

RETENTION AND DISPOSAL SCHEDULE

APPROVALS
(Signatures)

NO OBJECTION TO DISPOSAL AND/OR RETENTION AS SET FORTH IN THIS SCHEDULE

JR: DEPARTMENT DELTA COLLEGE	DATE PREPARED April 8, 1991	ASSISTANT ATTORNEY GENERAL <i>[Signature]</i>	DATE 9/5/91
DIVISION		AUDITOR GENERAL <i>[Signature]</i>	DATE 9-30-91
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. THE PROPOSED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.		BUREAU OF HISTORY <i>[Signature]</i>	DATE 8/9/91
SIGNED: AGENCY REPRESENTATIVE <i>[Signature]</i>		STATE RECORDS CENTER <i>[Signature]</i>	DATE 10/8/91
TITLE Assistant to the Pres.		STATE ADMINISTRATIVE BOARD APPROVED <i>[Signature]</i>	DATE 11-5-91

ITEM NO.	TITLE AND DESCRIPTION	RETAIN AT AGENCY	RETAIN AT CENTER (YEARS)	TOTAL RETENTION (YEARS)	FOR USE BY APPROVING AGENCIES
	<p>Harold D. Arman</p> <p><u>This Retention and disposal Schedule includes records for all units of the College as of the date of preparation and submission.</u></p> <p><u>Retention Periods</u></p> <p>Retention periods in this schedule are minimum; i.e., records must be retained for the period listed. Disposal of the records as soon as possible after the retention periods are satisfied are recommended; however, longer retention is authorized, to an Institutional File Custodian, if needs require.</p> <p><u>Audit</u></p> <p>Records designated "7 years or state audit" in the retention column of this schedule are retained for seven years or until publication of the audit by the State Auditor General for which they have been examined. As the Auditor General has indicated records will not be audited after seven years, those records so identified will then be discarded unless the audit findings require their further use.</p>				

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(Continuation Sheet)

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	<p style="text-align: center;"><u>Permanent</u></p> <p>Records designated "permanent" in the retention column of this schedule are retained either in hard copy, or on microfilm, or both. Materials classified as contracts, deeds, or similar documents, where proof of the original signature may be important, the original document is retained.</p> <p style="text-align: center;"><u>Superseded</u></p> <p>Records designated ".....or superseded" in the retention column of this schedule are retained for the designated period, except if any record is superseded by an updated, revised, or modified version, then it shall be retained for the period designated.</p> <p style="text-align: center;"><u>General Information Files</u></p> <p>The general information files throughout the College contain the wide range of materials pertinent to the operation of the College. Retention values for each of the subject folders within the file system have been established ranging from less than one year to permanent. The College has provided for ultimate disposition of records, whereby terminal records are discarded, and others, having continuing importance, are placed in appropriate storage, or microfilmed (and hard copies discarded), or both, or transferred to the Library for the College Archives.</p>				

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<u>PRESIDENT'S OFFICE</u>					
1	<u>General Information and Correspondence Files</u>	3 years			
	Reports, correspondence, memoranda, and other related materials pertaining to College operations.				
2	<u>Policies and Procedures</u>	Permanent/Until Superseded			
	College policies, procedures, and guidelines which regulate College operations. A few examples include, but are by no means limited to: Personnel Policies, College Mission, Educational Philosophy and Goals, Hearing Before the Board of Trustees, Conflicts of Interest, Tuition Refund, Degree Requirements, Earned Credit, Purchasing Activities, Deposit and Investment of College Monies, Use of College Facilities, Rules and Regulations, Expense Reimbursement, Confidentiality of Student Records, Management Philosophy and Principles, and many others.				
3	<u>Accreditation</u>	Permanent			
	Accreditation records relating to self-studies, reviews, visits, etc., for the accreditation of the College, and specific College Programs.				
4	<u>Articulation</u>	3 yrs. after Expiration or Until Superseded			
	Articulation agreements with four-year colleges/universities, and county high schools.				
	<u>Board of Trustees</u>				
5	Board minutes, agendas, supporting material, official correspondence, Board notification memos.	Permanent			
6	Official records pertaining to election of community college districts, including submission of candidates or proposals for ballots, election results, [and oath and acceptance of office by trustees].	Permanent			
7	Enabling or regulatory legislation applicable to the College.	Permanent			

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8	Deeds, easements, title insurance, title opinions, and similar documents.	Permanent			
9	Accreditation records relating to self-studies, reviews, visits, etc., for the accreditation of the College, and specific College programs.	Permanent			
10	Articulation agreements with four-year college/universities, other community colleges, and K-12 districts.	3 years after expiration or until superseded			
<u>College Relations</u>					
11	Master of College Seal and College Logo	Permanent			
12	College graphics, publications	1 year or shelf life			
13	Mailing Lists	Until superseded			
14	News Releases	Permanent			
<u>Vice President of Instruction</u>					
15	Curriculum: Courses/Programs All approved courses and programs, whether new, modified or deleted, are retained permanently.	Permanent			
16	New Program Proposals include: title, rationale, certificate/associate degree requirements, catalog description, and sequence of required courses.	Permanent			
17	New Course Proposals include: Exact course title, credit and contact hours, prerequisite/corequisite course(s), catalog description, rationale, course objectives and course outline.	Permanent			
18	<u>Taxonomy</u> <i>of Student Services</i>	3 years			

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	<u>Vice President for Business & Finance</u>				
	General Accounting				
19	<u>Journal Entries</u> (and corresponding backup documentation)	7 years			
20	<u>Cash Disbursements</u> Includes cancelled checks and related check register, P.O.'s and invoice vouchers with related supporting documents.	7 years			
21	<u>Cash Receipts</u> Includes receipts issued to document cash receipts and corresponding billing invoices where applicable.	7 years			
22	State Appropriation Records	Permanent			
23	Tax Collection Records & SEV Data	Permanent			
24	<u>Financial Statements & Reports</u> Year-End detailed report of transactions by account & Public Financial Statements	Permanent			
25	<u>Audit and Reports</u> General College Broadcasting Student Loans State Audit ACS DATA	All Permanent			
		7 years			
26	<u>Student Loan Account Records</u> Active Inactive	Permanent			
		7 years after paid			
27	<u>Grants</u> Financial records, supporting documents statistical records and other records pertinent to a grant.	7 years			
28	<u>Banking & Investment</u> Bank Reconciliation Bank Statements Bank Transfers Cancelled Checks Cash Flow Projections Interest Rate Detail Investment Details	7 years 7 years 7 years 7 years 3 years 3 years 7 years or state audit			

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29	<u>General</u> Correspondence, account reconciliations and related backup documentation departmental procedures and miscellaneous documents pertaining to the accounting function that are not included above.	Audit			
30	<u>Budget Records</u> Draft Final Revisions	5 years Permanent 7 years			
31	<u>Fringe Benefit Records</u> Dental PDA Flexible Spending	7 years 7 years 7 years			
32	<u>Payroll</u> <u>Time sheet and cards</u>	2 years	after audit		
33	<u>Payroll Deduction Authorization</u>	2 years	after audit		
34	<u>W-2 Forms (Employer's Copy)</u>	7 years			
35	<u>W-4 Forms</u>	4 years			
36	<u>1099's</u>	7 years			
37	<u>Payroll Registers</u> Includes registers of checks written for payroll purposes. Has employee name, SSN, classification & related information. Staff Students	Permanent 7 years			
38	<u>Cancelled Payroll Checks</u>	7 years			
39	<u>Payroll Deduction Registers</u> List of deductions withheld for insurance, credit union, donations, taxes, etc.	7 years			
40	<u>Payroll Audit Registers</u>	2 years			
41	<u>Accounting Reports</u>	Audit			
42	<u>Accounting Reconciliations</u>	Audit			
43	<u>Retirement & Social Security Reports</u>	Permanent			
44	<u>Employee File--Retirement System</u> Active	Permanent			

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	Terminated Retired Deceased	Age 70 Audit Audit			
45	<u>Employee File--Personnel Transactions</u> Contacts Payroll Deductions Sick & Annual Leave Records	Same as above			
	<u>Grants</u>				
46	Financial Aid Allocation Letters	7 years			
47	Expenditure Records	7 years			
48	Grant Contracts	7 years			
49	Michigan State Funding Letter of Credit	7 years			
	<u>Inventories</u>				
50	Bookstore Invoices	7 years or state audit			
51	Bookstore Inventory	7 years or state audit			
52	Sample Cash Register Tapes	1 year			
53	Central Services	7 years or state audit			
54	Equipment records (anything over \$500) Property on Hand Property Disposed of, traded, sold or removed (anything over \$500)	Until Superseded 3 years			
55	Gasoline Usage Records	3 years			
56	Postage Meter Records	3 years			
	<u>Purchasing</u>				
57	Internal Requisitions & Invoices	7 years or state audit			
58	Purchase Orders	7 years or state audit			
59	Quotations	4 years			
60	Returned Goods	7 years or state audit			
61	Sealed Bids	4 years			
62	Lease Agreements	Term of lease			

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	<u>Campus Police</u>				
63	Accident & Incident Reports Criminal	Permanent			
64	Misc. Incident Reports Non-criminal	3 years			
65	College Injury Reports	7 years (Med. Record)			
66	Officer's Dailies & Radio Logs	3 years			
67	Traffic Tickets, Civil Infractions Misd. Minor Misd. Major	1 yr. after disp. 3 yrs. after disp. 10 yrs. after disp.			
68	Traffic Warning Tickets	1 year			
69	Security Violations	2 years			
70	General Records & Functional Files	3 years			
71	Parking Tickets & Related Paperwork	1 year after audit			
	<u>Human Resources</u>				
72	<u>Employee File - Retirement System Information</u> A) Active B) Terminated C) Retired D) Deceased	Permanent Micro film Micro film Micro film			
73	<u>Employee File - Salary Adjustment Form</u>	Same as above			
74	<u>Employee File - Transfer Form</u>	"			
75	<u>Employee File - Separation Form</u>	"			
76	<u>Employee File - Salary Letters</u>	"			
77	<u>Employee File - Employment Records</u>	"			
78	<u>Employee DATA File - Sick Cards, Vacation Cards</u>	"			
79	<u>Employee File</u> A) Classified Employment Tests	"			
80	<u>Employee File</u> A) Faculty Oath Card	"			

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81	<u>Employee File</u> A) Workers Compensation Reports B) Long Term Disability Reports C) Insurance Cards 1. Medical 2. Life 3. LTD 4. Leave Records	" " " " "			
82	<u>Employment Applications</u> A) Employees B) Not Employed	Personnel " "	File 1 yr. " "		
83	<u>Employment Applications Log</u>	Permanent			
84	<u>Affirmative Action Recruitment Log</u>	Permanent			
85	<u>Employment Appointment Authorization</u> A) Regular	Permanent			
86	<u>Employment Recommendations</u> A) Employed B) Not Employed	Personnel " "	File 1 yr. " "		
87	<u>Employment History Cards</u> A) Active B) Terminated C) Retired D) Deceased	Permanent Microfilm " " " "			
88	<u>Grievance Reports</u> A) Pending B) Closed	Permanent Permanent			
89	<u>Affirmative Active Cases</u> A) Pending B) Closed	Permanent Permanent			
90	<u>Job Descriptions</u> A) Current B) Obsolete or Suspended	Permanent 1-3 years			
91	<u>Personnel Folders-Staff Faculty</u> A) Active B) Terminated C) Retired D) Deceased	Permanent Microfilm Microfilm Microfilm			

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	<u>Student Services</u>				
92	<u>Admissions</u>				
	Enrolled Students	Permanent			
	Non-enrolled Applicants	4 years			
93	<u>Financial Aid</u>				
	All student folders (these files include but are not limited to the following documents: application, W-2 statements, transcriptions, financial history).	7 yrs. or	state audit		
	Defaulted National Direct/Defense and Nursing Loans	7 yrs. or	state audit		
	<u>Research and Development</u>				
94	Grant Contracts	7 years			
95	Michigan State Funding Letter of Credit	7 years			
96	Grant Expenditure Records	7 years			
97	Selected Receiving Research Data & Reports (Junior Survey, Graduate Followup, Curriculum Needs Assessment, etc.)	Permanent			
	<u>Accreditation Materials</u>				
98	Printed North Central Self Study Reports	Permanent			
99	North Central Committee Reports, Minutes, Research Reports	11 yrs. or	until next accreditation renewal		
100	Program Accreditation Self Study Reports	11 yrs. or	until next accreditation renewal		
101	Program Accreditation Minutes, Research Reports	11 yrs. or	until next accreditation renewal		

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	<u>Registrar's Office</u>				
102	Semester Schedule of Academic Classes	Permanent			
103	Semester Schedule of Community Education Classes	Permanent			
104	Master Schedule Change Forms	2 years			
105	Catalog Maintenance Forms	5 years			
106	Student Schedules	Permanent			
107	Add/Drop Forms	Audit			
108	Course Transfer Memos	2 semesters			
109	Permanent Academic Records (transcripts)	Permanent			
110	Transcript Requests	6 Months			
111	Class Lists	Permanent			
112	Grade Sheets (academic & Skilled Trades)	Permanent			
113	Graduation Applications	1 semester			
114	Enrollment Verifications	1 semester			
115	State Reports	Permanent			
116	ACS #6 Taxonomy	Permanent			
117	Course Description Books	Permanent			
118	College Catalogs	Permanent			
119	Statistical Records	Permanent			
120	VA Regulations	Until expired			
121	Students Folders	Audit			
	<u>Counseling Center</u>				
122	<u>Student Files</u> Admissions Applications College Aptitude and Interest Test Results	Active file - 1 year beyond last enrollment. Inactive file - 2 years beyond last enrollment. Discard after 3 years.			

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123	Grade Reports Course Waivers Counselor Appointment Notes Evaluations of Counselors	Same " " Permanent			