

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT: RECORD RETENTION

SECTION NO: 3.04.00

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EFFECTIVE DATE: 2/25/08

PURPOSE/APPLICATION: The purpose of this policy and corresponding procedures shall be to indicate that the KCTA does have a record retention policy for Authority documents and the length of time those documents shall be retained.

POLICY STATEMENT: Documents and records pertinent to the activities and functions of the KCTA shall be retained for periods of time detailed in the attached record retention schedule

IMPLEMENTING PROCEDURES:

The KCTA shall adopt the current Metro Transit record retention schedule (1/1/89)

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REFERENCES:

**Capital Area Transportation Authority
City of Kalamazoo Record Retention Policies**

APPROVAL:

KCTA Board Chair

KCTA CEO