

RECORDS RETENTION AND DISPOSAL SCHEDULE
Michigan Department of Technology, Management and Budget
Records Management Services
DTMB-0043 Revised 3/6/2018

SECTION 1. LOCAL GOVERNMENT INFORMATION

1. Local Government Type

County ☐ City ☐ Village ☐ Township ☐ Court ☐ School District ☐ College/University ☒ Other ☐

2. Government Unit Name

Kalamazoo Valley Community College

3. Department Name

Libraries

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 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.

Dennis A. Bertch

Local Government Signature

Dennis A. Bertch

Printed Name

12.7.2018

Date

B. S.

Department of Technology, Management and Budget,
Records Management Services Signature

Brian S. Sample

Printed Name

12/10/18

Date

Mark E. Harvey

Department of Natural Resources, Archives of Michigan Signature

Mark E. Harvey

Printed Name

1/2/19

Date

APPROVED

State Administrative Board Approval Stamp

1.22.19

Date

SECTION 3. RETENTION SCHEDULE

| Item Number | Record/Record Series Title and Description | Retention Period |
|-------------|--|--|
| | Supersedes Records and Retention Schedule dated March 4, 2009. Retention period applies to records in paper and/or electronic form. | |
| | ACADEMIC SERVICES | |
| 30-015 | Information from publications, organizations, pamphlets, brochures, clubs, dues, courses, etc. | 5 Yrs. |
| 30-020 | Program Files – files on each program the college offers for credit. | 7 Yrs. |
| 30-021 | Program Review in Occupational Education (PROE) – program reviews for Perkins audits | 7 Yrs. |
| 30-026 | Advisory Committee Meeting Minutes | 1 Yr. then permanent in library archives |
| 30-040 | Schedule preferences and commencement participation document | Fiscal Year |
| 30-045 | Waivers (faculty workload) | Fiscal Year |
| 30-050 | I.U. (Instructional Units) Reports – faculty | Until employee terminates |
| 30-060 | Overload guidelines – faculty | Current semester |
| 30-070 | Faculty schedule | Current semester |

| Item Number | Record/Record Series Title and Description | Retention Period |
|---|--|--|
| 30-085 | Professional Development Plans and Salary Adjustments | Until complete, then transfer to Human Resources |
| 30-090 | Perkins Compliance Visit Documents (policies, performance evaluations and program improvement, personnel qualifications, fund accounting, student activities, special populations, equipment verification) | Until Perkins audit |
| HEALTH AND SCIENCES | | |
| 34-010 | Accreditation/site visits, licensing, and regulations | Initial and Two Most Recent |
| 34-015 | Affiliation Agreements (original in Fire Files) | Until Terminated |
| 34-054 | Health Careers student records | 6 Yrs. |
| 34-055 | Nursing student records, course outlines, and other licensing requirements | 8 Yrs. |
| 34-095 | Class assignments, student exams | 1 Semester |
| 34-130 | Resuscitation "Annie" Reservation Note Book | 1 Yr. |
| 34-155 | Patient files (Medical Assisting Clinic and Dental Hygiene Clinic) | 10 Yrs. After date of last treatment |
| 34-165 | Payment records (clinics) | 5 Yrs. |
| 34-170 | Appointment Books (clinics) | 2 Yrs. |
| GENERAL STUDIES | | |
| 33-035 | Grants – State and Federal (original to Financial Services Manager) | Until Terminated |
| ADMISSIONS, REGISTRATION AND RECORDS | | |
| | All are document image records unless otherwise noted. Original records are kept until an accurate document image is confirmed. AG = After graduation LTOA = Last term of attendance | |
| 45-001 | Applications for admission – processed | 3 Yrs AG/LTOA |
| 45-002 | Applications for admission – received incomplete, not processed | 1 Yr. |
| 45-003 | Returned official department mail and acceptance letters | 3 Yrs. LTOA |
| 45-004 | Personal Information Updates/Residency verifications includes name and address change authorization | 3 Yrs. AG/LTOA |
| 45-005 | Alien Registration Receipt Cards | 3 Yrs. AG/TOA |
| 45-014 | High school and college transcripts for applicants | 3 Yrs. AG/LTOA |
| 45-015 | High school and other college transcripts for non-applicants (Original) | 1 Yr. |
| 45-016 | Postsecondary Enrollment Options forms | 3 Yrs. AG/LTOA |
| 45-017 | MiWorks Authorizations | 3 Yrs. AG/LTOA |
| 45-030 | In person registration records (includes audit cards) | 3 Yrs. AGL/LTOA |
| 45-035 | Correspondence to students | 3 Yrs. AG/LTOA |
| 45-045 | Social Security Numbers and Valley Number change authorizations | 3 Yrs. AG/LTOA |
| 45-055 | Credit by examinations | 3 Yrs. AG/LTOA |

| Item Number | Record/Record Series Title and Description | Retention Period |
|--|--|------------------------------|
| 45-065 | Instructor directed withdrawals | 3 Yrs. AG/LTOA |
| 45-070 | Plagiarism files | 3 Yrs. AG/LTOA |
| 45-140 | Official transcript requests | 3 Yrs. AG/LTOA |
| 45-145 | Enrollment verifications | 3 Yrs. AG/LTOA |
| 45-150 | Incomplete contracts | 3 Yrs. AG/LTOA |
| 45-155 | Grade change forms | 3 Yrs. AG/LTOA |
| 45-156 | Grade/refund appeals | 3 Yrs. AG/LTOA |
| 45-160 | Petition to graduate requests | 3 Yrs. AG/LTOA |
| 45-161 | Degree/Certificate awarded and date | Permanent |
| 45-165 | Grade rosters | Permanent |
| 45-175 | Official student transcripts to include transfer credit evaluations | Permanent |
| 45-176 | In person registration records | 3 Yrs. AG/LTOA |
| 45-177 | Subpoenas | 5 Yrs. after case closed |
| INTERNATIONAL STUDENT OFFICE | | |
| 45-162 | International students' records | 3 Yrs. AG/LTOA |
| 45-164 | International applications received but never completed | 1 Yr. |
| ATHLETICS | | |
| 61-001 | Athlete information forms | 1 Yr. |
| 61-010 | Athlete insurance information | 2 Yrs. |
| 61-015 | Athletic physical examination forms | 2 Yrs. |
| 61-020 | Athletic injury referral forms | 3 Yrs. |
| 61-025 | Insurance claims/with payment made and/or copy of submitted catastrophic claim | 5 Yrs. Or until claim closed |
| 61-050 | Individual sport eligibility forms | 5 Yrs. |
| 61-116 | Basketball and Volleyball camp records | 1 Yr. |
| BUSINESS AND FINANCIAL SERVICES | | |
| 21-001 | Insurance policies | 10 Yrs. |
| 21-010 | Accident/injury reports with background | 7 Yrs. |
| 21-011 | Litigated accident/injury reports with background | 7 Yrs. or until claim closed |
| 21-025 | Capital equipment inventory/appraisal records | 5 Yrs. |
| 21-030 | Capital equipment property disposal records | 5 Yrs. |
| 21-040 | Contracts – government, federal, state, and local | 6 Yrs. after termination |

| Item Number | Record/Record Series Title and Description | Retention Period |
|-------------|--|---|
| 21-045 | All other written contracts | 6 Yrs. after termination |
| 21-145 | Contracted food service monthly reports | 1 Yr. |
| 21-201 | Voucher package (purchase requisition copy, purchase order, procurement card report package, invoice, and receiving acknowledgements) | 7 Yrs. |
| 21-202 | Bids | 5 Yrs. |
| 50-000 | Audit statements | Permanent |
| 50-001 | Audit workpapers | 7 Yrs. |
| 50-015 | Canceled checks | 7 Yrs. |
| 50-020 | Bank statements and reconciliations | 7 Yrs. |
| 50-050 | Financial statements/monthly | 3 Yrs. |
| 50-055 | Gifts and grants report | 3 Yrs. |
| 50-105 | Journal input documents | 7 Yrs. |
| 50-155 | Bookstore documents (book vouchers, financial aid documents and receipts, book rental documents, gift card/gift certificate documents) | 7 Yrs. |
| 50-156 | Accounts receivable – invoices paid, payment plan, notes paid | 7 Yrs. |
| 50-180 | Sales tax reports | 7 Yrs. |
| 50-185 | Property tax levy notices | 7 Yrs. |
| 50-220 | Approved budget (see Board of Trustees) | 5 Yrs. (1 copy maintained with Board Minutes) |
| 50-225 | Budget development materials (including capital equipment and working papers) | 5 Yrs. |
| 50-251 | Payroll files (wage/salary history, earning records, salary or current rate of pay, payroll deductions) | 7 Yrs. after termination |
| 50-252 | W-2 forms, W-4 forms, garnishments, signed authorizations, direct deposit authorization form | 7 Yrs. after termination |
| 50-285 | Time sheet | 5 Yrs. |
| 50-290 | Payroll tax reports – 941 and quarterly payroll tax reports | 5 Yrs. |
| 50-291 | MPSER (Michigan Public School Employees Retirement) – bi-weekly report, remittance report, and reconciliation and agency contribution letter | 7 Yrs. |
| 50-292 | Investment statements | 7 Yrs. |
| 50-293 | Wire transfers and Automated Clearing House | 7 Yrs. |
| 50-295 | Bonds and coupons | Termination of debt |
| 50-296 | Bonds- affidavit confirming final payment | 7 Yrs. after final payment |
| 50-297 | Procurement card authorizations | Active + 1 Yr. |
| 50-298 | Vendor Automated Clearing House authorizations | Active only |

| Item Number | Record/Record Series Title and Description | Retention Period |
|--------------------------------|--|--|
| 50-299 | Financial data system (general ledger) | 7 Yrs. |
| COLLEGE RELATIONS | | |
| 60-056 | Budget papers (department) | 1 Yr. |
| 60-110 | Legal Counsel Correspondence | 7 Yrs. |
| 60-220 | Legislative activity (visits, releases, etc.) | 5 Yrs. |
| 60-230 | Capital Outlay (procedures, laws, manuals) | 5 Yrs. |
| 60-235 | Lobby registration (laws, registration information, etc.) | 5 Yrs. |
| 60-240 | Legislative relations (general information) | 5 Yrs. |
| 60-250 | Legislative issues impacting KVCC (nursing, training, etc.) | 7 Yrs. |
| 60-300 | Official institution publications – Career Source, Museography, KV Focus, etc. | 1 Yr. then transfer to library archives |
| 60-310 | KVCC catalogs and class schedules | 1 Yr. then transfer to library archives |
| EVENT SCHEDULING | | |
| 63-021 | Facility utilization reports | 3 Yrs. |
| 63-022 | Rental fee waiver request forms | 3 Yrs. |
| 63-023 | Facility use guidelines | Until updated |
| FACILITIES SERVICES | | |
| Materials Handling Area | | |
| 24-001 | Purchase orders receiving copies | 1 Yr./audit |
| 24-005 | General inventory stock usage report | 3 Yrs. |
| 24-016 | Vehicle records and maintenance records | Until terminated. |
| 24-045 | General correspondence | 2 Yrs. |
| Inventory Cards | | |
| 24-050 | College keys | Until disposal of equipment. or facility |
| 24-056 | College key cards (assignments) | 1 Yr. after termination |
| 24-065 | College credit cards | Active + 1 Yr. |
| Mailroom | | |
| 24-080 | U.S. Mail Postal Service forms (certified records, return receipt, and registered) | 5 Yrs. |
| 24-085 | UPS – call tags | 5 Yrs. |
| 24-090 | Federal Express Service Receipts | 5 Yrs. |
| 24-100 | Emery Service Receipts | 5 Yrs. |
| 24-105 | Mail processors | 5 Yrs. |
| 24-110 | Presort | 5 Yrs. |

| Item Number | Record/Record Series Title and Description | Retention Period |
|--------------------------|--|--|
| 24-115 | Accounting charges (daily, weekly, and monthly) | 1 Yr. |
| 24-120 | Equipment maintenance records | Until term. |
| Facilities Office | | |
| 24-169 | Building permits | Active + 1 Yr. |
| 24-170 | Building blueprints | Until disposal of building |
| 24-171 | Building plans and specifications | Until disposal of building (plans with historical relevance will be transferred to the KVCC/KVM) |
| 24-172 | Occupancy permits | Until disposal of building |
| 24-175 | Bid requested | 1 Yr. |
| 24-176 | Maintenance job orders | 1 month after completed |
| 24-186 | Purchase requisition copies | 1 Yr. |
| 24-190 | Facilities modifications | 1 Yr. |
| 24-205 | General correspondence | 2 Yr. |
| 24-210 | Budget sheets | 1 Yr. |
| 24-215 | Facility Services Meeting minutes | 2 Yr. |
| 24-220 | Maintenance manual | Until disposal of equipment/facility |
| 24-225 | Plant evaluation schedules | Until disposal of equipment/facility |
| 24-229 | Plant inspection records and operating permits for boilers, elevators, and swimming pool | Until disposal of equipment/facility |
| 24-245 | Procedures manual | Until updated |
| FINANCIAL AID | | |
| 41-001 | Federal Title IV Financial Aid – All program records including records of student eligibility – Student Financial Aid file (Institutional Student Information Record, Student Air Report, other needs analysis documents, verification forms, tax returns and other income statements, financial aid award letter, loan applications, entrance loan counseling, refund calculations), and other documentation related to student's financial aid status. | 5 Yrs. (3 Yrs. after submission of Financial Institution Shared Assessment Plan for that award year) |
| 41-005 | State Financial Aid – All program records including records of student eligibility, award adjustments, refund calculations, wages, and matching funds. | 5 Yrs. |
| 41-010 | Federal loans – records relating to student or parent borrower's eligibility and participation in the Federal Family Education Loan Program | 3 Yrs. from end of the award year when student last attended |

| Item Number | Record/Record Series Title and Description | Retention Period |
|--|---|--|
| 41-015 | Reports – applications for funds, reports, and annual fiscal activity reports per the Financial Aid Program | 5 Yrs. |
| 41-020 | General correspondence, departmental procedures, and misc., pertaining to the operation of the Financial Aid Office | 5 Yrs. (3 Yrs. after submission of the Financial Institution Shared Assessment Plan for that award year) |
| 41-025 | Records pertaining to audit, program review, and/or exception questions | Until issues resolved |
| 41-050 | Veteran Benefits Student Folder – includes VA Form 22-1990 (Application for Veterans Benefits), VA Form 22-1999 (Certification of Enrollment), VA Form 22-1999b (Change in Student Status), KVCC Program Plan, KVCC Transcript, and all other supporting documentation and correspondence | 3 Yrs. from date of last certification |
| 41-055 | Operation of Veteran Benefits Program – State approval correspondence, general correspondence, departmental procedures, and misc. documents. | 3 Yrs. after end of fiscal year |
| 41-065 | Special Populations – All program records including records of student eligibility, award adjustments, and refund calculations | 5 Yrs. from last award year |
| HUMAN RESOURCES | | |
| 23-000 | Employment applications/employment listings, advertisement for hiring personnel and records concerning any personnel decision | 3 Yrs. |
| 23-001 | Background check and credit checks | Termination + 3 Yrs |
| Individual Applicants Who Are Not Hired | | |
| 23-005 | Employment applications, resumes, and letters of recommendation | 3 Yrs. |
| 23-031 | Employment history cards | Termination + 3 Yrs. |
| 23-051 | Grievance reports | Closed + 15 Yrs. |
| 23-061 | Job descriptions | Obsolete or superseded + 2 Yrs. |
| 23-081 | Personnel records – staff | Termination + 6 Yrs. |
| 30-002 | Faculty personnel records (including Professional Development Plans and salary adjustments – see Academic Services) | Termination + 6 Yrs. |
| 30-003 | College Handbook – Human Resources Policies and Procedures | Until updated, then transfer to library archives |
| Medical/Benefits Records | | |
| 23-010 | Employee benefit plan description | Termination of plan + 1 Yr. (not less than 3 Yrs.) |
| 23-011 | Optional Retirement Plan description | Termination + 6 Yrs. |
| 23-012 | Employee Medical records, employee exposure medical records and workers allegations, asbestos monitoring/employee exposure measurement | Termination + 30 Yrs. |

| Item Number | Record/Record Series Title and Description | Retention Period |
|-----------------------------------|---|-------------------------------------|
| 23-013 | Claims for accommodation under the Americans with Disability Act or the MI Handicapper's Civil Rights Act | Termination + 3 Yrs. |
| 23-014 | Unemployment compensation | 6 Yrs. after the calendar year paid |
| 80-118 | Employee medical records including Hepatitis B Vaccination records and Tuberculosis skin testing records. | Termination + 30 Yrs. |
| 80-119 | Safety training records | 3 Yrs. or most recent |
| Worker's Compensation Data | | |
| 23-015 | Accident report | 5 Yrs. or settlement + 3 Yrs. |
| 23-046 | Correspondence | 5 Yrs. or settlement + 3 Yrs. |
| INFORMATION TECHNOLOGY | | |
| 22-002 | Ellucian Banner daily back-up tapes | 1 Week |
| 22-006 | Ellucian Banner Friday back-up tapes | 1 Month |
| 22-008 | System back-up and restore test | 2 Yrs. |
| 22-020 | Application and file server back-ups | 4 Weeks |
| 22-040 | Record of all incoming and outgoing telephone calls | 2 Yrs. |
| INSTITUTIONAL RESEARCH | | |
| 62-001 | Program reviews | 5 Yrs. |
| 62-005 | Graduate survey summary | 10 Yrs. |
| 62-010 | Graduate survey | 3 Yrs. |
| 62-015 | Employer survey summary | 10 Yrs. |
| 62-020 | Employer survey | 3 Yrs. |
| 62-025 | Reports (State, IPEDS, HEGIS, ACS6, etc. | 5 Yrs. |
| 62-035 | Weekly enrollment comparison summary | 5 Yrs. |
| 62-045 | General correspondence | 2 Yrs. |
| LIBRARIES | | |
| 42-030 | Gift letters | 7 Yrs. |
| 30-026 | Advisory Committee minutes (see Academic Services) | Permanent in Library |
| 45-040 | KVCC archives collection | Permanent |
| 30-030 | College handbook, human resources policies and procedures (see Human Resources) Minutes of meetings of college organization units (Cabinet, Board, and all institutional councils) | Permanent |
| 60-300 | Official college publications – CareerSource, Museography, KV Focus, etc. (see College Relations) | Permanent |

| Item Number | Record/Record Series Title and Description | Retention Period |
|-------------------|--|---------------------|
| 60-310 | KVCC catalogs and class schedules (see College Relations KVCC related articles, newspaper clippings, announcements, and programs of performance, exhibitions, productions, and other college events (collected and maintained by the library) | Permanent |
| 60-300 | Official college publications – CareerSource, Museography, KV Focus, etc. (see College Relations) | Permanent |
| 42-050 | Library catalog and circulation records: until deaccession or item return | Active records only |
| THE GROVES | | |
| 70-010 | Course descriptions | 7 Yrs. |
| 70-020 | Registration forms | 7 Yrs. |
| 70-030 | Pre and post assessments (required by granting agencies) | 7 Yrs. |
| 70-040 | Certificates of completion | Permanent |
| 70-050 | Daily sign-in sheets | 7 Yrs. |
| 70-060 | Evaluation forms | 7 Yrs. |
| 70-080 | Requests for invoice | 7 Yrs. |
| 70-090 | Facility use agreement | 7 Yrs. |
| 70-100 | Department copy of catering invoices (originals maintained by Business & Finance Office) | 7 Yrs. |
| 70-110 | Rental fee waiver request forms | 7 Yrs. |
| 70-140 | Facility use guidelines | Until updated |
| MUSEUM | | |
| 70-000 | Accession and catalog logbooks | Permanent |
| 70-005 | Catalog Records (both computerized and card files) | Permanent |
| 70-010 | Deaccession records | Permanent |
| 70-015 | Artifact/collections receipts | Permanent |
| 70-020 | Loan records (incoming and outgoing loans) | Permanent |
| 70-025 | Receipts of deposit (artifact) | Permanent |
| 70-030 | Receipts of transfer (artifact) | Permanent |
| 70-035 | Source files (artifact) | Permanent |
| 70-040 | Attendance records | 10 Yrs. |
| 70-045 | Challenger Advisory Committee minutes | Permanent |
| 70-050 | Community Advisory Board minutes | Permanent |
| 70-055 | Exhibit information received | 5 Yrs. |
| 70-060 | Inventory records | Until updated |
| 70-065 | Monthly progress reports | 1 Yr. |
| 70-070 | Photograph reproduction form (Agreement to Reproduce) | 5 Yrs. |

| Item Number | Record/Record Series Title and Description | Retention Period |
|---------------------------|--|--|
| 70-085 | Volunteer sign-up sheets | 1 Yr. |
| 24-171 | Building plans and specifications (Facilities Services) | Plans with historical relevance Permanent |
| POLICE ACADEMY | | |
| 33-080 | Exams | 30 Yrs. |
| 33-085 | Handouts | 30 Yrs. |
| 33-090 | Forms | 30 Yrs. |
| 33-095 | Classes, materials, and student information | 30 Yrs. |
| 33-105 | Testing materials for Michigan Commission on Law Enforcement testing | 30 Yrs. |
| 33-110 | Special non-credit classes and seminars | 6 Yrs. |
| 33-115 | Budget | 6 Yrs. |
| 33-120 | Video training | 6 Yrs. |
| 33-125 | Corrections | 6 Yrs. |
| 33-130 | Individual denied applications | 3 Yrs. |
| 33-135 | Individual background questionnaires | 3 Yrs. |
| PRESIDENT'S OFFICE | | |
| 10-001 | Minutes of meetings (open meetings) including back-up materials such as approved budgets, audit reports, board resolutions | Permanent in Archives |
| | Minutes of meetings (closed sessions) | 1 Yr. |
| | Secretary, Board of Trustees | |
| 10-005 | Vouchers and back-up documentation | 3 Yrs. |
| 10-015 | Board personnel files | Through end of tenure |
| 10-020 | Election results and papers, including bonding, millage issues | 2 Yrs. after election |
| 10-030 | President's Office general correspondence | 5 Yrs. |
| SAFETY | | |
| 80-001 | Hazardous chemical manifests | 3 Yrs. |
| 80-005 | Safety citations | 6 Yrs. |
| 80-111 | Fire drill reports | 2 Yrs. |
| 80-112 | Michigan Occupational Safety & Health Administration accident/injury reports | 5 Yrs. |
| 80-114 | Material Safety Data Sheets | 30 Yrs. |
| 80-116 | Inspection records and operating permits from regulatory agencies (example: radiation machines) | 2 Yrs. |
| 80-120 | Safety equipment inspection and service records | 5 Yrs. |

| Item Number | Record/Record Series Title and Description | Retention Period |
|---------------------------------|--|------------------|
| STUDENT SUCCESS SERVICES | | |
| Counseling and Advising | | |
| 46-100 | General correspondence | 2 Yrs. |
| 46-110 | Contracts and agreements (original in Business Office file) | Until terminated |
| 46-120 | Staff meeting minutes | 2 Yrs. |
| Focus Program | | |
| 46-200 | Student success agreement | 3 Yrs. |
| 46-210 | Student Profile | 3 Yrs. |
| 46-220 | Meeting notes | 3 Yrs. |
| 46-230 | Copies of progress notes | 3 yrs. |
| 46-240 | Transcripts | 3 Yrs. |
| 46-250 | Transfer program plan | 3 Yrs. |
| Life Resources | | |
| 46-300 | Student files | 2 Yrs. |
| Office of Prior Learning | | |
| 46-400 | Student files | 2 Yrs. |
| Office of Student Access | | |
| 46-500 | Student files | 60 Yrs. |
| Internship Services | | |
| 46-600 | Student internship records – sponsor agreements, final summary, grades | 5 Yrs. |
| Apprenticeship Services | | |
| 46-610 | Apprenticeship records – related trade program, grade release, DOL certificate of completion | 100 Yrs. |

SUBMIT TO: State of Michigan, Records Management Services, P.O. Box 30026, Lansing, MI 48909