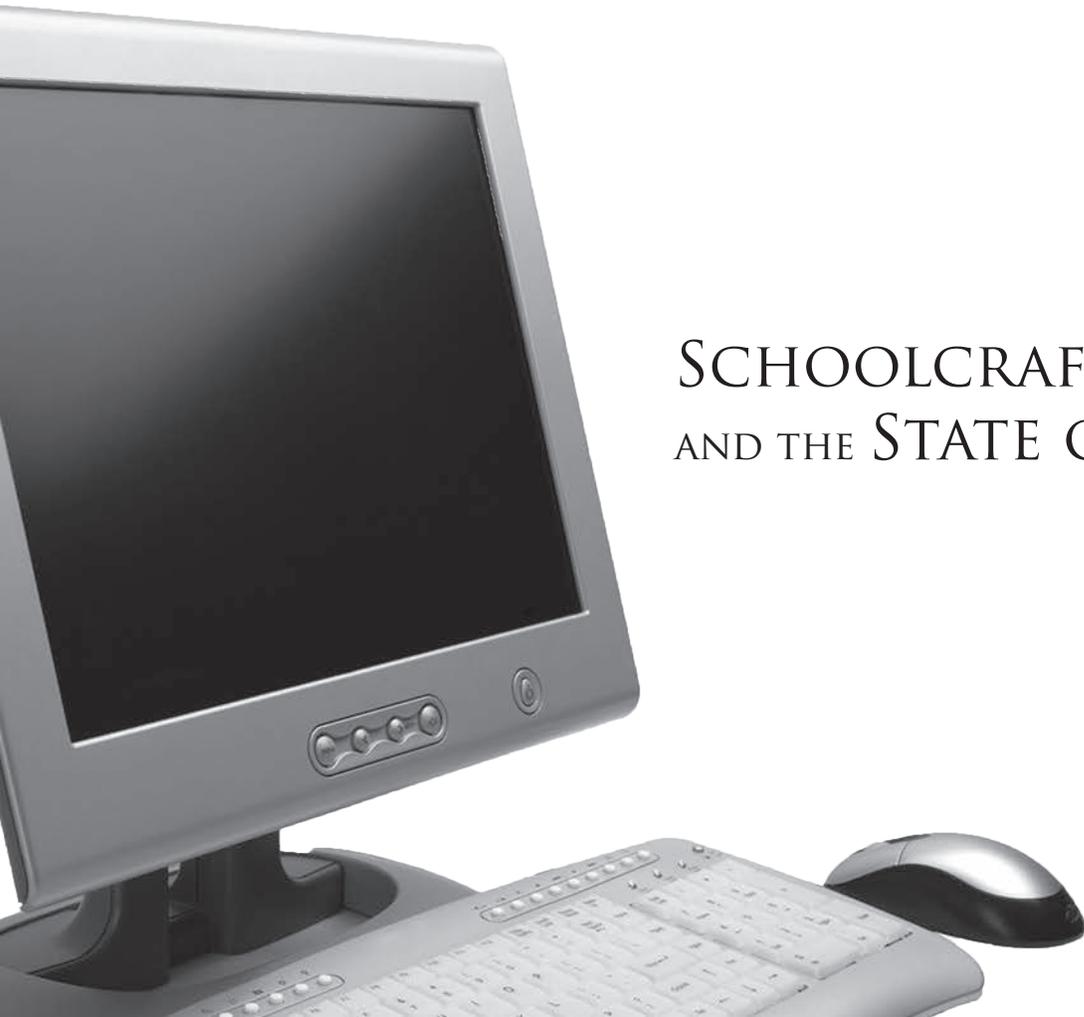


# RECORD RETENTION MANAGEMENT TRAINING COURSE

SCHOOLCRAFT COLLEGE  
AND THE STATE OF MICHIGAN



# Introduction

The purpose of this training course is to assure compliance with federal and state laws, legal requirements or expectations, and college policies and procedures for the management of data and information as it relates to your role at the college. This training program is designed to document that all employees are fully informed of College policies and procedures related to College records and data security and the proper use of College computer systems and software.

If you have specific questions regarding these policies and procedures please ask your Supervisor or Administrator.

## Benefits

Among the many benefits of records management are:

- Space is used more effectively with less cost of new equipment or construction by systematically removing outdated records from file cabinets, office and storage space (server space included).
- Minimizes the storage of duplicate records and unofficial records.
- Provides legal authority by the Michigan Historical Center and State Administrative Board for managing and destroying public records according to state approved schedules.
- Identification and protection of vital records.
- Reduces the possibility of incurring legal action for disposing of records too early or improperly.
- Identification of historical records.
- Identifying who is responsible and accountable for managing records.

## Human Resource Information Site

The following course material is located on the Human Resource site under the V:/drive at the listed address: V:\Human Resources - [E-mail Management and Record Retention](#).

- Record Retention Management Training Course
- Microsoft Outlook Mailbox Maintenance Manual for Desktop Users
- Microsoft Outlook Mailbox Maintenance Manual for Web Access Users
- Procedure 1090.2 Information Management Policies & Procedures Sign Off

Staff is responsible for regularly reviewing the website for such posted changes (revised 11-30-2011).

## **E-MAIL RETENTION TRAINING OFFERED BY THE STATE OF MICHIGAN AND SCHOOLCRAFT COLLEGE**

This online course is designed for use by Michigan government employees (state, local and public college or university). The training provides broad concepts addressing records retention issues that affect all e-mail users. The training may not be specific to your department however; you may need to develop procedures within your respective areas to customize your department needs.

### **INSTRUCTIONS**

#### **STEP 1: REVIEW POLICY, PROCEDURES & MICROSOFT OUTLOOK MANUAL BEFORE TAKING THE ONLINE COURSE:**

Please review the listed policies and procedures before attending the E-mail Retention Online Training. The College reserves the right to update and modify procedures as needed.

- 1090 Computer Use Policy
- 1090.1 Data and Information Systems Code of Conduct
- 1090.2 Information Management Policies and Procedures
- 1076 Record Retention, Disposal and Archive Policy
- 1076.1 Records Retention and Disposals
- 1076.2 Litigation Hold Procedures
- 1076.3 E-mail and Electronic Records Management
- Microsoft Outlook Web or Desktop Access Overview Manual (section under Email Retention)

Sign Information Management Polices and Procedure waiver 1090.2

#### **STEP 2: TAKE THE ONLINE E-MAIL COURSE USING THE FOLLOWING INSTRUCTIONS:**

- The course takes approximately 30-45 minutes to complete. Users can stop the course at any point and resume where they left off at a later date.
- To access the E-mail Retention Training, go to:  
<http://www.quickknowledge.com/qk/hal/email/>.
- Users will need to fill out a registration profile as a new user.
- **\*Important\*** All users must register using their Schoolcraft e-mail address which helps the State to track users completing the course.
- Enter the following QUICKKEY CODE: "**EMAILHAL**" in the field at the bottom of the registration page. The course catalog will open once users submit their registration. Select the "**STATE OF MICHIGAN E-MAIL RETENTION TRAINING**" course from the catalog and follow the instructions to start taking the class.
- Take the E-mail quiz- the last page provides a link to take a short e-mail quiz.
- Print Certificate of Completion.

#### **STEP 3: SEND TRAINING RECORDS TO SUPERVISOR:**

Send the e-mail certification along with signed 1090.2 Information Management Waiver (listed in Step 2) to your supervisor. Supervisor will forward all correspondence to Human Resource employee file.

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

**FREEDOM OF INFORMATION**

It is the policy of Schoolcraft College that, in compliance with the Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976, as amended from time to time (herein called the "FOIA"), all persons are entitled to full and complete information regarding the affairs of the College and the official acts of those who represent them as College officials and employees, consistent with the FOIA and the guidelines and procedures to be propounded by the College pursuant to this policy, but recognizing the need to exempt from disclosure certain information in the interest of protecting the privacy of students and other individuals and in the interest of the effective administration of the College, all as permitted by the FOIA and said guidelines and procedures.

To effect this policy, the President shall:

1. Establish and disseminate guidelines and procedures for granting access, and where appropriate, denying access to the public records of the college district, as provided in the FOIA. These guidelines and procedures shall include, among other provisions:
  - a. Reasonable rules necessary to protect the public records of the College and to prevent excessive and unreasonable interference with the discharge of the College's functions; and
  - b. Schedules for the charging of fees for providing copies of public records, including costs necessitated by a search for the requested public records.
2. Designate in writing certain members of the administration of the College as "FOIA Officers," which officers shall have the responsibility, with the President and in accordance with the FOIA and the guidelines and procedures, to approve and execute grants, denials, or extensions of time in response to written requests for access to public records, pursuant to the FOIA. These FOIA officers and the President will make all finds, for and on behalf of the College, necessary for the valid grant, denial, or extension of time for responding to requests for access to information, and determine the necessity for charging fees for providing copies of public records, including costs incurred by a search for the requested public records.

Adopted—May 25, 1977 (77-118)  
Reviewed—Cabinet  
January 15, 1996  
October 13, 1997  
Revised—November 19, 1997 (97-122)  
Reviewed—VP and CFO  
January 8, 2007

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

**IMPLEMENTATION OF THE FREEDOM OF INFORMATION ACT**

The Board of Trustees of Schoolcraft College has adopted the policy that, pursuant to, and in compliance with the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time (herein called the "FOIA"), all persons are entitled to full and complete information regarding the affairs of the College and the official acts of those who represent them as College officials and employees, consistent with the FOIA and these procedures, but recognizing the need to exempt from disclosure certain information in the interest of protecting the privacy of students and other individuals and in the interest of the effective administration of the College, all as permitted by the FOIA and these procedures. The College shall comply with Board Policy No. 1072 and the FOIA through the following procedures:

**DEFINITIONS**

As used in this procedure, the term "public record" means a writing prepared, owned, used, in the possession of, or retained by the College in the performance of an official function from the time it is created. Public record does not include computer software.

As used in this procedure, the term "writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, and every other means of recording and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, disks, or other means of recording or retaining meaningful content.

As used in this procedure, the term "FOIA Officer" means the persons designated in writing by the President to be responsible for the approval of responses to requests for public records under the Act.

As used in this procedure, the term "person" means an individual, corporation, limited liability company, partnership, firm, organization, or association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state or in a federal correctional facility.

"Written request" means a writing that asks for information and includes a writing transmitted by facsimile, electronic mail, or other electronic means.

## **DESIGNATION OF FOIA OFFICERS**

The following persons are hereby designated by the President as FOIA Officers, ex officio:

Vice President and CFO  
Dean of Instruction  
Dean of Student Services  
Associate Dean--College Centers  
Executive Director of Human Resources

Each of the above are hereby authorized to approve and execute, pursuant to the FOIA and these procedures, responses (excluding denials) to requests for access to public records.

## **PROCEDURES FOR SEEKING AND PROVIDING ACCESS TO PUBLIC RECORDS**

Any person may apply in writing to inspect, copy, or receive a copy of any public record normally associated with that office at the following locations:

The Office of the President  
Room A190, Grote Administration Center, Main Campus

The Office of the Vice President and CFO  
Room MC315, McDowell Center, Main Campus

The Office of the Dean of Instruction  
Room MC315, McDowell Center, Main Campus

The Office of the Dean of Student Services  
Room MC245, McDowell Center, Main Campus

The Office of the Associate Dean—College Centers  
Room 625 Radcliff Center, Garden City

The Office of the Executive Director of Human Resources  
Room A160, Grote Administration Center, Main Campus

All other employees of the College are hereby instructed to direct all requests for access to public records pursuant to the FOIA to the appropriate office listed above. When a person makes a request at one of the offices listed above for access to a public record maintained under the jurisdiction of another of said offices, he or she shall be referred to the appropriate office. If the records requested are maintained partly under the jurisdiction of the office where the request is received and partly under the jurisdiction of another office, the FOIA Officer in charge of the office where the request is received shall be responsible for the timely response to the request, after consultation with the FOIA Officer in charge of said other office.

A person shall complete the attached form "Application for Access to Public Records" (FOIA #1). A person may also submit an electronic "Application for Access to Public Records" which provides electronically the information required on FOIA #1. Any such electronic request will not be deemed to have been received until a day after it is transmitted.

Upon receipt of the Application for Access to Public Records form, the FOIA Officer shall determine whether the request shall be granted, whether an extension for a response is necessary, or whether a recommendation shall be made to the President that the request be denied or granted in part and denied in part. In each case, the response shall be prepared and mailed to the applicant within five business days of the day the request is received, unless the applicant has granted in writing extra time for a response. If the response is not mailed until the fifth day after the receipt of the request and the applicant has supplied a telephone number where he or she may be contacted, a reasonable attempt shall be made to contact the applicant by telephone before the end of said fifth day. If the initial response is an extension of time to respond, the final response shall be mailed within the time period indicated in the extension, but not more than 10 business days from the date the request was received. If the request is granted, or granted in part, the records shall be made available by the end of the fifth business day after the receipt of the request (or the day indicated in the extension, if any).

If the request is to be granted, the FOIA Officer shall complete and sign the attached form "Grant of Request for Access to Public Records" (FOIA #2) and mail it to the applicant, as provided in the preceding paragraph, and transmit a copy of it to the employee or employees of the College who is directly responsible for the maintenance of the records requested. The Grant of Request form shall include the location where the record may be inspected or copied or where a copy may be received during regular business hours (no less than 4 hours per day) and state that facilities for making notes and copies (at least a table and chair) shall be available to the applicant. The form shall indicate that any inspection shall be made under the supervision of the College employee whose control of the record is retained and that no marking on documents shall be permitted, nor shall the consumption of food or beverages be permitted while the records are being reviewed. If a copy of the record is to be provided, the Grant of Request form shall indicate that a fee shall be charged according to a schedule attached to the Grant of Request form. The administrator in charge of retaining the records shall keep a log of applications for access to that record, noting whether such application was granted, denied, or granted in part and denied in part for at least one year.

Each FOIA Officer will determine those records normally disclosed, subject to unusual circumstances. Such guidelines are available at each FOIA Office.

If the FOIA Officer determines that additional time for the proper processing of a request is necessary because of the need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request; or the need to collect the requested public records from numerous field offices,

facilities, or other establishments which are located apart from the particular office receiving or processing the request; or a combination thereof, the FOIA Officer shall complete and sign the attached form "Extension of Time for Response to Request for Access to Public Records" (FOIA #3). An extension shall only be for the time actually necessary to respond to the request, not in excess of ten days, and only one extension of time shall be made.

If the FOIA Officer is of the opinion that a request should be denied in whole or in part, he or she shall transmit a copy of the application form, together with his or her recommendations for response, to the Office of the President not later than 10:00 a.m. of the second business day following the day the request is received. The President shall, following such consultation with the FOIA Officer(s) and College attorney as the President deems necessary, determine the response to be made. If the request is to be denied, the President shall complete and sign the form "Denial of Access to Public Records" (FOIA #4) attached hereto. The form shall be mailed to the applicant, as prescribed above (with telephone contact, if appropriate), and a copy shall be sent to the FOIA Officer in charge of the office where the request was received. The form shall state the reasons for the denial and an explanation of the applicant's right to judicial review of the denial, as provided in Section 10 of the FOIA.

If the President determines that a request shall be granted in part and denied in part, the President shall complete and sign the attached form "Grant in Part and Denial in Part of Request for Access to Public Records" (FOIA #5). This form shall include, in regard to the records to which access is to be granted, the provisions set forth above in regard to granting of requests and, as to the records to which access is to be denied, include the information set forth above under Denial of Access. In addition, any material deleted from records because exempt from disclosure shall be generally described, unless such description would reveal the contents of the exempt information and thereby defeat the purpose of the exemption. The form shall be mailed and copies transmitted as provided above.

### **SUBSCRIPTION TO RECORDS**

Any person may subscribe to future issuances of regularly created, issued, or disseminated public records, including Board of Trustees minutes. A subscription shall be valid for up to six months, at the request of the applicant, and shall be renewable. Such requests shall be made to the Executive Assistant to the President.

### **FEES AND CHARGES**

The College shall charge for providing a copy of a public record, unless the President or FOIA Officer determines that a waiver or reduction in fee is in the public interest. The fee shall be limited to actual mailing costs and to actual incremental cost of duplication or publication, including charges for labor computed at the hourly wage of the lowest paid employee of the College capable of retrieving the information necessary to comply with a request. In addition, a fee may be charged for the cost of search, examination, review, and deletion or separation of exempt from nonexempt information undertaken in

the course of providing a copy of a public record, but only if such cost will exceed the amount of \$20, which amount is hereby determined to be an unreasonably high cost to be borne by the College without reimbursement therefor. The schedule showing the methods of computing charges (FOIA #2 page 2 of 2) shall be attached to all forms granting a request for a copy of a public record. A copy of a public record shall be furnished without charge for the first \$30 of the fee for each request to an individual who submits an affidavit showing that the individual is then receiving public assistance, or if not receiving public assistance, stating facts showing, to the satisfaction of the President or the FOIA Officer, inability to pay the cost because of indigency. If the fee as provided above is estimated to exceed \$50, a good faith deposit of one-half the total estimated fee shall be required as soon as possible after the request is made. If an applicant has requested a copy of a public record to be mailed to the applicant, the copy shall be available for mailing or for pickup by the applicant, in accordance with the time schedule set forth in Procedures for Seeking and Providing Access to Public Records above, but shall not actually be mailed until the fee provided for herein is paid.

### **INFORMATION EXEMPT FROM DISCLOSURE**

The law provides for certain records to be exempt from disclosure. The categories of exemptions can be quite confusing. The following are the exempt items which the College would most likely encounter. It is strongly encouraged that, if a question arises as to whether an item is exempt, the office of the Vice President and CFO be consulted:

Exemptions from disclosure:

- (a) Public employees' home addresses and telephone numbers.
- (b) Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- (c) Investigating records compiled for law enforcement purposes, but only to the extent that disclosure as a public record would do any of the following:
  - (i) Interfere with law enforcement proceedings.
  - (ii) Deprive a person of the right to a fair trial or impartial administrative adjudication.
  - (iii) Constitute an unwarranted invasion of personal privacy.
  - (iv) Disclose the identity of a confidential source or, if the record is compiled by a law enforcement agency in the course of a

criminal investigation, disclose confidential information furnished only by a confidential source.

- (v) Disclose law enforcement investigative techniques or procedures.
  - (vi) Endanger the life or physical safety of law enforcement personnel.
- (d) Records or information specifically described and exempted from disclosure by statute.
- (e) Information the release of which would prevent the public body from complying with section 444 of subpart 4 of part C of the *General Education Provisions Act, Title IV of Public Law 90-247, 20 U.S.C. 1232g*, commonly referred to as the *Family Educational Rights and Privacy Act of 1974*.
- (f) Information or records subject to the attorney-client privilege.
- (g) Information or records subject to the physician-patient privilege, the psychologist-patient privilege, the minister, priest, or Christian science practitioner privilege, or other privilege recognized by statute or court rule.
- (h) A bid or proposal by a person to enter into a contract or agreement until the time for the public opening of bids or proposals or if a public opening is not to be conducted until the deadline for submission of bids or proposals has expired.
- (i) Appraisals of real property to be acquired by the public body until (i) an agreement is entered into; or (ii) 3 years has elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- (j) Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this Act outweighs the public interest in nondisclosure.
- (k) Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
- (l) Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover

other than purely factual materials and are preliminary to a final agency determination of policy or action. (Frank Communications)

- (m) Academic transcripts of an institution of higher education established under sections 5, 6 or 7 of *Article VIII of the State Constitution of 1963*, if the transcript pertains to a student who is delinquent in the payment of financial obligations to the institution.
- (n) Unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance, public records of a law enforcement agency, the release of which would do any of the following:
  - (i) Identify or provide a means of identifying an informer.
  - (ii) Identify or provide a means of identifying a law enforcement undercover officer or agent or a plainclothes officer as a law enforcement officer or agent.
  - (iii) Disclose the personal address or telephone number of law enforcement officers or agents or any special skills that they may have.
  - (iv) Disclose the name, address, or telephone numbers of family members, relatives, children, or parents of law enforcement officers or agents.
  - (v) Disclose operational instructions for law enforcement officers or agents.
  - (vi) Reveal the contents of staff manuals provided for law enforcement officers or agents.
  - (vii) Endanger the life or safety of law enforcement officers or agents or their families, relatives, children, parents, or those who furnish information to law enforcement departments or agencies.
- (o) Records of a public body's security measures, including security plans, security codes and combinations, passwords, passes, keys, and security procedures, to the extent that the records relate to the ongoing security of the public body.
- (p) Records of information relating to a civil action in which the requesting party and the public body are parties.

- (q) Information or records that would disclose the social security number of any individual.
- (r) Except as otherwise provided in this subdivision, an application for the position of president of an institution of higher education established under section 4, 5, or 6 of *Article VIII of the State Constitution of 1963*, materials submitted with such an application, letters of recommendation or references concerning an applicant, and records or information relating to the process of searching for and selecting an individual for a position described in this subdivision, if the records or information could be used to identify a candidate for the position. However, after one or more individuals have been identified as finalists for a position described in this subdivision, this subdivision does not apply to a public record described in this subdivision, except a letter of recommendation or reference, to the extent that the public record relates to an individual identified as a finalist for the position.

If a requested public record contains both exempt and nonexempt materials, the nonexempt material shall be separated and made available for disclosure as provided herein. Public records shall be designed to facilitate this separation, to the extent possible.

Revised—December 23, 1981  
Retyped—Title Changes  
July 20, 1984  
Retyped—Title Change  
October 12, 1995  
Revised—January 15, 1996  
Revised—October 13, 1997  
Proposed to Cabinet  
January 16, 2007  
February 20, 2007  
September 16, 2008

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

**APPLICATION FOR ACCESS TO PUBLIC RECORDS**

PLEASE FILL OUT COMPLETELY

Print name of person or entity requesting information

\_\_\_\_\_

Date of request \_\_\_\_\_

Detailed description of public records requested (attach extra paper if necessary)

\_\_\_\_\_

\_\_\_\_\_

I request the right to (check appropriate box):

- Inspect
- Make a memorandum abstract or handwritten copy
- Receive a copy

I understand the College has the right to charge a fee for the actual costs incurred in responding to my request for production pursuant to the policy of the College and the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time.

\_\_\_\_\_  
(Signature of Requesting Person)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/Zip Code)

\_\_\_\_\_  
(Telephone Number)

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

**GRANT OF REQUEST FOR ACCESS TO PUBLIC RECORDS**

Dear \_\_\_\_\_:

Your request to  receive a copy of  
 inspect or copy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

under the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time (herein called the "FOIA"), is granted. If you have requested a copy of said record, you may receive the copy, upon the payment of the charges, if any, pursuant to the attached schedule, on or after \_\_\_\_\_, 20\_\_\_\_, at the following location:

\_\_\_\_\_

If you have requested the opportunity to inspect or copy said public record, facilities will be available for the making of notes or copies, but you will not be allowed to mark on the record in any fashion, nor may you consume food or beverages while you are reviewing the records. You may review said records under the supervision of the employee of the College retaining the records, between the hours of \_\_\_\_\_ and \_\_\_\_\_ Monday through Friday, on or after \_\_\_\_\_, 20\_\_\_\_, at the following location:

\_\_\_\_\_

Very truly yours,

FOIA Officer

Attachment

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

**SCHEDULE OF CHARGES FOR PROVIDING COPIES OF PUBLIC RECORDS**

Charges for providing copies of public records pursuant to the *Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time, shall be made, computed as follows:

1. The sum of actual mailing costs.
2. The sum of the actual cost of duplication or publication.
  - a. Photocopies will be provided for 30 cents a page, which includes the cost of labor.
  - b. Computer printouts will be provided for 70 cents a page, which includes the cost of labor.
3. Retrieval.
  - a. The cost of labor will be computed at the hourly wage rate of the lowest paid employee of the College capable of retrieving the information necessary to comply with a request.
  - b. In addition, charges for labor of the lowest paid College employee capable of search, examination, review, and the deletion and separation of exempt from nonexempt information shall not be made unless such charges total in excess of \$20.00, which amount has been determined by the College to constitute unreasonably high cost to be borne by the College without reimbursement.

No charge shall be made for the first \$30.00 of the fee to an individual who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing to the satisfaction of the President of the College, or his/her designee, inability to pay the cost because of indigency.

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

**EXTENSION OF TIME FOR RESPONSE TO APPLICATION FOR ACCESS TO  
PUBLIC RECORDS**

Dear \_\_\_\_\_:

You have requested access to \_\_\_\_\_  
(Name of public record)

under the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time, (herein called the "FOIA"). Pursuant to the FOIA, the time for the College to respond to your request is hereby extended to \_\_\_\_\_, because of one or both of the following:

1. The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request.
2. The need to collect the requested public records from numerous field offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.

As explained below:

\_\_\_\_\_  
\_\_\_\_\_

On or before that date, the College shall do one of the following:

1. Grant your request.
2. Issue a written notice to you denying the request.
3. Grant the request in part and issue a written notice to you denying the request in part.

Very truly yours,

FOIA Officer

# SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

## DENIAL OF REQUEST FOR ACCESS TO PUBLIC RECORDS

Dear \_\_\_\_\_:

Your request to  receive a copy of  
 inspect or copy

\_\_\_\_\_  
(Name of public record)

pursuant to the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time (herein called the "FOIA"), is denied because:

- such a record does not exist under the name given by you or by another name reasonably known to the school district.
- the record is exempt under Section 13 (1) of the Act because \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Explain reason for denial, including applicable subsection letter of Section 13 (1) of the FOIA).

You may do one of the following at your option:

- A. Submit to the Board of Trustees a written appeal that specifically states the word "appeal" and that lists the reason or reasons why the denial should be reversed. Within 10 days after receiving a written appeal, (the Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Board following submission of the written appeal) the Board of Trustees shall:
  1. Reverse the disclosure denial.
  2. Issue a written notice to the requesting person upholding the disclosure denial.
  3. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
  4. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Board of Trustees shall respond to the written appeal. The Board of Trustees shall not issue more than one notice of extension for a particular written appeal.

**Procedure 1072.1**

(FOIA #4)

Page 2 of 2

- B. Commence an action in the circuit court to compel the public body's final determination to deny a request.

If a circuit court determines a public record is not exempt from disclosure, it shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements.

Very truly yours,

President

Attachment

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

**GRANT IN PART AND DENIAL IN PART OF APPLICATION FOR ACCESS TO PUBLIC RECORDS**

Dear \_\_\_\_\_:

Your request to  receive a copy of  
 inspect or copy

\_\_\_\_\_  
(Name of public record)

pursuant to the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time (herein called the "FOIA"), is granted in part and denied in part. If you have requested a copy of said record, you may, upon the payment of the charges, if any, pursuant to the attached schedule, receive/inspect a copy of said record, with the deletions described below, at \_\_\_\_\_, on or after \_\_\_\_\_, 20, during the hours of \_\_\_\_\_ to \_\_\_\_\_, Monday through Friday, at \_\_\_\_\_, under the supervision of the employee of the College retaining the records. (Facilities will be available for making notes or copies of said public record, but you will not be allowed to mark on the record in any fashion nor to consume food or beverage while reviewing the record.)

The information described below has been deleted from the record pursuant to Section 13 (1) of the FOIA because \_\_\_\_\_

\_\_\_\_\_  
(reason for deletion, including applicable subsection letter of Section 13 (1) of the FOIA)

\_\_\_\_\_  
\*(General description of deleted material)

\* Note: Deleted information shall not be described herein if such description would reveal the contents of the exempt information and thereby defeat the purpose of the exemption.

Your request to  receive a copy of  
 inspect or copy

---

(Name of public record)

pursuant to the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time (herein called the "FOIA"), is denied because:

- such a record does not exist under the name given by you or by another name reasonably known to the school district
- the record is exempt under Section 13 (1) of the Act because \_\_\_\_\_

---

(Explain reason for denial, including applicable subsection letter of Section 13 (1) of the FOIA).

You may do one of the following at your option:

- A. Submit to the Board of Trustees a written appeal that specifically states the word "appeal" and that lists the reason or reasons why the denial should be reversed. Within 10 days after receiving a written appeal, (the Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Board following submission of the written appeal) the Board of Trustees shall:
  - 1. Reverse the disclosure denial.
  - 2. Issue a written notice to the requesting person upholding the disclosure denial.
  - 3. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
  - 4. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Board of Trustees shall respond to the written appeal. The Board of Trustees shall not issue more than one notice of extension for a particular written appeal.
- B. Commence an action in the circuit court to compel the public body's final determination to deny a request.

If a circuit court determines a public record is not exempt from disclosure, it shall order the public body to cease withholding or to produce all *or* a portion of a public record wrongfully withheld, regardless of the location of the public record.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements.

Very truly yours,

President

Attachment

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

**SCHEDULE OF CHARGES FOR PROVIDING COPIES OF PUBLIC RECORDS**

Charges for providing copies of public records pursuant to the *Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time, shall be made, computed as follows:

1. The sum of actual mailing costs.
2. The sum of the actual cost of duplication or publication.
  - a. Photocopies will be provided for 30 cents a page, which includes the cost of labor.
  - b. Computer printouts will be provided for 70 cents a page, which includes the cost of labor.
3. Retrieval.
  - a. The cost of labor will be computed at the hourly wage rate of the lowest paid employee of the College capable of retrieving the information necessary to comply with a request.
  - b. In addition, charges for labor of the lowest paid College employee capable of search, examination, review, and the deletion and separation of exempt from nonexempt information shall not be made unless such charges total in excess of \$20.00, which amount has been determined by the College to constitute unreasonably high cost to be borne by the District without reimbursement.

No charge shall be made for the first \$30.00 of the fee to an individual who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing to the satisfaction of the President of the College, or his/her designee, inability to pay the cost because of indigency.



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

TO: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State, Zip Code

STATEMENT OF COSTS

The College has incurred the following costs, which it is allowed to recover from you under the *Michigan Freedom of Information Act, Act No. 442, Public Acts of Michigan of 1976*, as amended from time to time, in regard to the production of information requested on \_\_\_\_\_, 20\_\_\_\_.

1. Actual mailing costs \$ \_\_\_\_\_
2. Actual duplication or publication costs \$ \_\_\_\_\_
  - a. Photocopies will be provided for 30 cents a page, which includes the cost of labor.
  - b. Computer printouts will be provided for 70 cents a page, which includes the cost of labor.
3. Retrieval
  - a. The cost of labor will be computed at the hourly wage rate of the lowest paid employee of the College capable of retrieving the information necessary to comply with a request.
  - b. In addition, charges for labor of the lowest paid College employee capable of search, examination, review, and the deletion and separation of exempt from nonexempt information shall not be made unless such charges total in excess of \$20.00, which amount has been determined by the College to constitute unreasonably high cost to be borne by the College without reimbursement.

No charge shall be made for the first \$30.00 of the fee to an individual who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing to the satisfaction of the President of the College, or his/her designee, inability to pay the cost because of indigency.

4. Actual labor costs incurred in duplication or publication \$ \_\_\_\_\_  
\_\_\_\_\_ hours x \$ \_\_\_\_\_/hour

5. Actual labor charges for the cost of search, examination,  
review and the deletion and separation of exempt from  
nonexempt information \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Minus Deposit \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

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

**RECORD RETENTION, DISPOSAL, AND ARCHIVE**

It is the intention of the College to retain college records in compliance with legal requirements, audit guidelines, and sound business practices and to preserve and protect the history of the College.

College records are found in both paper and electronic formats; such as, legal contracts, vendor invoices, employment applications, photographs, microfilm, digital images, e-mail messages, and databases.

Financial, operational and historical records shall be maintained in accordance with departmental Record Retention and Disposal Schedules.

The College Archive will consist of records and collections which are judged worthy of permanent preservation in order to facilitate general and historical reference and research.

Adopted—January 23, 1985  
(85-20)  
Reviewed—Cabinet  
October 14, 1996  
Reviewed—VP and CFO  
November 23, 2004  
Proposed to Cabinet April 1, 2008  
Revised—May 28, 2008  
(2008-51)

**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:

- 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 two (2) years. Updates to the schedules can be made whenever new records are created or old records are discontinued.

Adopted—Cabinet  
April 1, 2008

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

**LITIGATION HOLD PROCEDURES**

Pursuant to case law and amendments to the Federal Rules of Civil Procedure, present and future records that are related to litigation, or evidence that could become relevant in a later dispute, must be preserved.

This procedure applies to all college staff and covers all records, regardless of form, made or received in the transaction of college business.

**LITIGATION HOLD COMMITTEE MEMBERS**

Vice President and Chief Financial Officer - Chair  
Dean of Instruction  
Dean of Student Services  
Executive Director of Human Resources  
Chief Information Officer

**LITIGATION HOLD COMMITTEE RESPONSIBILITIES**

Each of the Litigation Hold Committee members is responsible for the representation of the college in all litigation hold matters. The committee will:

- 1) Determine whether to initiate a litigation hold and identify affected college staff/departments subject to the hold.
- 2) Inform affected staff/departments to identify and preserve all evidence that may be relevant to the litigation hold.
- 3) Manage and monitor litigation hold progress until the litigation hold is lifted.
- 4) Work with the CIO to assist with compiling specific electronic information required for the litigation hold. Information preservation methods may include, but are not limited to:

Desk Top and Laptop Hard Drives  
Portable storage devices  
Mail server

Web server  
Back-up tapes  
Campus Police security videos  
Voice Mail  
Digital cameras

### **STAFF/DEPARTMENT RESPONSIBILITIES**

Staff members may be asked to cooperate with the Litigation Hold Committee to ensure that proper identification and preservation of all potential sources of data are collected and secured.

Upon notice of a litigation hold, affected college staff must do the following:

- Acknowledge receipt, understanding and compliance with a litigation hold without undue delay to the Litigation Hold Committee.
- Immediately suspend deletion, overriding, or any other destruction of records relevant to the litigation hold that are under staff's control. This includes paper and electronic records such as hard drives of college work station computers, laptops or computers at their home, flash drives, CD-ROMs, memory sticks, tapes, zip disks, PDAs etc.
- Data must be preserved so that the information can be retrieved at a later time and preserved in its original paper, electronic or video form. Data should be captured as soon as possible and the process of making copies of evidence should be witnessed and signed off by a second party. Affected staff members are encouraged to contact Information Services Department with any questions concerning suggested methods for preserving electronic records.
- Preserve any new information (paper, electronic or video) that is generated after receipt of the litigation hold notice that is relevant to the subject of the notice.
- Immediately notify the Litigation Hold Committee if any staff member becomes aware of any litigation, threat of litigation, or other legal action, or an investigation by any administrative, civil or criminal authority.

### **EMPLOYMENT TERMINATION**

If an affected staff member separates from employment during the course of a litigation hold, Department heads or Directors must take possession of any and all evidence under the control of the separated employee and notify the Litigation Hold Committee.

## **VIOLATIONS**

Violations of this procedure are subject to disciplinary action up to and including discharge.

## **RELEASE OF LITIGATION HOLD**

The Litigation Hold Committee will determine and communicate to affected staff and departments when a litigation hold may be lifted and evidence is no longer preserved.

Adopted—Cabinet  
May 20, 2008  
Reviewed—Cabinet  
August 5, 2008

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

**EMAIL AND ELECTRONIC RECORDS MANAGEMENT**

The College requires anyone with a college email account to retain and/or destroy email messages in the course of conducting official business in accordance with an approved records Retention and Disposal Schedule.

**DEFINITIONS**

Electronic mail (email): is a means of exchanging messages and documents using telecommunications equipment and computers. A complete email message not only includes the contents of the communication, but also the transactional information.

Electronic records are considered mailbox items or combination of items such as: message, task, calendar appointment, note, contacts, etc.

Transactional information related to an email message includes the date and time of when an email message was sent and received as well as the email address of the sender and recipient(s).

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) was enacted to establish legal access to public records. The Act defines public record as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created." Certain laws require the College to protect and manage public records accordingly.

Long term storage is any period exceeding the 120 days maximum retention period on the email system.

**RECORDS RETENTION AND DISPOSAL SCHEDULES**

Records Retention and Disposal Schedules are listings of records that are maintained by each department of the College. In the course of conducting their official business, the department will identify how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives for permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by a Retention and

Disposal Schedule approved by the appropriate department executive, the Records Retention Specialist and the State of Michigan Local Government Records Management Preservation Program.

- As of the policy date stated, the current penalty for willfully carrying away, mutilating or destroying public records not in accordance with Records Retention and Disposal Schedules is a misdemeanor punishable by imprisonment of not more than two years or by a fine of not more than \$1,000.

### **RESPONSIBILITIES OF EMPLOYEES**

Most email content should fall under the office specific Retention and Disposition Schedules. Examples include email related to contracts, student complaints, lawsuits, employee discipline, and departmental procedures. If the content of an email message (or document(s) attached to said message) relates to an established listing of records appearing in the Records Retention and Disposal Schedules, it should be made a part of that established file and retained appropriately as per the retention period in the schedules.

College employees are required to perform the following:

#### Email Retention

- Senders and recipients of email messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.
- Senders are generally considered to be the person of record for an email message. However, if recipients of the message take action as a result of the message, they should also retain it as a record according to the department Retention and Disposal Schedule.
- It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
- Evaluate the content and purpose of each email message to determine its retention period according to the departmental Retention and Disposal Schedule and retain email that has not fulfilled its legally mandated retention period.
- Retain transactional information with the email message if there is a substantial likelihood of relevancy to litigation.
- Organize email messages so they can be located and used.

For the retention of email, an employee must either;

Migrate the message (and/or attached documents) from the email system to another medium in accordance with current Information Services prescribed procedures

Or

Generate a hard copy printout and store in an appropriate manner according to the approved Records Retention and Disposal Schedule.

#### Email Disposal

- Dispose of transitory, non-record and personal email messages from the email system.
- Dispose of email messages in accordance with an approved Retention and Disposal Schedule that document the official functions of the department. Note: Records, including email, shall not be destroyed if they have been requested under FOIA, or if they are part of on-going litigation, even if their retention period has expired (Litigation Hold Procedure 1076.2).
- Retain all work-related appointments, tasks and notes stored in the email system for 2 years after the event takes place.
- Recognizing that email messages that are sent and received using the Schoolcraft College email system are not private, employees are encouraged to manually delete non work-related appointments from the email system after the event takes place.
- Employees using the web access version of email are required to empty the deleted items folder at the end of each email session.

Employees must use the official College email account for communicating College related business.

#### **RESPONSIBILITY OF THE COLLEGE**

- Ensure that its records are listed on an approved Records Retention and Disposal Schedule.
- Ensure that all employees with Schoolcraft College email accounts are aware of and must comply with this policy.
- Notify Information Services Department when the accounts of former employees can be closed.
- Ensure that the email messages (and other records) of former employees are retained in accordance with approved Records Retention and Disposal Schedules.
- Notify the Litigation Hold Committee when a department becomes involved in litigation or receives a FOIA request.

- Exceptions to the procedures in this document may be granted in writing by the Litigation Hold Committee.

## **RESPONSIBILITY OF THE INFORMATION SYSTEMS DEPARTMENT**

Effective as of policy enacted date;

- Purge email items 120 days after deleted from the individual's account. This applies to documents attached to email messages as well as to the messages themselves.
- For disaster recovery purposes email items should be backed up to tape for offsite security storage; not to exceed the maximum 120 day retention period for all email deleted from the employees account.
- Email placed in a deleted folder is deleted automatically upon exit from Outlook.

These guidelines will be followed to the extent that the email messaging systems will allow.

Adopted—Cabinet  
November 3, 2009  
Revisited—Cabinet  
November 17, 2009

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

**COMPUTER USE**

Schoolcraft College's computers, peripherals, software, supplies, e-mail systems, and network(s) are intended to carry out the legitimate operational functions of the College and are not intended for non-College related purposes.

It is the policy of the College to specifically prohibit the use of computers, peripherals, software, network(s), supplies, e-mail systems, and Internet connections for purposes of:

1. Harassment of persons or organizations on or off campus for any reason.
2. Sending or receiving material of a profane, pornographic, or threatening nature.
3. Sabotage, misuse, or abuse of equipment or software on or off campus, including the introduction of unauthorized software or mechanical tampering.
4. Use of unauthorized devices or network access.
5. Unauthorized alteration of the College's computer files.
6. Unauthorized production or reproduction of programs, or multiple copies of printed material for the purpose of resale or redistribution to any non-College organization or group.
7. Plagiarizing, altering, or tampering with the work of others.
8. Gaming, solicitation, or any activity deemed illegal or contrary to College policies.
9. Theft of intellectual or tangible property including copyright infringement.
10. Personal gain and/or conducting private business.

While respecting users' confidentiality and privacy, the College reserves the right to access and examine all computer files; including e-mail, Internet, network, and hard drive files.

Additionally, the College also prohibits the removal or relocation of equipment or software without written authorization.

It is the desire of Schoolcraft College to see that its equipment is put to the best and most efficient use. The College therefore requires that:

1. Faculty and staff receive appropriate training in hardware and software use (or demonstrate proficiency).
2. Students and staff be mindful of the time spent (as in “surfing the net”) on machines, or materials consumed (such as having large or vague searches printed).

Both employees and students are reminded that legally e-mail is treated like any other form of written communication. Messages are subject to the same legal restrictions and potential liabilities as those of paper documents. This could include the Patriot Act and other state and federal laws. E-mail messages may be subpoenaed, and are subject to the “Freedom of Information Act.” While respecting users’ confidentiality and privacy, the College reserves the right to access and monitor e-mail. An e-mail message should be viewed as “business correspondence” or as an academic paper; technically, it is a published document.

Penalties for violation of this policy will vary depending on the specific violation and the degree of violation. Penalties include reprimands through expulsion for students, reprimands through termination for employees, with the potential for prosecution for either student or employee, if violations of law are involved.

This policy incorporates, by reference, other College policies and/or procedures related to computers.

Approved—November 26, 1969  
(69-320)  
Reviewed—Administrative Committee  
February 24, 1981  
Revised—December 8, 1982  
(82-278)  
Revised—February 26, 1997  
(97-9)  
Revised—February 28, 2001  
(2001-18)  
Revised—March 23, 2005  
(2005-29)  
Revised—March 28, 2007  
(2007-24)  
Renumbered—October 28, 2009  
(2009-98)

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

**DATA AND INFORMATION SYSTEMS CODE OF CONDUCT**

The purpose of this document is to establish criteria for all staff members with respect to the College's information technology systems including but not limited to the protection of student and employee information and systems access. Each staff member is responsible for reviewing and acknowledging the content of this document before using a College owned information system.

When staff members are required to make use of the College's information technology systems it is the College's intent to create an atmosphere that maximizes individual freedom. This freedom requires significant individual responsibility. We believe this kind of environment maximizes the opportunity for each of us to flourish professionally and to provide outstanding services to our students.

Our students and employees are expecting us, no matter what our role within the College, to use good judgment as we handle their information and to protect that information from unauthorized access and use.

**SYSTEMS MONITORING**

The College provides numerous technology related information systems for your use on College business. The College may access and disclose all data or messages stored on its information systems. Data and messages are subject to the Freedom of Information Act (see Policy 1072 and Procedure 1072.1). The College reserves the right to monitor communication and data at any time, with or without notice. The College also reserves the right to disclose the contents of messages for any purpose at its sole discretion. Please also refer to the Computer Use Policy 3110 contained in the College's Policy and Procedures manual. Additionally, the College reserves the right to audit staff workstation for acceptable use and compliance with these procedures.

**HANDLING AND PROTECTING STUDENT AND EMPLOYEE INFORMATION**

The College provides many different portable storage devices (e.g., laptops, thumb drives, PDAs, CDs).

It is essential that employee and student information be protected. Employee and student information can be broken down into three different classifications: Personal Information, Confidential Information, and Public Information. Levels of protection required for each classification are outlined below.

- Personal Information – “Personal Information” is defined as an individual’s first name (or first initial) and last name along with any one of the following: Social Security Number (SSN), drivers license or state or federal identification number, medical record number, demand deposit or other financial account number, or credit card or debit card number.
- Confidential Information – Employee, student, and College information not publicly disseminated or classified as Personal Information is classified as Confidential Information and must be protected to prevent unauthorized access and use. Examples of Confidential Information include but are not limited to: FERPA and HIPPA regulated information and documents that are subject to Attorney/Client privilege.
  - Personal and Confidential Information may only be stored in an encrypted format when stored on any electronic media other than a College owned File Server.
  - Personal and Confidential Information must not be stored for extended periods of time on portable storage devices.
  - Personal and Confidential Information must be transmitted in a secure manner.
  - Personal and Confidential Information may never be stored on any non College owned device (including staff member owned devices).
- Public Information – Information not otherwise classified as Personal Information or Confidential Information that may be freely disseminated within and outside the College without restrictions.
  - Employee, student, and College related information may never be stored on any non College owned device (including staff member owned devices).

## **TECHNOLOGY ACCESS AND AUTHENTICATION CONTROLS**

Access to College networks and workstations is achieved through individual staff member authentication. This authentication is accomplished through User ID and Password methodology. Staff members must protect their authentication credentials at all times including but not limited to; not sharing User IDs and Passwords with another staff member (or anyone else for that matter), not recording User IDs and Passwords in non-secure electronic files or paper documents, not transmitting User IDs and Passwords in non-secure emails. Staff members should not attempt to use a password, access a file, or retrieve any stored communication without authorization. Staff members should never leave their workstation unattended and unlocked. All staff members will be prompted and must change their network and workstation password periodically.

It is also essential that College and student information be protected from accidental loss.

1. Portable storage devices should not be stored in your car overnight. Not only are there theft concerns, but the portable storage devices may also be exposed to severe environmental conditions.
2. If temporary storage of your portable storage devices in your car is unavoidable, such as brief stops at restaurants and shops, those devices should be stored out of plain sight, such as in the locked trunk of the car.
3. Maintain possession of smaller portable storage devices such as PDAs or thumb drives at all times or otherwise secure those devices.
4. Reasonable care must be exercised at all times to protect portable storage devices from theft or damage.

### **OTHER EMPLOYEE RESPONSIBILITIES**

Employees will:

1. Ensure that all College information, resources and records are accessed and used only for official College business.
2. Ensure the proper disposal of all confidential or personal information in whatever form in accordance with College or departmental policy.
3. Not attempt to compromise the security of the College network or devices attached to the network, except when it is necessary in the course of specific assigned duties as an employee.
4. Not remotely or physically log into or attempt to log into another user's account or attempt to access another user's files without the individual's permission, except when necessary in the course of performing specific assigned duties as an employee.
5. Not make any unauthorized alterations (add/change/delete) to any data which is accessible either through legitimate granted access or any incidental access.
6. Not attempt to access confidential or personal data on College computer systems except when it is in keeping with your specific assigned duties.
7. Not keep personal or confidential data processed for any purpose longer than is necessary for that purpose and as prescribed in the departmental record retention schedule.

All employees are expected to sign the form in Procedure 1090.2 indicating that they have read, understand, and agree to comply with these procedures.

Approved-Cabinet  
January 20, 2009  
Revised--Cabinet  
September 1, 2009

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

**INFORMATION MANAGEMENT POLICIES AND PROCEDURES**

The College reserves the right to update and modify procedures as needed. Procedures are posted on the College network. Staff members will be notified of any changes to these procedures and it is their responsibility to review and comply with all updates, including electronic updates to these procedures.

- Policy 1076            Record Retention, Disposal and Archive
- Procedure 1076.1    Records Retention and Disposals
- Procedure 1076.2    Litigation Hold
- Procedure 1076.3    E-mail and Electronic Records Management
- Policy 1090            Computer Use
- Procedure 1090.1    Data and Information Systems Code of Conduct

I have read, understand, and agree to comply with the Schoolcraft College Policies and Procedures listed above:

I also agree to complete the e-mail training within 60 days.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Send this original to Human Resources

# *Certificate of Completion*

**JOHN DOE**

has successfully completed the QuicKnowledge module on

**STATE OF MICHIGAN E-MAIL RETENTION TRAINING**

Wednesday, October 29, 2008

**Date**

*Judyth S. Peterson*

**Judyth S. Peterson**  
Vice President, Training Services  
QuicKnowledge, Inc.

**QuicKnowledge.com** 