

YOUTH PROGRAMS:  
REGISTRATION, SAFETY  
ASSURANCE AND EDUCATION  
RECORDS RETENTION  
SCHEDULE

FEBRUARY 2019



MICHIGAN STATE UNIVERSITY

## MICHIGAN STATE UNIVERSITY YOUTH PROGRAMS RECORDS RETENTION SCHEDULE:

University Archives and Historical Collections has developed this retention schedule to document the nature of youth participation records created by the university and define the appropriate retention period according to the legal, fiscal, administrative, and historical needs of the university.

The Youth Programs Records Retention Schedule applies to all youth participation documentation at Michigan State University, regardless of format or media. For additional information regarding electronic records management, please go to the University Archives website at <http://archives.msu.edu/>.

Not all offices may create all the record series listed on the retention schedule. If you are not currently creating records in a series, you do **NOT** need to start creating new records.

If you believe that you have a record that does not fall under a specific record series, please contact University Archives at 5-2330. University Archives will either help you identify which record series applies to your record or will create a new record series. Do not assume that the record can be destroyed; all records reflecting the official activities of university officers and offices are the property of Michigan State University and thus cannot be destroyed without the approval of the director of the Archives.

Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, and public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved, and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.

### **NON-RECORDS:**

According to State of Michigan guidelines, some records used at Michigan State University can be considered non-records. These non-records are not covered by the retention schedule and may be destroyed once they are no longer administratively necessary.

Non-records may include:

- Duplicate copies of documents retained for distribution or convenience
- Miscellaneous notices of memoranda such as "All-Staff" emails, messages on upcoming events, or memos on minor administrative details
- Blank forms
- Unsolicited advertising and product catalogs
- Preliminary drafts of letters, memoranda or reports that do not form significant stages in the preparation of a final document
- Personal messages or correspondence
- Non-university publications, such as manuals, directories, catalogs, newsletters, pamphlets, and periodicals

Please contact University Archives at 517-355-2330 or at [archives@msu.edu](mailto:archives@msu.edu) with any questions regarding non-records.

## DESCRIPTION OF TERMS:

**Title:** This is the official title of the individual record series.

**Description:** This is the official description of the individual record series, usually consisting of a general statement of record function, followed by a description of some of the documents that can be found in that record series.

**Retention:** This is the minimum amount of time that the record series must be kept, also known as a retention period. It typically consists of a retention code plus a date range in years.

For example) Schedule Retention: EV+3 (After Last Participation Date + 3 years)

The retention code index can be found below.

### Retention Code Index:

Retention Code	Retention Period Description
EV	After Event
PRM	Permanent

**Event Date:** This documents the event after which the retention period will be applied. Some retention periods can be applied only after a specific event or date has occurred. For example, registration forms should be kept for 3 years **after** the last date the participant was part of the youth program. Thus, the date of last participation is the event date from which the retention period is measured.

**Disposition:** This is a statement that describes how long the document must be kept and how it must be destroyed. Many university records contain confidential information, such as social security numbers; thus, University Archives recommends confidential destruction, i.e. shredding, whenever possible to protect personal information. Records on electronic media must be disposed of in accordance with the [Institutional Data Policy](#) and the university's [Best Practices for Disposing of Computers and Storage Devices](#).

**Office of Record:** This field identifies the office that is responsible for maintaining the official record series. The designated office keeps the record for the entire retention period and then arranges for its destruction once the retention period has passed. Other offices which maintain copies of a record series but are not the office of record may destroy those non-records when they are no longer administratively necessary unless otherwise noted in the schedule.

**Data Sourced From:** This field identifies the data sources for the record series, including electronic systems where related data may be stored. If there is no relevant data source for the record series, the field will be considered "not applicable".

**Notes:** This may document additional notes about the retention series, legal citations affecting retention, or university best practices regarding the records.

**Series Identifier:** This is an Archives generated code used to help identify and track records series. While primarily used internally, offices may refer to the series identifier to distinguish records series if desired.

**ADDITIONAL GUIDANCE:**

For any questions, concerns, or additional guidance regarding this retention schedule, please contact University Archives at 517-355-2330 or at [archives@msu.edu](mailto:archives@msu.edu) .

Schedule Approved: 2/1/2019

# *Michigan State University*

## *Youth Programs*

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<b>Title</b>	Media Release Form
<b>Description</b>	This record series documents the signed, approved form allowing youth participants in MSU-sponsored programs and activities to be photographed and/or videotaped for use in MSU promotional and educational materials.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain for 3 years after last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Office/Department
<b>Data Sourced From</b>	Not Applicable
<b>Notes</b>	Based on University best practices.
<b>Series Identifier</b>	YP001

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<b>Title</b>	Medical Treatment Authorization Form
<b>Description</b>	This record series documents the parent/guardian giving their permission for a medical facility to treat the youth participant for minor injuries or medical problems. This record series may include, but is not limited to: youth participant's name, address, date of birth, primary care information, health insurance information, and medical history.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain for 3 years after last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Office/Department
<b>Data Sourced From</b>	Not Applicable
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP002

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<b>Title</b>	Parent/Guardian Consent Form
<b>Description</b>	This record series documents the permission given by the parent/guardian to allow the youth participant to participate in all educational and social activities related to the MSU program or activity.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain for 3 years after last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Office/Department
<b>Data Sourced From</b>	Not Applicable
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP003

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<b>Title</b>	Pick-up, Drop-off, and Commuter Permission Form
<b>Description</b>	This record series documents the specific people who are allowed to pick-up and drop-off the youth participant from the programs, dates the youth participant will be coming in late or leaving early, and if the youth participant has permission to commute independently. This record series may include, but is not limited to: the names and relationship status to the youth participant, dates related to early/alternative release, and the parent/guardian's contact information.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain for 3 years after the last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Office/Department
<b>Data Sourced From</b>	Not Applicable
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP004

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<b>Title</b>	Registration Documentation
<b>Description</b>	This record series documents the enrollment of each youth participant in a Youth Program. This record series may include, but is not limited to: name, address, date of birth, emergency contact information, and parental/guardian information.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain for 3 years after last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Office/Department
<b>Data Sourced From</b>	Event Registration Software; such as Eventbrite or Salesforce.
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP005

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<b>Title</b>	Service/Vendor/Facilities Contracts
<b>Description</b>	This record series documents certification from mandatory background checks in the last twelve months. This record series may include, but is not limited to: written statements to support the evidence that the background check was completed.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain for 3 years after last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Office/Department
<b>Data Sourced From</b>	Contract, Agreement, or Memorandum of Understanding
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP006

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**Title** Site Visits/Compliance Audits

**Description** This record series documents the materials that the Youth Program Director might ask the participating Youth Program to provide as evidence as following proper procedure. This record series may include, but is not limited to: score cards, audits, summary reports, and release forms.

**Retention** EV+3

**Event Date** After Last Participation Date

**Disposition** Retain for 3 years after last participation date, then proceed with confidential destruction.

**Office of Record** Youth Programs

**Data Sourced From** YCRS

**Notes** Based on University best practices.

**Series Identifier** YP007



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<b>Title</b>	Staff and Volunteer Records, Reports, and Training Documentation
<b>Description</b>	This record series documents the staff and volunteers who work with the youth participants. This record series may include, but it not limited to: the person's name, date of birth, contact information, emergency contact information, staff level, demographic information, background check completion, signed Youth Program Staff and Volunteer Rules Documents, and staff training completion certificates.
<b>Retention</b>	EV+3
<b>Event Date</b>	After Last Participation Date
<b>Disposition</b>	Retain after 3 years after last participation date, then proceed with confidential destruction.
<b>Office of Record</b>	Youth Programs
<b>Data Sourced From</b>	YCRS; ElevateU
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP008

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<b>Title</b>	Youth Programs Advisory Board Meeting Minutes/Agendas
<b>Description</b>	This record series documents the decisions determined by the Youth Programs Advisory Board, in regards to the Youth Programs. This series is may include, but is not limited to: meeting minutes and agendas and website decisions.
<b>Retention</b>	PRM
<b>Event Date</b>	Final Creation
<b>Disposition</b>	Transfer one copy to the Archives for permanent retention. Retain one copy in office permanently.
<b>Office of Record</b>	Youth Programs
<b>Data Sourced From</b>	Not Applicable
<b>Notes</b>	Based on University best practices.

**Series Identifier** YP009