UNTIL: Request is denied PLUS: 3 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DMVA Department of Military and Veterans Affairs
PIS Privacy and Information Security

Item #	Series Title	Series Description	Retention Period	Approval Date
41848	IT Audit Reports	These records document monitoring of costs, security risks, and application performance, and are used to mitigate issues. They may include, but may not be limited to, data that is extracted from IT systems, computer inventories, and IT billing statements.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
41849	Risk Acceptance Statements	These records document risks that are identified within IT systems, business processes, or general activities. They are used to develop action plans that are signed by department leadership. They may include, but may not be limited to, statements, correspondence, and supporting documentation.	RETAIN UNTIL: Risk is mitigated PLUS: 3 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

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RMS Preparer Caryn Wojcik
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STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
 Michigan Department of Technology, Management and Budget
 Records Management Services

DTMB-0504 Revised 8/17/2020

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Natural Resources	Forest Resources Division (FRD)

SECTION 2. PURPOSE

<p>This schedule supersedes previously approved schedules for these records.</p>

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Forest Resources Division provides for the protection, integrated management, and responsible use of a healthy, productive, forest resource base for the social, recreational, environmental, and economic benefit of the people of the State of Michigan. Program Services: 38148 - 38151 Forest Planning and Operations: 38152 - 38185, 43230 - 43233 Forest Health & Cooperative Programs: 38188 - 38214, 38249 - 38250		
38148	Division Annual Training Plan Records	These records document the development of an annual training plan for the division. They may include, but may not be limited to, Individual Training Plans (R-4007), course titles, number of expected participants, target months, locations, sponsors, coordinators, and comments for a complete year.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
38149	Federal Aid Project Files	These records document federal aid projects. They may include, but may not be limited to, preliminary project statements, plans, specifications, estimates, agreements, project and acquisition proposals, deeds, expenditure vouchers, federal inspection reports, progress reports, final reports, and correspondence.	RETAIN UNTIL: Final expenditure report is submitted PLUS: 3 years THEN: Destroy	
38150	Road and Bridge Project Files	These records document the coordination of road and bridge projects within state forest land. They may include, but may not be limited to, scope of work, project descriptions, copies of procurement documents, correspondence, and supporting documentation.	RETAIN UNTIL: Project is completed THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38152	Seed Lot Data	These records document the seed source for planted tree stands on state lands. Data may include, but may not be limited to, attributes of geographic information system (GIS) shape files.	RETAIN UNTIL: Final harvest of the tree stand THEN: Transfer to the Archives of Michigan	
38153	Seed Lot Reporting Records	These records document the genetic performance of various seed lots. They may include, but may not be limited to, reports received from Michigan State University.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	
38154	General Nursery Records	These records document requisitions for pine cone purchases.	RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy	
38155	Non Commercial Forest Treatment Records	These records document forest treatments, including the planting of trees, the planting of groundcover, the harvesting of trees, etc. They may include, but may not be limited to, Forest Treatment Proposals (R-4048) and Forest Treatment Completion Records (R-4048-1).	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	
38156	Planting Summary Reporting Records	These records document plantation from its beginning to the end of the life of the stand. They may include, but may not be limited to, reports that summarize the forest planting work that is conducted each season.	RETAIN UNTIL: Planting date PLUS: 100 years THEN: Transfer to the Archives of Michigan	
38157	Planting Cost Summary Reports (obsolete)	These records document costs of seasonal forest planting work. They are used when calculating financial returns on plantations.	RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38159	State Forest Timber Sale Preparation Records	These records document what information is going into the timber sale contracts. They may include, but may not be limited to, mapping notes, cruise cards and information, Vegetative Management System (VMS) outputs, GPS and GIS files and notes, sale preparation contracting notes, and prescription notes.	RETAIN UNTIL: Contract is closed THEN: Destroy	
38161	Annual Timber Sale Summary Reporting Records	These records document work accomplished during the year. They may include, but may not be limited to, reports summarizing final disposition of timber sales.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	
38164	Vegetative Management System (VMS) Data	These records document the sale of timber and support the long-term management of the state forest. Data may include, but may not be limited to, proposal information, contract information, contract amendments, cruising information, purchasers, receipts, and timber completion reports.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	
38165	Trespass Data	These records document trespass cases on lands where DNR has surface rights, including timber and non-timber encroachments. Data may include, but may not be limited to, names, addresses, deeds, maps, photos, notes, and correspondence.	RETAIN UNTIL: Case is closed PLUS: 25 years THEN: Transfer to the Archives of Michigan	
38166	Special Management Area Records	These records document special management areas that are designated for recreational or habitat management purposes. They may include, but may not be limited to, maps, surveys, rules and regulations, designations/easements, and correspondence.	RETAIN UNTIL: Designation is rescinded PLUS: 6 months THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38168	Resource Damage Reporting (RDR) System Data (supersedes item # 38167)	This records document resource damage incidents on land managed by DNR. Data may include, but may not be limited to location, type of damage, repair costs, environmental impacts, and natural resource impacts.	RETAIN UNTIL: Report is closed PLUS: 50 years THEN: Destroy	
38170	Native Species and Natural Features Data and Records	These records document native species use and establishment on state lands, and natural features on all lands within the state. The information is used to evaluate the impact of management planning and changes in land use or native species and native features. They may include, but may not be limited to, information sheets, and data in the Natural Heritage Database.	RETAIN UNTIL: State of Michigan is no longer responsible for the management of natural heritage features THEN: Transfer to the Archives of Michigan	
38171	Plan of Work Records	These records document which timber sale projects will be worked on during the upcoming year, and the activities that are planned for those projects. They may include, but may not be limited to, annual plans.	RETAIN UNTIL: Plan is revised PLUS: 1 year THEN: Destroy	
38174	Forest Resource Management Research Records	These records document research conducted to support forest resource management planning. They may include, but may not be limited to, reports.	RETAIN UNTIL: Date published PLUS: 50 years THEN: Transfer to the Archives of Michigan	
38175	Average Stumpage Price Reporting Records	These records document average stumpage prices for the reporting period. They may include, but may not be limited to, quarterly reports generated by the timber sale program that date back to 1953.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38176	Statewide Forest Plans (supersedes item #38173)	These records document resource planning for the state forest and cooperative programs. They may include, but may not be limited to, 10-year plans.	RETAIN UNTIL: Plan is revised PLUS: 6 months THEN: Transfer to the Archives of Michigan	
38177	Site-specific Forest Planning Records	These records document resource planning for specific areas within the state forests. They may include, but may not be limited to, 10-year plans.	RETAIN UNTIL: Plan is revised PLUS: 10 years THEN: Transfer to the Archives of Michigan	
38178	Sustainable Soil and Water Quality Guidance Records	These records document the specifications and techniques to properly apply voluntary "Best Management Practices" (BMPs). They also provide information about environmental laws and regulations that may apply when forest management activities occur. They may include, but may not be limited to, guidelines.	RETAIN UNTIL: Guidelines are revised PLUS: 6 months THEN: Transfer to the Archives of Michigan	
38179	Program Accomplishment Reporting Records	These records document program accomplishments that are compiled into a report that is submitted to the U.S. Forest Service. They may include, but may not be limited to, reports are compiled from periodic reports submitted from district specialists and other cooperating agencies.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Transfer to the Archives of Michigan	
38180	Special Project Records	These records document special state and federal projects. They may include, but may not be limited to, project plans, cooperative agreements, reports, financial documentation and correspondence.	RETAIN UNTIL: Project is completed PLUS: 10 years THEN: Transfer to the Archives of Michigan, where select historical documents will be preserved	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38181	School and Community Forest Records	These records document the review of lands deeded by the State of Michigan to schools and communities for the purpose of operating forests for educational purposes. They may include, but may not be limited to, correspondence about the management of the land, policies, and opinions.	RETAIN UNTIL: Land reverts back to the State of Michigan THEN: Destroy	
38182	Client Records	These records document economic development and resource analysis issues. They may include, but may not be limited to, correspondence with forest product industries, both domestic and international.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
38183	Timber Resource Analysis Records	These records document industrial use or demand for timber resources. They may include, but may not be limited to, wood basket analyses, and other statistical information that is resource based.	RETAIN UNTIL: Analysis is updated THEN: Destroy	
38184	Tree Farm Records	These records document assistance that is provided to tree farms. They may include, but may not be limited to, correspondence.	RETAIN UNTIL: Project is closed PLUS: 1 year THEN: Destroy	
38185	Forest Health Monitoring Records	These records document the various pests that are inflicting damage on forests. They may include, but may not be limited to, correspondence, research, and reports.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Transfer to the Archives of Michigan	
38188	Michigan Wildland Fire Fighter (MIWFF) Training Records	These records document equipment training given to volunteer employees who fight forest fires.	RETAIN UNTIL: Training is revised and replaced by new content, or until it is deemed obsolete THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38189	Michigan Wildland Fire Fighter (MIWFF) Payroll Reports	These records document payroll for MIWFFs. They may include, but may not be limited to, the hours worked, and fire billing codes.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38190	Commercial Forest Program Notification Records	These records document notifications about the harvesting of timber, the removal of minerals, and wind energy exploration on land enrolled in the Commercial Forest Program (under Parts 511 and 512). They may include, but may not be limited to, notifications prior to harvesting, applications, and supporting documentation.	RETAIN UNTIL: Land is removed from the Commercial Forest Program PLUS: 7 years THEN: Destroy	
38191	Commercial Forest Program Landowner Records	These records document Commercial Forest Program landowner information (under Parts 511 and 512). They may include, but may not be limited to, correspondence, ownership records, violation notices, violation resolutions, forest management plan certifications, forest management plans, applications, and deeds.	RETAIN UNTIL: Land is removed from the Commercial Forest Program PLUS: 7 years THEN: Destroy	
38192	Commercial Forest Program Enrollment, Withdrawal and Declassification Records	These records document the enrollment of private land into the Commercial Forest Program, and the withdrawal or declassification of land from the program (under Parts 511 and 512). They may include, but may not be limited to, listing certificates, withdrawal and declassification certificates, and scrivener affidavits.	RETAIN UNTIL: Land is removed from the Commercial Forest Program PLUS: 7 years THEN: Transfer to the Archives of Michigan	
38193	Directory Survey Questionnaire Records	These records document people of companies included in the Wood Products Directory and the Producers, Truckers, and Brokers Directory. They may include, but may not be limited to, survey questionnaires.	RETAIN UNTIL: New directory is published THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38194	Resource Protection and Cooperative Programs Grant Files - Funded	These records document grant programs managed by the Resource Protection and Cooperative Programs Section, including the Urban and Community Forestry and Stewardship grants, Inflation Reduction Act (IRA) grants, Volunteer Fire Capacity Grants, Wildfire Defense Grants (CWDG), DTE grants, etc. They may include, but may not be limited to, grant applications, agreements, reviews, correspondence, financial documentation, and reports.	RETAIN UNTIL: Grant is closed out PLUS: 7 years THEN: Destroy	
38195	Resource Protection and Cooperative Programs Grant Files - Not Funded	These records document grant applications that were not funded by the Resource Protection and Cooperative Programs Section. They may include, but may not be limited to, grant applications, reviews, and correspondence.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
38196	Cooperative Management Records - Individual Landowner Case Files	These records document services and assistance provided to individuals. They may include, but may not be limited to, management plans, correspondence, and supporting documentation detailing the actual service and practice provided.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	
38197	Conservation Reserve Program (CRP) Records	These records document private landowners enrolled in the CRP. They may include, but may not be limited to, contracts, management plans, applications, requests for cost share, inspection reports, and correspondence.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DNR **Department of Natural Resources**
FRD **Forest Resources Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
38198	Prescribed Burn Planning Records	These records document prescribed burns of state lands. They may include, but may not be limited to, plans and reports.	RETAIN UNTIL: Burn is completed or cancelled PLUS: 2 years THEN: Transfer to the Archives of Michigan	
38199	Wildfire Summary Records	These records document wildfires. They may include, but may not be limited to, summaries containing the exact location of each fire, the number of areas involved, and date and time the fire occurred.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	
38200	Annual Wildfire Reporting Records	These records document all wildfires that occurred during the year. They may include, but may not be limited to, reports containing narrative and statistical data.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Transfer to the Archives of Michigan	
38201	Weekly Fire Reporting Records	These records document weekly wildfire fighting activity. They may include, but may not be limited to, reports.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
38202	Fire Suppression Expense Claim Records	These records document reimbursement for expenses related to fire suppression activities. They may include, but may not be limited to, claims.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38203	Individual Wildfire Reporting Records	These records document individual wildfires. They may include, but may not be limited to, reports containing the amount of damage, expenditures, and cause.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Transfer to the Archives of Michigan	

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DNR Department of Natural Resources
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Item #	Series Title	Series Description	Retention Period	Approval Date
38204	Wildfire Data	These records document each wildfire. Data may include, but may not be limited to, the amount of damage, expenditures, and cause.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	
38206	Federal Excess Personal Property (FEPP) and Department of Defense Fire Fighter Property Program (DOD-FFP) Records	These records document the disposal of excess federal property. They may include, but may not be limited to, property transfer orders and notices, acquisition information, receipts, disposal information, and inventory records.	RETAIN UNTIL: Property is disposed of PLUS: 6 years, 3 months THEN: Destroy	
38207	Clarke-McNary Act and Cooperative Forestry Assistance Act Records	These records document the development of work plans for timber sale projects(see item #38171). They may include, but may not be limited to, legal information, budget materials, program detail, reports, and correspondence.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
38208	Forest Fire Narrative History Records	These records document forest fires dating back to 1871. They may include, but may not be limited to, narrative histories for each fire.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Transfer to the Archives of Michigan	
38209	Rural Fire Community Protection Records - Expenses Under \$5000	These records document a federal grant program that reimburses 50% of the costs incurred by local fire departments for expenditures related to organizing, training and equipment for rural fire community protection programs. They may include, but may not be limited to, expense documents that total less than \$5000.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38210	Rural Fire Community Protection Records - Expenses Over \$5000	These records document a federal grant program that reimburses 50% of the costs incurred by local fire departments for expenditures related to organizing, training and equipment for rural fire community protection programs. They may include, but may not be limited to, expense documents that total more than \$5000.	RETAIN UNTIL: Property is disposed of THEN: Destroy	
38211	Vehicle Accessory Records	These records document forest fire accessories that are maintained in fire vehicles. They may include, but may not be limited to, check cards.	RETAIN UNTIL: Property is disposed of THEN: Destroy	
38212	Burning Permit Records	These records document the clearing of a large acreage of land over a period of time by contractors. They are used to authorize burning and to notify fire suppression staff. They may include, but may not be limited to, permits.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	
38213	Fire Equipment Repair Records	These records document the repair of fire fighting equipment. They may include, but may not be limited to, requests, and repair orders.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
38214	Adopt-a-Forest Progress Reporting Records	These records document volunteers who adopt a section of state forest land to help clear a section of forest. They may include, but may not be limited to, progress reports submitted by the volunteers.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
38226	Event Permit Records	These records document permits that are issued for events held on state land. They may include, but may not be limited to, applications, permits, supporting documentation, and correspondence.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

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DNR Department of Natural Resources
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Item #	Series Title	Series Description	Retention Period	Approval Date
38227	Forest Legacy Program Records	These records document funding provided by the US Forest Service to acquire lands or interest in lands. The lands or land rights acquired must be managed as a working forest in perpetuity. They may include, but may not be limited to, land and deed documents, conservation easement monitoring documents, landowner information, and baseline documentation.	RETAIN UNTIL: Acquisition of the land or land rights is completed THEN: Transfer to the Archives of Michigan	
38230	Easement Files (supersedes item # 38229)	These records document easements across state-owned land and private land. They may include, but may not be limited to, correspondence, applications, survey maps, right of way easement reports, easements, timber damage invoices, and receipts.	RETAIN UNTIL: Easement is no longer needed THEN: Destroy	
38231	Trespass and Land Ownership Dispute Records	These records document the trespassing of individuals on state-owned lands. Trespassing activities may relate to the building of roads, fences, ponds, etc. on state land, the infringement upon mineral rights owned by the state, ownership disputes about roads, and other land rights issues. These records may affect future owners of existing structures built on state land, and they may assist in correcting recurring trespass and ownership disputes. They may include, but may not be limited to, Trespass Reports (PR-4009), and litigation records.	RETAIN UNTIL: Dispute is resolved PLUS: 50 years THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38232	Land Acquisition Records	These records document the review of land parcels that may be acquired by the State of Michigan. They may include, but may not be limited to, correspondence, recommendations, reviewer's name, and the review rating of top, medium, or low.	RETAIN UNTIL: Land is acquired, or until property is no longer available THEN: Destroy	
38233	Trust Fund Nomination Records	These records document lands nominated to be acquired with trust fund monies. They may include, but may not be limited to, nomination forms.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
38234	Land Disposal Records	These records document state lands deeded to local units of government, including public land conveyances to schools and communities. They also document the sale of surplus state forest land by the Land Exchange Facilitation Fund or through advertised exchange. They may include, but may not be limited to, correspondence showing why the deed was issued and the reasons involved in making the final recommendations.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	
38243	Groundwater Contamination and Cleanup Files	These records document groundwater contamination on state forest lands and the related cleanup and legal administrative actions.	RETAIN UNTIL: Site is cleaned up PLUS: 50 years THEN: Destroy	

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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38245	Public Incident Reporting Records (superseded by GS-SAFE-0901, GS-SAFE-0902)	These records document incidents taking place on state forest lands, such as public injury, personal property damage, theft of personal property, lost persons, state property damage, enforcement, etc. They may include, but may not be limited to, names and addresses of persons and witnesses involved in the incident, description of incident, action taken, employees involved, vehicles involved, and witness statements.	Retain in compliance with GS-SAFE-0901 and GS-SAFE-0902.	
38247	County Map Records	These records document roads designated by the county road commission as "county roads." The roads cross state forest and rail trail property and sometimes change from year-to-year. This can affect access to state land, as well as management of recreational trails. The records are used for reference to check old maps for county roads that no longer appear on the newest maps. The records are also used for road-related litigation purposes.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Transfer to the Archives of Michigan	
38248	Exchange Application Review Records	These records document the review of pending disposals or exchanges of state land.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
38249	Annual Parcel Reporting Records	These records document parcels and acreage in the program each year. They may include, but may not be limited to, reports that are sent to affected county treasurers, and the Michigan Department of Treasury.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	

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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38251	Fire Equipment Design Records	These records document the development, and construction of specialized fire equipment invented by DNR. They are also used for repair and maintenance of the equipment. They may include, but may not be limited to, hand made drawings (final drawings are assigned a drawing number) and electronic design documents.	RETAIN UNTIL: Constructed equipment is no longer in use by anyone and is obsolete THEN: Transfer to the Archives of Michigan NOTE: Preliminary drawings can be disposed of once a decision is made to not construct the equipment	
38252	Aerial Photograph Records	These records document features of the land. They may include, but may not be limited to, aerial photographs taken of the state.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	
38253	Forest Certification Records	These records document the certification of forests. They may include, but may not be limited to, internal and external audit reports, management review reports, and annual data updates.	RETAIN UNTIL: Date published PLUS: 10 years THEN: Destroy	
38254	US Forest Service Good Neighbor Authority Records	These records document agreements with the US Forest Service for the good neighbor authority program. They may include, but may not be limited to, master agreements, supplemental project agreements, financial records, and reports.	RETAIN UNTIL: Expiration of master and supplemental agreements PLUS: 10 years THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
38255	Forester Registration Files	These records document the registration of foresters. Registrations are effective for 2 years. They may include, but may not be limited to, applications.	RETAIN UNTIL: Registration is issued PLUS: 5 years THEN: Destroy	
43230	Michigan Forest Inventory Data and Files (supersedes item #38169)	These records document land management designations and activities on Michigan's state forests, state parks, game areas, and other lands in the forest inventory program. The data is collected during field examinations, timber cruises, and other inventory activities. The data is used to develop treatment options for forests and other state lands that are presented to the public and to internal reviewers through open houses and reviews. This leads to a plan of work for the year of entry. The data and files may include, but may not be limited to, evaluation sheets, inventories, surveys, sampling, reviews, and approvals.	RETAIN UNTIL: Data is updated and overwritten, or the land is no longer within scope of the forest inventory program THEN: Destroy	
43231	Michigan Forest Inventory Annual Snapshot Records	These records document data that is captured annually from the Michigan Forest Inventory. It documents how the data existed at a specific point in time, since the active inventory is constantly changing.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	
43232	Wood Products Directory Data	These records document companies that buy and sell wood products in Michigan.	RETAIN UNTIL: Superseded by new data THEN: Destroy	
43233	Wood Products Directory Reporting Records	These records document all of the companies listed in the directory at a point in time.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	

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**STATE OF MICHIGAN
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DNR Department of Natural Resources
FRD Forest Resources Division

Item #	Series Title	Series Description	Retention Period	Approval Date
43234	Permit Files - Routine	These records document permits on state land for use, building removal, and some special uses. They may include, but may not be limited to, correspondence, permits, mapping, bonds, insurance certificates, receipts, and other applicable permits.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
43235	Permit Files - Select	These records document permits on state land for some uses, special uses, road construction and improvement, and well sites. They may include, but may not be limited to, correspondence, permits, mapping, bonds, insurance certificates, receipts, and other applicable permits.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	
43236	Prescribed Burn Data	These records document each prescribed burn that is planned. Data may include, but may not be limited to, burn locations, objectives and size, weather and fire behavior, and results of the burn.	RETAIN UNTIL: Prescribed burn is completed or cancelled PLUS: 50 years THEN: Destroy	
43237	Fire Availability Data	These records document which DNR staff are available to participate in out-of-state fire assignments (typically 2-3 weeks) or prescribed burn teams. Data is used by supervisors to analyze staffing needs and approve assignments. Data may include, but may not be limited to, staff name, work location, calendar availability information, and supervisor approvals.	RETAIN UNTIL: Requested availability period expires THEN: Destroy	

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STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Senate	Finance (FIN)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
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 Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

*All currently approved agency-specific and general schedules are available online at
<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>*

SEN **Senate**
FIN **Finance**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Finance staff are responsible for handling all financial transactions for the Senate including, but not limited to, budgeting, purchasing, accounts payable, travel reimbursements, State Officers Compensation Commission (SOCC) expenses, financial reporting, and the annual audit.		
40632	Vendor Files (obsolete)	This file is maintained on vendors who provide services or products to this office. The files may contain ordering information, product brochures, and copies of contracts. They are used for general reference.	Retain in compliance with applicable GS items	
40665	Bid Files - Awarded (supersedes item # 1127A)	These records document bids awarded. They may include bids, proposals, awards, correspondence, etc.	Retain in compliance with applicable GS items	
40666	Bid Files - Not Awarded	These records document the procurement process for bids not awarded. They may include, but may not be limited to, bids, proposals, samples, non-disclosure agreements, and correspondence.	Retain in compliance with applicable GS items	
40667	Authorized Signature List - Financial Institutions (obsolete)	These records document individuals who are authorized to conduct checking and bond account transactions. They may include, but may not be limited to, lists of signatures, and supporting documentation.	RETAIN UNTIL: End of fiscal year PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40668	1099-Reportable (supersedes item # 1130)	These records document reportable object codes for vendor tax purposes, determining if the amount of money paid to vendors by the Senate matches the amount reported by DTMB. They may include any corrections made to a vendor, vendor information, tax information, supporting documentation, etc.	Retain in compliance with applicable GS items	
40669	State Officers Compensation Commission (SOCC) Expenses (obsolete)	These records document payments made to members for State Officers Compensation Commission (SOCC) expenses and mileage. They may include, but may not be limited to, tax letters, SOCC expense forms, calendar of formal session days, and other supporting documentation.	RETAIN UNTIL: End of calendar year PLUS: 10 years THEN: Destroy	
40670	Payment Records (supersedes item # 1133)	These records document payment transactions processed electronically in the statewide accounting system. Payments may be related to inter agency billings, contracts, vendors, manual warrants, procurement cards, employee reimbursements, etc. Files may include, but may not be limited to, invoices, packing slips, receivers, approvals for payment, documentation of petty cash, and statement reconciliations.	Retain in compliance with GS-FIN-0301	
40671	Year-End Documentation (supersedes item # 1135)	These records document the fiscal year-end closing process for financial accounts. They may include, but may not be limited to, encumbrance carry forward records, accounts payable set-up records, accounts receivable documentation, pre-paid documentation, capital outlay documentation, work projects support, year-end closeout checklists and certifications, and audit workpapers.	Retain in compliance with GS-FIN-0301	
40672	Office Budget File (supersedes item # 1136)	These records document payments made for Senators, committees, The Office of the Secretary of the Senate, Senate Business office, and Central staff. They may include correspondence, printing charges, supporting documentation, etc.	Retain in compliance with GS-FIN-0301	

Item #	Series Title	Series Description	Retention Period	Approval Date
43020	Travel and Other Reimbursements	These records document reimbursements paid to employees and elected officials. They may include, but may not be limited to, State Officers Compensation Commission (SOCC) expenses, mileage, lodging, airfare, conference registration fees, other transportation costs, and license renewal fees.	RETAIN UNTIL: End of fiscal year PLUS: 7 years THEN: Destroy	
43021	Bond Obligor Records	These records document bond issues where the Michigan Senate is an obligor. They may include, but may not be limited to, legal agreements, requisitions for disbursement of funds from trustee administered accounts, and project completion certificates.	RETAIN UNTIL: Final bond payment is made PLUS: 6 years THEN: Destroy	



STATE OF MICHIGAN

RECORDS RETENTION AND DISPOSAL SCHEDULE

Michigan Department of Technology, Management and Budget

Records Management Services

DTMB-0504 Revised 8/17/2020

RMS Preparer
Sam Beland

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Treasury	Fixed Income (FID)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
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 Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

TREA Department of Treasury
FID Fixed Income

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The division is responsible for the research, analysis, and investment of fixed income securities with a maturity of less than a year. The division manages fund investments through partnerships and fund of funds using a variety of equity, debt, and derivative instruments. Employees are responsible for establishing and maintaining relationships with investment firms, evaluating and recommending investment opportunities, and portfolio management.		
32342	Individual Bond Issue Files	These records document individual bond issues for fixed income offerings. They are used to track investments and to identify the agent assigned. They may include, but may not be limited to, the prospectus, settlement documentation, and correspondence.	RETAIN UNTIL: Life of investment PLUS: 5 years THEN: Destroy	
32343	Trade Tickets	These records document trade details. They may include, but may not be limited to, trade tickets that contain the price of the security, name of security, broker, and date of the trade.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
32344	Fund Correspondence	These records document correspondence with the administrators of individual funds. They may include, but may not be limited to, correspondence and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
32345	Pricing Records	These records document how a bond price is calculated. They may include, but may not be limited to, fixed-income benchmarks (indices), and bond rating information.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	

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**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

TREA Department of Treasury
FID Fixed Income

Item #	Series Title	Series Description	Retention Period	Approval Date
32346	Bankruptcy Records	These records document companies that have gone bankrupt, but have paid off the State. They may include, but may not be limited to, motions, amendments, correspondence, payment schedules, bankruptcy notifications, court actions, wire transfers, loan amounts, payoff amounts, and sign-off documents.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
32347	Fixed Income Securities - Working Documents	These records document the handling of fixed income securities. They may include, but may not include, spreadsheets, portfolio holdings, pricing documents, memos, and transaction reports.	RETAIN UNTIL: Updated THEN: Destroy	
32348	Research Memos of Corporate Purchases	These records document corporate purchases below AAA rating. They may include, but may not be limited to, memos and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
32349	Money Judgements	These records document the development and certification of new interest rates that are set each year. The State Treasurer certifies interest rates set for money judgements recovered in civil actions. They may include, but may not be limited to, supporting documentation and correspondence.	RETAIN UNTIL: Applicable statutes and laws no longer require calculation or certification of interest rates on money judgements or are repealed THEN: Destroy	
32350	Municipal Ratings	These records document the development of interest rates set for municipal bond issues.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

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TREA Department of Treasury
FID Fixed Income

Item #	Series Title	Series Description	Retention Period	Approval Date
32393	Short-Term Trade Details	These records document details that are used to document trade. They may include, but may not be limited to, the price of the security, name of security, broker, and date of the trade. The Trust Accounting Division maintains the original record.	RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy	
32394	Short-Term Investments Outstanding Report (Monthly)	These records document the securities held at the end of each month for the general and retirement funds. They may include, but may not be limited to, memos to the Chief Investment Officer, Commercial Paper Approved list (a listing of approved companies for investment); Average Yield Reports (shows the average yield from securities each month); and Fixed Income Pricing Reports (which documents the rate, average yield, discounts, amount spent, price of security, etc.)	RETAIN UNTIL: Date received PLUS: 3 years THEN: Destroy	
32397	0891 Fund Monthly Reconciliations	The 0891 fund accounts for deposits held by the State Treasurer on behalf of insurance carriers who operate in Michigan and are required by P.A. 218 of 1956, as amended, to provide such deposits. All deposits are in the form of various securities and other acceptable assets. Data documents individual deposits and releases for the 0891 fund. It may include, but may not be limited to, R*STARS transaction date, date of deposit, credit, company name, principal, interest, date of release, warrant #, date cashed, and balance.	RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy	

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TREA Department of Treasury
FID Fixed Income

Item #	Series Title	Series Description	Retention Period	Approval Date
32398	0891 Fund SIGMA Entries	These records document reconciliation of bank reporting of principal and interest to the amount entered on SIGMA. Data may include, but may not be limited to, SIGMA screen prints, receipt numbers, security description, principal amount due, interest amount due, and total paid.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
32403	Correspondence with Insurance Companies	These records document correspondence with insurance companies concerning the collateral pledged to the State of Michigan as security for the benefit of all policyholders.	RETAIN UNTIL: Date received PLUS: 1 year THEN: Destroy	
32404	Daily Wire Transfers	These records document Automated Clearing House (ACH) transactions and Repetitive and Freeform wire transfers. They may include, but may not be limited to, ACH, wire requests, and confirmation sheets.	RETAIN UNTIL: Date received PLUS: 7 years THEN: Destroy	

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