

State of Michigan
Michigan Historical Center
Records Management Services
PO Box 30026
Lansing, MI 48909

RECORDS RETENTION AND DISPOSAL SCHEDULE

CHECK APPLICABLE: <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> OTHER	APPROVALS (SIGNATURES)
GOVERNMENT UNIT NAME: KALAMAZOO VALLEY COMMUNITY COLLEGE	AGENCY REPRESENTATIVE DATE <i>T. Hutchins</i> 3/04/09
DEPARTMENT NAME:	MICHIGAN HISTORICAL CENTER - RECORDS DATE MANAGEMENT SERVICES <i>John Searcy</i> 3/19/09
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.	MICHIGAN HISTORICAL CENTER - STATE DATE ARCHIVES OF MICHIGAN <i>Mark E. Hany</i> 3/19/09 <hr/> STATE ADMINISTRATIVE BOARD DATE <div style="text-align: center; font-weight: bold; font-size: 1.2em;">APPROVED</div> 4/7/09

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
	Supersedes Records and Retention Schedule dated April 7, 2004. Retention period applies to records in paper and/or electronic form. Records not listed in the Records Retention and Disposal Schedule are retained no more than 30 days.	
	ACADEMIC SERVICES	
30-015	General Files – all general information including 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 review	7 Yrs.
30-026	Advisory Committee Minutes	1 yr. then permanent in library archives
30-035	General notebooks of organizations, specific publications, literature, etc.	Fiscal Year
30-040	Schedule preferences and commencement participation notebook	Fiscal Year
30-045	Waivers (faculty workload)	Fiscal Year

30-050	I.U. (Instructional Units) Reports – Faculty	Until term of employee
30-060	Overload guidelines (faculty)	Current semester
30-070	Faculty Schedule	Current semester
30-085	PDP's and Salary Advancements	Until complete, then transfer to HR
30-090	Perkins	Until Perkins audit
HEALTH AND SCIENCES		
34-010	Accreditations/site visits, licensing and regulations	PERM
34-015	Affiliation Agreements (original in Business Office fire files)	Until Term
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, exams	3 Yrs.
34-130	"Annie" reserve 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	2 Yrs.
GENERAL STUDIES		
33-035	Grants – State and Federal (original to Financial Services Manager)	Until term
ADMISSIONS, REGISTRATION AND RECORDS		
All are document image records unless otherwise noted. Original records are kept until an accurate document image is confirmed.		
45-001	Applications for admission	PERM
45-002	Returned acceptance letters	PERM
45-003	Residency verification	PERM
45-014	High school and other college transcripts for applicants	PERM

45-015	High school and other college transcripts for non-applicants (original)	1 Yr.
45-030	Audit cards	PERM
45-035	Correspondence to students	PERM
45-045	Social security number and Valley number change authorization	PERM
45-046	Name and address change authorization	PERM
45-055	Credit by examination	PERM
45-065	Instructor directed withdrawal	PERM
45-070	Plagiarism file	PERM
45-130	Count date registration exception form	PERM
45-140	Official transcript requests	PERM
45-145	Enrollment verifications	PERM
45-150	Incomplete contracts	PERM
45-155	Grade change forms	PERM
45-160	Petition to graduate	PERM
45-161	Degree-Certificate awarded and date (electronic records only)	PERM
45-162	International students' records	PERM
45-163	International records for admitted students who never attended	PERM
45-164	International applications received but never completed	1 Yr.
45-165	Grade rosters (electronic records only)	PERM
45-170	Commencement Programs – June 1970 to present	PERM
45-175	Official Student Transcripts (electronic records only)	PERM
ATHLETICS		
61-001	Athlete information forms	1 Yr.
61-010	Athlete insurance information	2 Yrs.
61-015	Athletic physical exam 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 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 case is resolved
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
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, invoice and receiving acknowledgements)	7 Yrs.
21-202	Bids	5 Yrs.
50-000	Audit statements	PERM
50-015	Canceled checks	7 Yrs.
50-020	Bank statements and reconciliations	5 Yrs.
50-050	Financial statements/monthly	3 Yrs.
50-055	Gifts and grants report	3 Yrs.
50-105	Journal input documents	5 Yrs.
50-155	Note receivable reports	6 Yrs.

50-156	Accounts receivable – invoices paid, payment plan, notes paid	7 Yrs.
50-160	Federal student loans	7 Yrs.
50-180	Sales tax reports	7 Yrs.
50-185	Property tax levy notices	6 Yrs.
50-220	Approved budget (see Board of Trustees)	2 Yrs. (1 copy maintained with Board Minutes)
50-225	Budget development materials (including capital equipment and working papers)	3 Yrs.
50-251	Payroll files (wage/salary history, earnings 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	PERM
50-292	Investments	3 Yrs.
50-293	Wire transfers and ACH	4 Yrs.
50-295	Bonds and coupons	Termination of debt
50-296	Bonds – affidavit confirming final payment	PERM
50-297	Procurement card authorizations	Active + 1 Yr.
50-298	Vendor ACH authorizations	Active only
COLLEGE RELATIONS		
60-056	Budget papers (dept.)	1 Yr.
60-110	Legal Counsel	7 Yrs.
60-220	Legislative activity (visits, releases, etc.)	5 Yrs.
60-230	Capital Outlay (procedures, laws, manual)	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, 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 update
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 term
24-045	General correspondence	2 Yrs.
Inventory Cards		
24-050	College keys	Until disposal of equip. or facility
24-056	College key cards (assignments)	1 Yr. after term
24-065	College credit cards	Active + 1 Yr.
Mailroom		
24-080	U.S. Mail PS forms (certified records, return receipt and registered)	5 Yrs.
24-085	UPS – call tags	5 Yrs.
24-090	Federal Express service	5 Yrs.
24-100	Emery	5 Yrs.

24-105	Mail Processors	5 Yrs.
24-110	Presort	5 Yrs.
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 Yrs.
24-210	Budget sheets	1 Yr.
24-215	Meeting minutes	2 Yrs.
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 update

FINANCIAL AID		
41-001	Federal Title IV Financial Aid – All program records including records of student eligibility – Student Financial Aid file (ISIR, 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 the student’s financial aid status.	5 Yrs. (3 Yrs. after submission of FISAP 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 paid.	5 Yrs.
41-010	Federal loans – records relating to student or parent borrower’s eligibility and participation in the FFELP loan program.	3 Yrs. from end of the award year when student last attended
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 FISAP 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 Individual Applicants Who Are Not Hired	Term + 3 Yrs.
23-005	Employment applications, resumes and letters of recommendation	3 Yrs.

23-031	Employment history cards	Term + 3 Yrs.
23-051	Grievance reports	Closed + 15 Yrs.
23-061	Job Descriptions	Obsolete or superceded + 2 Yrs.
23-081	Personnel records – staff	Term + 6 Yrs.
30-002	Faculty personnel records (including PDP's and salary advancements – see Academic Services)	Term + 6 Yrs.
30-003	College Handbook – Human Resources Policies and Procedures	Until update, then transfer to library archives
Medical/Benefits Records		
23-010	Employee benefit plan description	Term of plan + 1 Yr. (not less than 3 Yrs.)
23-011	ORP plan description	Term + 6 Yrs.
23-012	Medical records, employee exposure medical records and workers allegations, asbestos monitoring/employee exposure measurement	Term + 30 Yrs.
23-013	Claims for accommodation under the Americans with Disabilities Act or the MI Handicapper's Civil Rights Act	Term + 3 Yrs.
23-014	Unemployment Compensation	6 Yrs. after the calendar year paid
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	SunGard Banner daily back-up tapes	1 Week
22-006	SunGard Banner Friday back-up tapes	1 Month
22-008	System back-up and restore test	2 Yrs.
22-011	Hewlett Packard system recovery cassettes	Until next operating system

22-020	Application and file server back-ups	update/upgrade 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	PERM
62-010	Graduate survey	3 Yrs.
62-015	Employer survey summary	PERM
62-020	Employer survey	3 Yrs.
62-025	Reports (State, IPEDS, HEGIS, ACS6, etc.)	5 Yrs.
62-035	Weekly enrollment comparisons 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
42-040	KVCC archives collection	PERM
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.	
60-310	*KVCC catalogs and class schedules (see College Relations) *KVCC-related articles, newspaper clippings, announcements and programs of performances, exhibitions, productions, and other college events (collected and maintained by the library)	
60-300	*Official college publications – CareerSource, Museography, etc. (see College Relations)	
42-050	Library catalog and circulation records: until deaccession or item return	Active records only
M-TEC AT 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	PERM
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 Finance Services)	7 Yrs.
70-110	Rental Fee Waiver Request Forms	7 Yrs.
70-140	Facility Use Guidelines	Until Update
MUSEUM		
70-000	Accession and catalog logbooks	PERM
70-005	Catalog records (both computerized and card files)	PERM
70-010	Deaccession Records	PERM
70-015	Artifact/collections receipts	PERM
70-020	Loan records (incoming and outgoing loans)	PERM
70-025	Receipts of Deposit (artifact)	PERM
70-030	Receipts of Transfer (artifact)	PERM
70-035	Source Files (artifact)	PERM
70-040	Attendance Records	10 Yrs.
70-045	Challenger Advisory Committee Minutes	PERM
70-050	Community Advisory Board Minutes	PERM
70-055	Exhibit Information Received	5 Yrs.
70-060	Inventory Records	Until Update
70-065	Monthly Progress Reports	1 Yr.

70-070	Photograph Reproduction Form (Agreement to Reproduce)	5 Yrs.
70-085	Volunteer Sign-up Sheets	1 Yr.
24-171	Building Plans and Specifications (Facilities Services)	Plans with historical relevance PERM
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 MCOLES 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		
Board of Trustees		
10-001	Minutes of meetings (open meetings), including back-up materials such as approved budgets, audit reports, board resolutions	PERM
	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	Thru 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	MIOSHA accident/injury reports	5 Yrs.
80-114	MSDS sheets	30 Yrs.
80-115	Safety citations	6 Yrs.
80-116	Inspection records and operating permits from regulatory agencies (example: radiation machines)	2 Yrs.
80-118	Employee medical records including HBV vaccination records and TB skin testing records	Term + 30 Yrs.
80-119	Safety training records	3 Yrs. or most recent
80-120	Safety equipment inspection and service records	5 Yrs.
STUDENT SUCCESS CENTER		
Advocates		
46-010	Student files	2 Yrs.
Counseling and Student Development		
46-100	General correspondence	2 Yrs.
46-110	Contracts and agreements (original in Business Office fire file)	Until term
46-120	Staff meeting minutes	2 Yrs.
Focus Program		
46-200	Student success agreement	3 Yrs.
46-210	Profile and disclaimer	3 Yrs.
46-220	Meeting notes	3 Yrs.
46-230	Copies of progress reports	3 Yrs.
46-240	Transcripts	3 Yrs.

46-250	Transfer program plan Life Resources	3 Yrs.
46-300	Student Files Prior Learning	2 Yrs.
46-400	Student Files Special Needs	2 Yrs.
46-500	Student Files Student Employment Services	PERM
46-600	Student internship records – sponsor agreements, final summary, grades	5 Yrs.
46-610	Apprenticeship records – related trade program, grade release, DOL certificate of completion	PERM