

# Records Retention and Disposal Schedule for Michigan Public Schools



Photo of a school in Montague, Michigan, 1912, courtesy of the Archives of Michigan, Lansing.



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**General Retention Schedule #2  
Michigan Public Schools**

Item Number	Series Title and Description	Total Retention
<b>Transportation</b>		
1200	<u>Vehicle Files (supersedes item #H4a, J4e-f)</u>	ACT
	These files document all vehicles in the school district's fleet, including buses. They may include the registration, title, bus repair orders, documentation of all maintenance work that is performed, State Police inspections, etc. ACT = while vehicle is owned by the school district.	
1201	<u>Student Trips</u>	FY+1
	These files document when school buses are used to provide transportation for trips both inside and outside of the school district. These activities may include same-day field trips, overnight trips, athletic trips, etc. These files may include transportation request forms, trip mileage reports, itineraries, driver information, copies of driver meal reimbursements, etc.	
1202	<u>Student Transportation Conduct Report</u>	FY+1
	These forms are completed for each incident that occurs on a school bus. They may identify the date of the incident, student's name, school, grade, whether previous reports have been filed for that student, driver name, bus number, a description of the incident, parental signature, etc. Reports for severe offenses may be kept longer and may be copied into the student file (see item #1400B).	
1203	<u>Driver Inspection Report</u>	FY+1
	Drivers must inspect buses and complete this report. This report is used to identify maintenance or repair work that is needed. The Michigan State Police may use these reports when they conduct their annual inspection of the buses. They may identify the driver's name, bus number, date, mileage, gallons of fuel, quarts of oil, equipment that was inspected, etc. If maintenance work was performed, the garage staff may input comments.	
1204	<u>Bus Stop Review</u>	FY+3
	These forms are used to request that the location of bus stops be reviewed. They may include the date, driver's name, bus number, stop location, route, reason for the request, concerns, actions taken, etc.	

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Item Number	Series Title and Description	Total Retention
1205	<u>Running Red Light Report</u>  Bus drivers report when a vehicle runs the red light or stop sign on the bus when the bus has stopped for passengers. It may be submitted to the public safety department, the city police and/or county sheriff. These reports often result in a ticket being issued to the offending driver, and that driver may contest the charge. The reports may include the date, bus driver's name, bus number, location of the incident, time of incident, number of road lanes, weather conditions, incident description, description of vehicle and driver, etc.	FY+1
1206	<u>Incident Reports</u>  These reports are completed for miscellaneous incidents, such as when a driver hits a mailbox, a student falls on steps or icy sidewalks, etc. They may identify the driver's name, bus number, person's involved, incident description, etc.	FY+1
1207	<u>Vehicle Crash Files</u>  These files document crashes involving school vehicles. They may include Traffic Crash Report (UD-10), correspondence, etc.	FY+7
1208	<u>Dangerous Railroad Crossing Reports</u>  These reports are completed when a railroad crossing is not functioning properly. A copy of the report is sent to the company responsible for the crossing.	FY+1
1209	<u>Fuel Log</u>  This invoice is received from the company supplying fuel to the school district. It may identify the number of gallons sold, cost per gallon, bus number, driver, etc.	FY+1