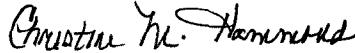


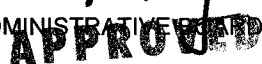


State of Michigan
 Records Management Services
 P.O. Box 30026
 Lansing, MI 48909

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)	DATE
GOVERNMENT UNIT NAME: Mid Michigan Community College	AGENCY REPRESENTATIVE 	 4-29-2015
DEPARTMENT NAME: Finance and Administration	DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	 5/5/15
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.	DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	 5/19/15
	STATE ADMINISTRATIVE 	 6-2-15

Title and Description	Retention Period
General Correspondence General correspondence does not pertain to a specific issue, employee or student. General correspondence includes sent or received items and may include referral correspondence. If the correspondence does pertain to a specific issue, employee or student, it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, and notes. This also includes any tools used to index or list correspondence.	2 years
Transitory Correspondence Transitory correspondence is any form of communication with a short-term interest that has no documentary value and need not be retained more than 30 days. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures or certify a transaction or become a receipt. Examples of transitory correspondence include draft materials, letters of transmittal that do not add information to the transmitted materials, routine request for information that requires no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting and similar records. Active = 30 days	Active

<p>Meeting Records These records may include meeting minutes, agendas, and distribution materials related to staff meetings, meetings with other off campus groups. Does not apply to Board meeting minutes.</p>	<p>3 years</p>
<p>Freedom of Information Act (FOIA) Requests This file will document any requests for information or public records maintained by the college. They may include requests for information, correspondence, a copy of the information released, and billing information.</p>	<p>1 year</p>
<p>Millage Files These files document millage proposals. They may include the presentations, Research, budgetary documents, ballot language, attorney opinions, and board resolutions. These files will include election materials if the college is responsible for administering the election.</p>	<p>2 years</p>
<p>General – Institution-wide General Correspondence Governance Councils Records and minutes</p>	<p>1 year 5 years</p>
<p>BOARD OF TRUSTEES and PRESIDENT'S OFFICE Board of Trustees open meeting minutes Board of Trustees closed session minutes Board of Trustees Millage Files Board Directories and Trustee Information Founding Documents and Articles of Accreditation Board Policies President's Office Staff procedures President's Evaluation Memorandums of Understanding Student Complaints Commencement Programs Election Results</p>	<p>Permanent Permanent 10 years Tenure+ 2 years Permanent Superseded Superseded Superseded Tenure+ 2 years 7 years Permanent Permanent</p>
<p>FINANCIAL SERVICES- Business Office (Follows Schedule 31 unless otherwise indicated)</p> <p>ACCOUNTS PAYABLE Requisitions, purchase orders, invoices and receiving records 1099 Information Check Registers</p> <p>PURCHASING) College Purchasing Card Activity Closed College Purchasing Cards</p> <p>FOUNDATION Audit/Financial annual audits, IRS audits Bylaws, licenses, State documents, leases Foundation Committee Activities, minutes, etc. Donor Records (correspondence, wills, estate documents) Legal Counsel Foundation Tax Forms and work papers</p>	<p>Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years</p> <p>Fiscal year + 7 years Fiscal year + 7 years</p> <p>Permanent Permanent Permanent Permanent Permanent Fiscal year + 7 years</p>

<p>GENERAL LEDGER Journal Entries General Ledger</p>	<p>Fiscal year + 7 years Fiscal year + 7 years</p>
<p>QUOTATIONS Bids, Request for Proposals Voucher Packages</p>	<p>Fiscal year + 7 years Fiscal year + 7 years</p>
<p>ACCOUNTS RECEIVABLE – Student Financial Services Cashier detail report, deposit copies, Daily A/R reports/accounting feed A/R Reconciliation Auto refunding of credit amounts Batch check register (refunds) Company authorization letters, third party billing Statements Bookstore charges Collection information 1098 T information Unresolved transactions</p>	<p>Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years</p>
<p>BANKING AND INVESTMENTS Monthly Bank Statements, Reconciliations Canceled Checks – (A/P & P/R) Check Registers Yearly Log of Investments Investment Reports, Bank Confirmations Monthly Investment Log Letters of Transmittal, Electronic TSF Confirmation</p>	<p>Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 2 years Fiscal year + 2 years Fiscal year + 7 years Expiration and audit</p>
<p>AUDIT & REPORTING Monthly Financial Statements Supply Inventories Active = date of inventory Independent Audit Report Financial Statement Audit work papers (including inventory reports)</p>	<p>1 year Fiscal year + 7 years Active + 10 years Fiscal year + 7 years</p>
<p>CASH MANAGEMENT Cash receipts Tax receipts, tax file, Sales Tax ACS File Wire Transfers</p>	<p>Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years</p>
<p>GRANTS Financial Information related to Federal/State grants Financial Information related to other grants Grant Documentation</p>	<p>Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years</p>
<p>FIXED ASSETS Fixed Asset Records Inventory of Fixed Assets Appraisal records – contents inventory</p>	<p>Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years</p>
<p>AUDIT & REPORTING ADMINISTRATIVE SERVICES Annual Financial Report Audits (Annual audited general purpose financial statements and annual audited report on Federal financial assistance)</p>	<p>Fiscal year + 7 years Creation + 10 years</p>

Property transfer Valuation of College district (S.E.V.) L-4029 and work papers	Permanent 10 years
TAX RECORDS Warrant reconciliation w/county L4029 –Administrative Services Transfer to CC's, interest record, all tax rolls (ad valorem, 1FT, CFT, TIF A) Delinquent personal property rolls w/off Jeopardy tax assessment Bankruptcy Tax allocation bond forms, tax levy form Board of Review Receipts	10 years Fiscal year + 4 years Fiscal year + 3 years Collection + 2 years Write Off + 2 years After Audit Fiscal year + 1 year Fiscal year + 7 years
GENERAL FILES Accident reports & insurance claims Insurance Certificates State of Michigan Correspondence	Audit + 7 years Expiration + 10 years Current year
BUILDING & SITE AGENCY ACCOUNTS FILES State and Federal money requests NDSL Reconcilements Student Grants Audit work papers FISAP papers/reports	2 years throughout life of agency 4 years 2 years Audit + 7 years 4 years
LEGAL DOCUMENTS – ADMINISTRATIVE SERVICES Property Deeds Property Owned Divested Reorganization and/or annexation of CC district Amended or suspended policies Active = date of amendment or suspension Warranties and performance bonds Contracts (except personnel), insurance policies and leases State Capital Outlay Reporting State Building Authority Documents Bond issue information	Permanent Permanent Permanent Active + 5 years Later of term or expiration of all warranties and/or guarantees + 6 years years Case closed + 5 years Later of term or expiration of all warranties and/or guarantees + 7 years years Project completion + 5 years Project completion + 5 years Payment of bond + 5 years
LITIGATION Land Contracts and purchase agreements Construction records, contract documents, inspection records Plans for construction	Term + 6 years (Deed is permanent record) 6 years after completion Expiration + 6 years
PAYROLL (Follows Schedule 26 unless otherwise indicated) Employee Files - names, addresses, social security numbers, position, W-4 information Active = until termination Voluntary Deduction Authorization Forms Canceled checks Direct Deposit Authorization Forms Earnings Records – amounts and dates of all wage, annuity and retirement payments Deductions Registers and Garnishments Time Sheets Leave Request Forms and Reports	Active + 50 years Expiration + 6 years Fiscal year + 7 years Expiration + 6 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 3 years

<p>State New Hire Reports Payroll Registers Payroll Tax Reports –941 quarter and annual reports and payments Sales Tax Reports – monthly reports and payments W-2 submission reporting MPSERS(Michigan Public School Employees Retirement System) - earning report submissions Correspondence with ORS ORS Applications and verification of retirement wages ORS Bi-weekly reporting of wages and hours ORS payments and reconciliations OPR Plan 403b Plan Unemployment Compensation Data Employment Verification Workers Compensation Data Federal Labor Report MESC Reports</p> <p>MUNICIPAL FINANCE AND BONDING Transcript of bond proceedings Other bond issue records Borrowing records Bonds and coupons Affidavit confirming payments</p>	<p>Fiscal year + 7 years Fiscal year + 50 years Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Permanent Fiscal year + 7 years Permanent Fiscal year + 7 years Fiscal year + 7 years Permanent Superseded + 6 years Fiscal year + 7 years Current + 30 days Fiscal year + 7 years Fiscal year + 7 years Fiscal year + 7 years Permanent Term + 6 years Term + 6 years Term Permanent</p>
<p>HUMAN RESOURCES (Follows Schedule 26 unless otherwise indicated)</p> <p>PERSONNEL FILES Documents hiring, transfers, layoff, performance, discipline, termination etc. They may include employment forms, employment contracts, information about job status, information about salary status or salary changes, disciplinary notices, performance forms, correspondence, recognition, etc. Active=until termination</p> <p>BACKGROUND FILES These files contain release forms, results of criminal history checks, results of professional references, driving records, physical exam results, etc. Active=until termination</p> <p>MEDICAL FILES These files document private medical information for a specific employee, including disability accommodations. They may contain physician correspondence, physical exam results, Family Medical Leave Act forms and requests, short-term and long-term disability paperwork, drug and alcohol tests, etc. Active=until termination</p> <p>I-9 FILES Federal Form 1-9 includes verification by employers of identity and immigration status of all new employees. These files include the Employment Eligibility Verification form, copy of one document from List A or a copy of one document from List B and C. These files are maintained separately from the personnel file. Event= 8 CFR 274A.2 requires employers to maintain signed copies of 1-9 forms for three (3) years after the date of hire or one (1) year after termination, whichever is later.</p>	<p>Active + 6 years</p> <p>Active + 6 years</p> <p>Active + 30 years</p> <p>3 years after date of hire or one year after termination.</p>

<p>GRIEVANCES These document employee grievances against the college and the resolution of the grievance. Active = until the contract that the grievance is related to expires.</p>	<p>Until contract that grievance is related to expires.</p>
<p>WAIVERS- Faculty OVERLOAD GUIDELINES- Faculty</p>	<p>Fiscal year Current semester</p>
<p>JOB EVALUATIONS AND JOB DESCRIPTIONS These records document job classification/evaluation systems and all existing positions covered by those system(s). Job descriptions may include a summary of responsibilities, functions, applicant requirements, etc.</p>	<p>Superseded + 6 years</p>
<p>SALARY STUDIES These records document the analysis of employee salaries to ensure fair compensation and include research, surveys, reports, etc.</p>	<p>3 years</p>
<p>BENEFIT PLANS These documents define the terms of benefit plans that are available to employees and may include plan documents, descriptions, summaries, etc.</p>	<p>Superseded + 6 years</p>
<p>SALARY AND HOURLY RATE SCHEDULES These records document salary or hourly rates for each job classification or employee category.</p>	<p>Superseded + 6 years</p>
<p>POSITION RECLASSIFICATIONS These records document requests to have a position re-classified. They may contain the request, copies of the old and proposed job descriptions, and decisions related to the request or other related documents.</p>	<p>6 years</p>
<p>JOB ADVERTISEMENTS/POSTINGS These records document the advertising of available positions that the College intends to fill, both internally and externally. Active= position is filled or search/posting is canceled.</p>	<p>Active + 2 years</p>
<p>JOB APPLICATIONS These document applicants for positions who were not hired, regardless if they interviewed for the position. They may include resumes, cover letters, applications, regret letters, exam scores, and other supporting documents. Active = position is filled or search/posting is canceled.</p>	<p>Active + 2 years</p>
<p>SELECTION FILES These records contain all documents that support the selection of employees. They may contain selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms and selection recommendations. Active = position is filled.</p>	<p>Active + 2 years</p>
<p>LABOR AGREEMENTS These files document the resulting contracts with employee groups.</p>	<p>Expiration + 10 years</p>
<p>WORKERS COMPENSATION FILES These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee, a copy of all reports from the occupational health center. Active = until claim is settled</p>	<p>Active + 7 years</p>
<p>EMPLOYEE INJURY RECORDS – NON EXPOSURE These files include any reports of accidents or injuries involving an employee. These files may contain incident reports, correspondence, medical leave requests, etc.</p>	<p>7 years</p>

<p>EMPLOYEE INJURY RECORDS - EXPOSURE These files include any reports of accidents or injuries involving exposure to toxic or blood borne pathogens. These files may include incident reports, medical reports, correspondence, supporting medical documentation, medical leave requests, etc.</p> <p>WORKERS DISABILITY REPORTS Reports received from the disability insurance providers detailing the amount of benefits paid from the policy.</p> <p>EMPLOYEE INJURY RECORDS – OSHA 300 LOG This log identifies all employee injuries within a calendar year, this includes the log and supplementary documentation.</p>	<p>30 years</p> <p>Fiscal Year + 7 years</p> <p>5 years</p>
<p>STUDENT ACTIVITIES Dues paid record, receipts, fund requisitions, fund transfers, etc. Ticket reports Minute books- all groups Cancelled checks General Files- All general information including publications, organizations, pamphlets, brochures, clubs, dues, courses, etc.</p>	<p>Audit+ 4 years After audit 5 years Audit+ 6 years 5 years</p>
<p>ADMISSIONS Applications for Admissions Returned Acceptance letters Residency Verification High School and other College Transcripts High School and other College Transcripts for non-applicants Correspondence to students Social Security number change authorization Name change authorizations Instructor directed withdrawals Special course notification forms for credit Transcript requests Enrollment verifications Grade Change forms Course Syllabi Degree/Certification Awarded and Date (electronic records only) International student records International student admitted and never attended International applications received but never completed Veterans' benefits student folder - includes VA for 22-1990, NMC Program Plan, NMC Transcript, VR for 22-1999 Drop Form and all other supporting documentation and correspondence. Operations of Veteran Benefit Programs- State approval correspondence, general correspondence, departmental procedures and misc. documents. Educational Talent Search – applications and student files (paper original)</p>	<p>3 years 3 years 3 years after admit 3 years after admit 1 year 3 years 3 years 5 years 6 years 6 years 1 year 6 years 6 years 5 years Permanent</p> <p>Date of admission + 10 years 3 years 3 months 3 years from date of last certification 3 years after end of fiscal year</p> <p>2 years after grant ends</p>
<p>FINANCIAL AID Student Folder- MMCC financial aid application, financial statement output document, student aid report, SAP, financial aid award letter, loan applications, and other documentation related to the student's financial aid status. Scholarship checks and documentation, Birth certificate, diplomas, social security number. ISIR (FAFSA data), driver's license Reports - applications for funds reports & annual fiscal activity reports per the financial</p>	<p>Current + 3 years</p> <p>5 years</p>

<p>aid program. General correspondence, department procedures and misc. pertaining to the operation of the financial aid unit. Records involved in audit, program review and/or exception questions. Loan Applications, Financial aid award letters, communication sent to student & Dept. of Ed Agency Other Applications deferred Active=deferral date Program Participation Agreement (PPA) and ECAR, misc. records of financial responsibility CEO Active=until replaced with new system FISAP application and back up documentation Active=graduation Reconciliation of Award Programs (Pell,FSEOG/Direct Loan) Active=graduation</p>	<p>5 years 5 years (3 years after submit of the FISAP for that award year) Active + 7 years Current + 3 years Active Active + 7 years Active + 7 years</p>
<p>LEARNING SUPPORT SERVICES Student Files - Special Populations Learning Disabilities assessment Perkins Application and reports</p>	<p>3 years 7 years 7 years</p>
<p>TEACHING SUPPORT SERVICES Evaluation records - APPR, POE, OPT evaluations General Correspondence Files Part-time activity summary - Commons log Part-time faculty schedules and contact information Part-time faculty support service files</p>	<p>10 years 5 years 1 year 1 year 7 years</p>
<p>ACADEMIC SERVICES Occupational Program Files- files on each program the College offers for credit. Advisory Committee meeting records General notebooks of organizations, specific publications, literature, etc. Schedule preferences and commencement participation notebook. Waivers (faculty workload) I.U. (Instructional Units) Reports- Faculty Overload guidelines (faculty) Faculty Schedules Perkins Student Grade Books (kept in Academic Area offices) Commencement participation notebook Student educational records Active = Date of admission Title III Documents</p>	<p>7 years 7 years Fiscal year Fiscal year Fiscal year Permanent Current Semester Current Semester Until Audit* 5 years Permanent Active + 70 years Grant end + 6 years</p>
<p>NURSING Affiliation agreements for clinical education Active = agreement date Articulation agreements for incoming program transfer students Active = agreement date Radiation monitoring reports Student gradebooks Tracking and Documentation of student files containing program application, health records, clinical competency and evaluations, and advisement forms Student point scale data, acceptance letters Accreditation and radiography self-study, Program Review (PROE), Survey Results Program Advisory Committee meeting minutes, departmental meeting minutes, curriculum plan, assessment summary reports, course syllabi Medical Assistant Student Files Nursing documents including MSBON reports Pharmacy Technician Program documents</p>	<p>Active + 20 years Active + 20 years Permanent semester 8 years 3 years 6 – 12 months after graduation 5 years 5 years 5 years 6 years</p>

<p>PTA accreditation input and documentation Applications, correspondence to students and clinics Student files and contracts medical records Student surveys and faculty surveys Accreditation correspondence Equipment Inspections</p>	<p>6 years 6 years 3 years 3 years 6 years 3 years</p>
<p>SCIENCE Student Safety Quizzes MSDS notebooks Purchasing records</p>	<p>1 year Superseded 6 years</p>
<p>INFORMATION TECHNOLOGY (Follows General Schedule 30 unless otherwise indicated)</p> <p>BACKUP METHODS - hard drive to hard drive I SAN to SAN snapshot backups are performed. No tape backup systems are in place.</p> <p>FILE SHARES- hourly backup w/24 hour expiration on Primary SAN, Daily backup w/ 7 day expiration on Primary SAN, Daily backup w/ 60 day expiration on Backup SAN. Moodle & CMS content - hourly backup w/24 hour expiration on Primary SAN, Daily backup w/7 day expiration on Primary SAN, Daily backup w/30 day expiration on Backup SAN</p> <p>DATABASE RECORDS – Ellucian backup files of the database that allow for point-in-time recovery are retained for 21 days. Banner Document Management System- daily backup that expire in 1 week, and a weekly backup on Sunday that expires in 5 weeks.</p> <p>TECHNOLOGY TRAINING - Curricula materials for training about the use of computer software or equipment for employees. Until course is superseded or dropped.</p> <p>TRAINING REGISTRATION – Records document employee training.</p> <p>CONTACT LIST/DIRECTORIES – Contact list or directories for individuals and groups that may exist in paper or electronic form.</p> <p>POLICIES, PROCEDURES, AND DIRECTIVES – Policies and operating procedures of the department.</p> <p>ANNUAL REPORTS – Departmental activities including statistical information</p> <p>DEPARTMENTAL BUDGET PLANNING - Department budget requests, amendments, summaries and balance sheets. Active=current year</p> <p>PUBLICATIONS – May include press releases, brochures, and newsletters. Active = creation</p> <p>MEMORABILIA – May include photos, news clippings, certificates, awards, etc. Active= upon creation</p> <p>AUDIO-VISUAL MATERIALS – May include video recordings, audio recordings, slides, etc. in analog and digital formats Active= upon creation</p>	<p>Superseded</p> <p>Superseded</p> <p>Superseded</p> <p>Employment termination + 2 years</p> <p>Superseded</p> <p>Superseded + 5 years</p> <p>Creation + 10 years</p> <p>Creation + 5 years</p> <p>Active + 7 years</p> <p>Active + 7 years</p> <p>Active + 20 years</p> <p>Active</p>

<p>LIBRARY LEARNING SERVICES (LLS) Orders for free materials MMCC Archive Collection Minutes of meetings of College organization units (Strategic Council, Board and all institutional councils) MMCC Catalogs MMCC related articles - including clippings from local newspapers, announcements and programs of performances, exhibitions, productions and other College events Official institution publications - Career Source, Museography, etc. Student and employee ID's, Student tracking Active = enrolled or employed Accuplacer/Assessment Active=upon creation Archive (Meek Collection and newspaper clippings)</p>	<p>1 year Permanent (Collected and maintained by library)</p> <p>Active + 7 years Active + 7 years 3 years</p>
<p>INSTITUTIONAL RESEARCH Institutional Survey Instruments, Data, and reports Graduate, Leavers, and Noel-Levitz SSI surveys (instruments, data, and reports) Other Institutional Survey Instruments External Data Reports (IPEDS, HLC, ACS, etc.) Program Review in Occupational Education (PROE), Program Review Internal research project documentation Notes on internal data bases External consultations on cooperative research projects</p>	<p>20 years 3 years 20 years 20 years 7 years 20 years 20 years 10 years</p>
<p>EVENT SCHEDULING Facility Utilization Reports Rental Fee Waiver Request forms Facility Use Guidelines</p>	<p>3 years 3 years Supersedes</p>
<p>FACILITIES Purchase Orders Receiving copies General Inventory Stock usage report Vehicle records and maintenance Active = life of vehicle Building Permits Active = until permit expires Building blueprints Building plans and specs</p> <p>Occupancy Permits Bid requested Maintenance job orders Facilities modifications Budget sheets Meeting minutes Maintenance manuals Plant evaluation schedules Plant inspection records and operating permits for boilers and elevators Procedures manuals SDS Sheets Annual insurance safety inspections Fire Alarm Drop Tests</p>	<p>1 year / audit 3 years Until term Active+ 1 year Until disposal of building Until disposal of building (plans with historical relevance will be transferred to library archives) Until disposal of building 1 year 1 month after completion 1 year 1 year 2 years Until disposal of equipment/facility Until disposal of equipment/facility Until disposal of equipment/facility Until update Audit + 6 years Audit + 6 years Audit + 6 years</p>

<p>MAILROOM US Mail PS Forms (certified records, return receipt & registered) USP - call tags Federal Express Service Emery Express Service Mail Processors Presort Account charges (daily, weekly & monthly) Equipment Maintenance Records Active = until termination of equipment</p>	<p>5 years 5 years 5 years 5 years 5 years 1 year Active</p>
<p>SAFETY Hazardous Chemical Manifests Safety Citations Fire Drill Reports MIOSHA Accident/injury reports MSDS Sheets Inspection records and operating permits from regulatory agencies (example: radiation machines) Employee medical records including HBV vaccination records & TB skin testing records Safety training records Safety equipment inspection and service records</p>	<p>3 years 6 years 2 years 5 years 30 years 2 years Term+ 30 years 3 years or most recent 5 years</p>