

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**RECORDS RETENTION AND DISPOSALS**

**RETENTION AND DISPOSAL SCHEDULE**

To comply with state and federal laws, departmental records and data will be listed on a Records & Data Retention and Disposal Schedule and approved by the appropriate executive and the Records Retention and Archive Specialist. The schedule will identify the following items.

- A list of records produced or maintained by each department
- Vital and non-vital records
- The amount of time that records must be kept
- When records are to be destroyed
- When certain records are sent to Archives for permanent preservation

Retention and disposal schedules will be sent to the State of Michigan Local Government Records Management Preservation Program in accordance with Michigan law.

**OFFICIAL DOCUMENTS**

**Vital Records** are records essential to the continued operation of the College and protected so that normal business can resume immediately after a critical incident. Many vital records are electronically backed up, stored in a secure vault, and/or copies are stored off-site.

**Non-Vital Records** are usually needed for daily operations but may or may not be needed to be recovered during a critical incident.

**UNOFFICIAL DOCUMENTS**

Not all recorded information is considered to be official College records. Examples of non-records include the following:

- Phone messages
- Extra copies of documents or duplicates/drafts
- "For your information" memos
- Courtesy copy memos
- Publications received from outside sources that are not essential to the College

Non-records do not require retention scheduling, destruction authorization, or reporting.

## **RECORDS AND DATA MAINTENANCE**

Records can exist in a wide variety of formats. Examples of formats include the following:

- Paper
- Photographs
- Microfilm
- Digital images
- E-mail messages
- Databases

All departments will ensure the following (regardless of format):

- Records and data are properly retained and remain in a secure stable environment
- Records remain accessible during the entire retention period
- Specific hardware and software necessary for access and use will be maintained
- Preservation plans are in place for retaining electronic records with long-term retention requirements

## **DESTRUCTION OF RECORDS**

- Department records and data should be destroyed when they have reached the end of their retention period
- Sensitive and/or confidential information should be destroyed in a manner that prevents the inappropriate release of information
- Cease destruction of records (even if destruction is authorized by an approved retention and disposal schedule) when notified of a litigation freeze or when information has been requested under the Freedom of Information Act.

## **RETENTION AND DISPOSAL AUDIT AND UPDATES**

The records and data retention and disposal schedules will be audited every five (5) years. Updates to the schedules can be made whenever new records are created or old records are discontinued.

Adopted—Cabinet  
April 1, 2008  
Reviewed—Cabinet  
May 15, 2018  
Reviewed—VP and CFO  
August 1, 2019