



Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair		Mayor Stephen Kepley, Vice-Chair		
Charis Austin	Rick Baker	Tracie Coffman	Mayor Katie Favale	Steven Gilbert
Andy Guy	Renee Hill	Jack Hoffman	Mayor David LaGrand	Mayor Steve Maas
	Tim Mroz		Paul Troost	

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, December 3, 2025 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT / ROUTE CHANGES		
2. MINUTES REVIEW – October 22, 2025	Mayor Carey	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. Contract with Innovations in Transit (INIT) for one year extension for e-Fare Maintenance and Support	Andy Prokopy	Approval
b. Contract with Avail Technologies to replace Laker Line BRT real-time information signs	Andy Prokopy	Approval
c. Contract with Avail Technologies to replace Bus Routers	Jeff Kludy	Approval
d. Contract with Safe Fleet for twelve (12) New Ford E-450 Cutaway Paratransit Vehicles	Mike Wieringa	Approval
e. Compensation Philosophy Revision	Lindsay Thomasini	Approval
f. Records Retention – Revisions	Deb Prato	Approval
g. Election of Officers – Chairman & Vice Chairman	Mayor Carey	Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. October 2025		
b. Fixed Route Ridership	Tim Roseboom	Information
1. October 2025		
c. Finance	Linda Medina	Information
1. Operating Statement – September 2025		
2. Professional Development and Travel Report		
a. September 2025		
3. Grant Statement		
6. CHAIR'S REPORT	Mayor Carey	Information
7. COMMITTEE MEETING MINUTES – Not approved by committee		
a. Finance Committee – November 5, 2025	Mayor Kepley	Information
8. ADJOURNMENT		

MISSION: *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*



Board Members

Mayor Gary Carey, Chair

Charis Austin
Andy Guy

Rick Baker
Renee Hill
Tim Mroz

Tracie Coffman
Jack Hoffman

Mayor Stephen Kepley, Vice-Chair

Mayor Katie Favale
Mayor David LaGrand
Paul Troost

Steven Gilbert
Mayor Steve Maas

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, October 22, 2025 – 4:00 p.m.

Location Change, Rapid Operations Center, 301 Bartlett SW

ATTENDANCE:

Board Members Present:

Charis Austin, Mayor Carey, Tracie Coffman, Steven Gilbert, Andy Guy, Renee Hill, Jack Hoffman, Mayor Kepley, Mayor LaGrand, Mayor Maas, Tim Mroz, Paul Troost

Board Members Absent:

Rick Baker, Mayor Favale

Rapid Attendees:

Josh Brink, Steve Clapp, Jason Culberson, Justin Hagel, Kris Heald, Jeffrey King, Deron Kippen, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Tim Roseboom, Steve Schipper, Lindsay Thomasini, Mike Wieringa

Public Attendees:

Dave Bulkowski, Chris Swank (GVSU), Joshua Vissers (Rapidian)

Mayor Carey called the meeting to order at 4:00 p.m.

1. PUBLIC COMMENT

No public comment

2. MINUTES REVIEW – September 24, 2025

Chairman Mayor Carey entertained a motion to approve the meeting minutes from September 24, 2025. Ms. Coffman motioned to approve, and Ms. Austin supported it. The motion passed unanimously.

3. CEO'S REPORT

Ms. Prato provided an overview of various projects led by the leadership team. Mr. Culberson is updating the Entry Level Driver Training to ensure federal compliance and improve the curriculum. The team is also focusing on data tools like Avail Technologies and INIT to optimize operations. Security and facility team are working on gate improvements around the driveway, platform, and Amtrak. Transportation is moving toward paperless accident reporting and risk management improvements. The finance team is preparing for audits and reviews, while the FTA's Triennial review is underway. Procurement efforts include updating DBEs. Maintenance teams are developing paratransit services, and facilities teams are preparing shelters

and seasonal work. Ms. Prato is initiating a transit ballot initiative with an RFP and lobbying efforts, alongside efforts for millage renewal. In marketing and planning, routes have been adjusted due to the Fruitridge bridge detour, with plans to gather public input on a new route. Fare structure reviews are ongoing, and challenges like operator recruitment and paratransit efficiency are being addressed. Overall, new team members are integrating well and are enthusiastic.

4. ACTION ITEMS

a. Contract with Top to Bottom Cleaning Group, Mr. Deron Kippen

Mr. Kippen is requesting authorization from the Board to enter a contract with the locally owned and operated Top to Bottom Cleaning Group to provide janitorial services for ITP facilities, effective December 28, 2025. The term of the contract is three years with two one-year extensions.

Ms. Coffman inquired why the prices were dramatically different, to which Mr. Kippen replied some bids quoted more hours to do the platform which raised the cost.

Ms. Coffman appreciated how even though the bid was lower Top to Bottom values their employee's.

Chairman Mayor Carey entertained a motion to approve the contract with Top to Bottom Cleaning Group. Mayor Maas motioned to approve, and Ms. Hill supported it. The motion passed unanimously.

b. Contract with Progressive Companies for Busch Drive Construction, Mr. Steve Schipper

Mr. Schipper is requesting authorization from the Board to enter a contract with Progressive Companies in the amount of \$420,750 for Professional Planning, Architectural and Engineering Services for construction of a new demand response operations building at 3531 Busch Drive SW.

Chairman Mayor Carey entertained a motion to approve the contract with Progressive Companies for Busch Drive Construction. Ms. Hill motioned to approve, and Mr. Guy supported it. The motion passed unanimously.

c. Real Property Acquisition – 600 Century Ave. SW, Mr. Steve Schipper

Mr. Schipper is requesting authorization from the Board to purchase the property at 600 Century Avenue SW, Grand Rapids, MI for \$3,400,000.

Mr. Mroz inquired about the potential future impact of widening the corridor of 131, given that this parcel is adjacent to the highway.

Mr. Schipper highlighted the significance of this project, noting that all The Rapid's buildings are in close proximity. He mentioned the possibility of the Wealthy Street bridge being lowered to grade in the future. Although MDOT currently lacks funding for this project, they are aware of The Rapids' presence and its operation impact. Public transportation remains a core focus for MDOT, with the Amtrak facility, administration building, and platform all being significant components of this development.

Ms. Coffman inquired about existing leases in the building. Mr. Schipper clarified that one lease is long-term with the VA, while the other two leases have expired and are now month-to-month; all current leases will continue to be honored.

Mr. Guy asked about the near-term and mid-term plans for the property. The discussion included potential Transit Oriented Development (TOD) or other community priorities, alongside organizational needs.

Ms. Prato suggested that the property could serve as a second location for demand response for Paratransit. She mentioned the absence of a training range and proposed that this site could be suitable for that purpose or potentially one of two other parcels. She also emphasized the opportunity to develop regional training programs, especially for small rural areas, which could create new revenue streams through commercial driver training partnerships.

Chairman Mayor Carey entertained a motion to approve the purchase of the property at 600 Century Avenue SW. Mr. Guy motioned to approve, and Ms. Austin supported it. The motion passed unanimously.

d. Five-Year Contract with Cardinal Infrastructure, Ms. Deb Prato

Ms. Prato is requesting authorization from the Board to execute a five-year contract with Cardinal Infrastructure for federal lobbying services at an average annual cost of \$105,600.

Mr. Hoffman noted he is in favor and asked what funds. Ms. Prato answered all operating funds.

Chairman Mayor Carey entertained a motion to approve a five-year contract with Cardinal Infrastructure for federal lobbying services. Mr. Hoffman motioned to approve, and Mr. Gilbert supported it. The motion passed unanimously.

e. 2026 Board and Committee Meeting Schedule

Ms. Prato highlighted in the board packet the proposed 2026 Board and Committee Meeting Schedule. She pointed out a change for the Future Planning & Innovations Committee, which will now hold three meetings per year instead of six. These meetings will be scheduled to align with the roster picks in spring, summer, and fall.

Chairman Mayor Carey entertained a motion to approve the 2026 Board and Committee Meeting Schedule. Mayor Maas motioned to approve, and Ms. Austin supported it. The motion passed unanimously.

5. PERFORMANCE REPORTS

a. Paratransit Route Ridership – September 2025

No questions

b. Fixed Route Ridership – September 2025

No questions

c. Financial Reports – August 2025

Ms. Medina noted a typo on the travel report. For instructions not inspections.

6. CLOSED SESSION in accordance with MCL Section 15.268 8(d)

Chairman Mayor Carey stated he will accept a motion to go into closed session in accordance with section 15.268 8(d) of the Open Meetings Act, for the Board of Directors to consider the purchase or lease of real property.

Mayor LaGrand motioned to go into closed session, and Mr. Mroz supported it. The motion passed unanimously.

Chairman Mayor Carey asked Ms. Heald to call a roll vote. Ms. Heald called roll. Ms. Austin, Mayor Carey, Ms. Coffman, Ms. Hill, Mr. Gilbert, Mr. Guy, Mr. Hoffman, Mayor Kepley, Mayor Maas, Mr. Mroz, Mr. Troost.

Ms. Heald noted a 2/3 roll call vote approval for closed session.

CLOSED SESSION

Chairman Mayor Carey took minutes in closed session.

7. CHAIR'S REPORT

Chairman Mayor Carey yielded the floor

8. ADJOURNMENT

The meeting was adjourned at 5:17 p.m.

The next meeting is scheduled for December 3, 2025

Respectfully submitted,



Kris Heald, Board Secretary

Date: December 3, 2025
To: ITP Board
From: Andy Prokopy, Director of Information Technology
Subject: Electronic Fare Collection System – Year 7 Maintenance and Support

ACTION REQUESTED

Authorization to approve a contract with Innovations in Transportation (INIT) in the amount of \$115,142 for a one-year extension of software maintenance and support for the existing electronic fare collection system.

BACKGROUND

In 2017, ITP awarded a contract to INIT for the implementation of an electronic fare collection system using account-based smart cards (Wave Card) for fare payment which eventually replaced all paper tickets. ITP began the pilot and rollout of the system in 2018, which gradually introduced the Wave Card to the public until the system was fully configured and launched with all features in January 2020, thus starting the 5-year maintenance and support contract. In 2023, contactless payments were added to the existing system to allow for processing of open loop transactions from chip-enabled credit/debit cards and mobile payments, further enhancing capabilities of the system.

Maintenance and support for this system is critical as there are many servers and related services required to ensure efficient operation of the electronic fare collection system. ITP enters more than two dozen support tickets each month with INIT to resolve issues with normal daily operating issues, database problems, customer and partner accounts and cards concerns, tapping or validation errors, system reports, and other matters that are required to maintain reliable operations for the system and our customers.

PROCUREMENT

The proposed agreement continues the provision of maintenance support for the system and related services for one year from January 2025 through January 2026, at a cost of \$115,142, which maintains the same 3% increase over the sixth year of maintenance and support from last year. Many software maintenance and support contracts increase on average by 5-10% each year, thus the 3% increase for this proposed extension is considered reasonable.

ITP's electronic fare collection system and related services are proprietary to INIT, and therefore cannot be supported by another vendor, deeming this a sole source procurement.

FUNDING

Funding for this maintenance and support contract will be from local operating sources.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 120325-1

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approve the execution of a contract with Innovations in Transportation (INIT) to extend software maintenance and support for one year for the electronic fare collection system.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with INIT in the amount of \$115,142 for a one-year extension of software maintenance and support of the existing electronic fare collection system in accordance with information presented to the ITP Board on December 3, 2025.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date

Date: December 3, 2025
To: ITP Board
From: Andy Prokopy, Director of Information Technology
Subject: Project 2026-16: Laker Line Real-time Signage Replacement

ACTION REQUESTED

Authorization to approve a contract with Avail Technologies in the amount of \$182,990 to replace (8) existing Laker Line BRT real-time information signs with new devices to improve the support and prolong the life of the Laker Line real-time information signs.

BACKGROUND

During the implementation of the Laker Line BRT back in 2020, ITP procured real-time information signs for the BRT stations through an RFP process that was awarded to Avail and their subcontractor, Message Point Media (MPM). The procurement included a 5-year warranty on the signs (which expired earlier this year) and (2) spare signs to use as replacements as needed.

Over the past 5 years, the spare signs have been utilized and repurposed to replace components that failed or were damaged on existing signs at Laker Line stations. As the last spare parts were used, it was determined in discussions with the vendor that the original off-the-shelf components used in our signs are no longer available. The original signs were built 6 years ago, and newer technologies and components have replaced the older ones during that time. While the Laker Line signs have reached their useful life, they still operate effectively, and we believe the current signs could continue to operate for 3-5 more years if we had spare components.

After discussions with the vendor on a solution to this issue, the best option was to replace some of the Laker Line signs with newer signs and technology, while carefully uninstalling the existing signs to be replaced and save all the components and sign enclosures as spare parts. Having spare parts available to quickly repair issues is critical to minimizing any downtime to the real-time signs at the stations, which our customers rely upon for bus departure information.

PROCUREMENT

The procurement was conducted as a sole source purchase, since these signs were custom-built for our project by Avail/MPM, another vendor would not have the knowledge or expertise to replace the system boards in these custom-built signs.

We worked with Avail and Message Point Media (MPM) to determine the optimal number of signs to replace to provide the ideal amount of older spare equipment for the remaining Laker Line signs. Avail provided a proposal, which includes 8 replacement signs with a 5-year warranty at a cost of \$121,437. In addition to the hardware and warranty costs, the proposal

also includes project implementation, installation, and travel costs amounting to \$54,707, and \$6,846 of commonly used spare parts for new signs.

In comparing the cost per sign to the initial contract back in 2019, the cost per sign was only slightly higher than (6) years ago and with a lower quantity of units in the purchase. This cost is an 8% increase, which is well below the CP increase of 24% during that time, indicating this is a very reasonable cost.

Purchase Year	Per Sign Cost*	Signs Quoted
2019	\$14,035	30
2025	\$15,180	8

*includes 5-yr warranty

FUNDING

This project will be funded through federal and state grants.

INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 120325-2

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approve the execution of a contract with Avail Technologies to replace (8) Laker Line BRT real-time information signs with new devices.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Avail Technologies in the amount of \$182,990 for the purpose of replacing (8) Laker Line BRT real-time information station signs in accordance with information presented to the ITP Board on December 3, 2025.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date

Date: December 3, 2025
To: ITP Board
From: Jeff Kludy, Vehicle Technology Coordinator
Subject: Project 2026-01: Mobile Bus Router Upgrade

ACTION REQUESTED

Authorization to approve a contract with Avail Technologies in the amount of \$801,531 to replace the outdated bus routers on all fixed-route, BRT, and DASH buses with a new, 5G capable, multi-SIM devices for improved communication of on-bus technology.

BACKGROUND

The Rapid fleet currently utilizes several different routers and models to support communications for the various technological devices on the buses. The Avail computer-aided dispatch and automated vehicle location system (CAD/AVL) sends and receives data from the bus to the Avail system using a Peplink modem, while electronic fare collection through the INIT system (Wave Card system and open payments) communicates using a Digi router. Most of the buses use the Digi model WR44, which is a single SIM, 4G device that went end of life in January 2023 and is no longer supported by the manufacturer.

The goal for this project is to not only replace the end-of-life devices with newer, 5G capable hardware, but also to consolidate where possible to single communications devices utilizing multiple cellular SIM card connections. This would standardize the cellular communication hardware across our fleet and reduce time spent troubleshooting and maintaining bus communications.

PROCUREMENT

The Procurement was released as a Request for Proposal (RFP) and although cost was important, it wasn't the only factor considered for this project. The RFP was advertised on The Rapid's website and on the Michigan Inter-governmental Trade Network (MITN) where it was downloaded by 85 firms.

Three bids were submitted, but only two were deemed responsive as the third didn't meet the Buy America bid requirements. The proposals were reviewed and scored by members of The Rapid's maintenance and IT teams. The evaluations were based on the firm's technical specifications, experience and qualifications, delivery and installation schedule, references and past performance, and cost.

Although Avail Technologies' proposal came in at a higher cost, they met all the requirements including device selection, installation timeline, project team background and qualifications, and the firm's past performance references. Avail has also performed many successful project implementations with ITP in the past. Creative Breakthroughs did provide a detailed device

selection and installation timeline, however their proposal lacked information on the project management approach, staff qualifications, and past performance references.

Firm	Avg Score	Cost
Avail Technologies	95.75	\$801,531
Creative Breakthroughs	79	\$691,118

As a result of the scoring, Avail Technologies is the recommended firm to award the project.

FUNDING

This project will be funded through federal and state grants.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 120325-3

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approve the execution of a contract with Avail Technologies to replace the outdated bus routers on all fixed-route, BRT, and DASH buses.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Avail Technologies in the amount of \$801,531 for the purpose of improving the reliability, support, and standardization of bus technology communications across the entire fixed route fleet in accordance with information presented to the ITP Board on December 3, 2025.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date



Date: December 3, 2025
To: ITP Board
From: Michael Wieringa – Director of Security
Subject: Project 2026-14: (12) FORD CUTAWAY PARATRANSIT VEHICLES
SECURITY CAMERAS

ACTION REQUESTED

Authorization is requested by the ITP Board to enter into a contract with Safe Fleet to purchase and install onboard Safe Fleet six (6) camera systems on (12) twelve new Ford E-450 cutaway paratransit vehicles at a cost of \$123,652.56.

BACKGROUND

ITP first utilized Safe Fleet camera systems through an RFP for ITP’s paratransit fleet. Safe Fleet won the bid through the RFP process, and now all Paratransit vehicles and Rapid linehaul vehicles are equipped with the Safe Fleet cameras and Safe Fleet MDRs.

Replacing all the cameras and MDRs in ITP’s paratransit and fixed route fleet would be cost prohibitive and many are not fully depreciated. Having more than one system would mean multiple software systems to manage the bus camera system. Consequently, it was decided that all new cameras and MDRs must be compatible with Safe Fleet software, including the cameras for the (12) twelve new Paratransit vehicles.

PROCUREMENT

This is a sole source procurement given the factors listed above. The Rapid asked Safe Fleet for a proposal to provide and install each of the vehicles with six camera sets, and each set contains NVR, router, antenna, cabling, event button, live stream data plan, sim card, warranty, and installation, and all necessary technology to operate the cameras. Safe Fleet provided this information, and The Rapid then looked at the previous demand response vehicle camera installations and found that the costs being quoted by Safe Fleet are fair and reasonable.

ITP is satisfied with performance of all the previously installed Safe Fleet systems.

FUNDING

Funding is provided by Federal and State Grant funds.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 120325-4

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approval to enter a contract with Safe Fleet to purchase and install onboard vehicle camera systems on (12) twelve 2025 Ford E-450 Cutaway demand responses vehicles at a cost of \$123,652.56.

BE IT RESOLVED THAT the ITP CEO is hereby authorized to enter into a contract with Safe Fleet to purchase and install onboard vehicle camera systems on (12) twelve 2025 Ford E-450 cutaway demand responses vehicles at a cost of \$123,652.56 in accordance with the information presented to the ITP Board on December 3, 2025.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date

Date: December 3, 2025
To: ITP Board
From: Lindsay Thomasini, Human Resources Manager & EEO Officer
Subject: COMPENSATION PHILOSOPHY REVISION

ACTION REQUESTED

Approve a revised Compensation Philosophy document.

BACKGROUND

In March 2018, Brian Pouget, Deputy CEO, brought the ITP's comprehensive compensation study and recommendations, which included a compensation philosophy document to the board for approval.

Best practices in compensation include comprehensive benchmarking of all jobs against the external market and internal equity analysis every two to three years. The current Decision Band Method (DBM) for position classification is complicated and not easily understood by employees or their managers; and the performance management system did not provide the level of support or functionality required for successful, honest, constructive performance oversight. Each year ITP has adjusted the salary structure based on CPI however we have not performed a comprehensive review of the market. Therefore, on January 16, 2025, ITP issued a Request for Proposals (RFP) with a scope of work that included the following:

1. Perform a review of ITP's positions and current compensation to market benchmarks. A majority of ITP's administrative non-represented positions will have a corresponding comparable in "any industry" positions. A few positions may result in the use of transit-only peers as market benchmarks. There is known wage compression in the coming years for supervisory positions overseeing ITP's represented positions in Transportation (Bus Operations), Fleet Maintenance and Facilities Maintenance.
2. Review and make recommendations to redesign ITP's current 26 levels of Decision Band Method (DBM) grades, with 11-steps per pay grade, with step 6 as mid-point/market salary schedule.
3. Recommend alternatives to the current DBM for position classification.
4. Recommend an equitable process for handling promotions from DBM grade to grade.
5. Review and recommend opportunities for improvement of ITP's performance management system, Personnel Data System (PDS) delivered, but modifiable performance management system. ITP uses the PDS Vista Platform for their Human Resources Information System (HRIS).

Nine (9) firms responded to the RFP. Proposals were scored and short-listed to four (4) firms CBIZ, Evergreen Solutions, MGT, and Pontifex moved on to second round interviews.

Evergreen had extensive transit and transportation agency experience, including TARTA (Toledo, OH), DART (Dallas, TX), GoTriangle (Raleigh-Durham-Chapel Hill, NC) and HART (Tampa, FL). They also had other public sector experience in Michigan including City of Kalamazoo, Genessee County, Washtenaw Community College, and Grand Rapids Public Schools. The total project cost was \$39,500 funded by Human Resources federal planning grant; no local funds were used.

The consultant work plan tasks are now complete; the leadership team has been briefed on the outputs and outcomes. On December 4, 2025, we have scheduled a Town Hall for all non-represented administrative employees to understand the process, the data used as comparable employers and the process for roll-out. Beginning January 1, 2026, we will begin to implement the new performance management system.

As a housekeeping item, the 2018 Compensation Philosophy document requires revisions to accurately reflect the new processes in classification, job offers, promotions and performance management. The philosophy continues to be aligned with the 50% percentile of the labor market, internal equity, and market competitiveness.

We are seeking the Boards approval of the redesigned and updated compensation plan structure and the addition of the performance management system, while remaining aligned with the original objectives and philosophy.

COMPENSATION PHILOSOPHY

PURPOSE

Interurban Transit Partnership (ITP) is committed to attracting, developing, and retaining a highly skilled workforce that delivers safe, reliable, and customer-focused public transportation services. This Compensation Philosophy establishes the framework for how pay decisions are made, ensuring consistency, fairness, and alignment with the organization's mission and long-term goals.

GUIDING PRINCIPLES

1. Market Competitiveness

Interurban Transit Partnership seeks to maintain a competitive compensation program aligned with the 50th percentile of the defined labor market, which includes comparable public-sector employers, municipalities, and regional transit agencies.

2. Internal Equity

Compensation reflects meaningful differences in job responsibilities, required knowledge and skills, working conditions, and organizational impact. Job family structures are used to support internal consistency and appropriate alignment of positions across the organization.

3. Pay for Performance

Employee progression within salary ranges is driven primarily by performance. Interurban Transit Partnership rewards employees based on demonstrated effectiveness, achievement of expectations, and contribution to organizational success.

4. Financial Responsibility

Compensation practices are administered with prudent stewardship of public resources, balancing competitive pay with long-term financial sustainability.

5. Transparency & Consistency

Interurban Transit Partnership is committed to clear and consistent pay practices. Employees should understand how salary ranges are designed, how they progress through the range, and what factors influence compensation decisions.

COMPENSATION STRUCTURE

Open Range System

Interurban Transit Partnership uses an open-range salary structure, which allows employees to progress through the range based on performance and development rather than predetermined steps.

Pay Grades & Salary Ranges

The compensation structure consists of 35 pay grades, each with a 40 percent range spread designed to support meaningful progression and differentiation based on experience and performance.

Midpoint Progression

Salary grade midpoints progress by 3.75 percent from one grade to the next, reflecting increasing levels of responsibility, complexity, and organizational impact.

Job Family Alignment

Positions are assigned to salary grades based on job family placement and external market considerations, ensuring that similar roles are grouped consistently and competitively.

Market Review & Benchmarking

Interurban Transit Partnership regularly reviews compensation against its identified labor market. Market adjustments may be implemented when significant gaps emerge or during periodic organizational compensation reviews.

COMPENSATION ADMINISTRATION

New Hire Salaries

Starting salaries are determined based on:

- Relevant prior experience
- Specialized knowledge, certifications, or skills
- Internal equity with current employees performing similar work

Progression Through the Range

Increases within the salary range are based primarily on:

- Documented performance
- Achievement of goals or competencies
- Consistent application of the organization's performance evaluation process

Additional Adjustments

Equity adjustments, market corrections, or changes in job responsibilities may result in salary changes outside the annual cycle when appropriate.

TOTAL COMPENSATION

Base pay is one component of Interurban Transit Partnership's total rewards approach. The organization also strives to offer competitive benefits, professional development opportunities, and a workplace culture grounded in safety, respect, and service.

GOVERNANCE & REVIEW

This Compensation Philosophy will be reviewed periodically to ensure alignment with organizational strategy, labor market conditions, and contemporary public-sector compensation practices. Human Resources and ITP leadership are responsible for consistent application and ongoing stewardship of the program.

Date: March 15, 2018
To: ITP Board
From: Brian Pouget
Subject: ADOPTION OF COMPENSATION STUDY RECOMMENDATIONS

ACTION REQUESTED

The ITP Board is asked to adopt the recommendations of the Compensation Study conducted by Gallagher Benefit Services, Inc., as modified by the Compensation Study Committee, for use at The Rapid.

BACKGROUND

In October, 2016, Gallagher Benefit Services, Inc. was awarded a contract to complete a compensation study for administrative employees at The Rapid. A committee of board members and staff was assembled to meet with and work with the consultant as this project unfolded. The committee included former Board Chair Barbara Holt, current Board chair Stephen Kepley, Board members Paul Troost and Michael VerHulst, as well as Human Resources Manager Nancy Groendal and Deputy CEO Brian Pouget. The committee met several times during the course of the project to provide direction, review findings from comparable transit and municipal entities, and provide input into the final design of the salary structure. Mark Goldberg, Senior Consultant with Gallagher Benefit Services, made a presentation of the study, findings and recommendations at the Board Retreat in January, 2019. The committee utilized Board member comments from the retreat to modify the recommendations presented by Mr. Goldberg.

RECOMMENDATIONS

As detailed in the presentation, the Board is asked to adopt the following recommendations:

- Salary structure (Attachment A);
- Adopt the Compensation Philosophy (Attachment B).

The salary changes contemplated in the Compensation Study have been budgeted in the current Fiscal Year 2018 budget.

INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION NO. _____

Fiscal Year 2018

Moved and supported to adopt the following resolution:

Adoption of Compensation Study recommendations.

BE IT RESOLVED that the ITP Board hereby adopts the Salary Structure and Compensation Philosophy as outlined in the report from Gallagher Benefit Services Inc. and as modified and recommended by the Compensation Study Committee, in accordance with the information presented to the ITP Board on March 28, 2018.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Robin Crothers, ITP Board Secretary

Date

PROPOSED SALARY STRUCTURE

Attachment A

DBM Classification	Minimum	Midpoint	Maximum	Range*
A11	\$30,497	\$36,596	\$42,695	40%
A12	\$32,582	\$39,099	\$45,615	40%
A13	\$34,810	\$41,772	\$48,734	40%
B21	\$37,198	\$44,638	\$52,077	40%
B22	\$39,742	\$47,690	\$55,639	40%
B23	\$42,460	\$50,951	\$59,443	40%
B24	\$46,126	\$55,352	\$64,577	40%
B31	\$46,126	\$55,352	\$64,577	40%
B32	\$50,943	\$61,131	\$71,320	40%
C41	\$53,129	\$66,411	\$79,693	50%
C42	\$56,762	\$70,952	\$85,143	50%
C43	\$60,643	\$75,804	\$90,965	50%
C51	\$65,880	\$82,351	\$98,821	50%
C52	\$72,760	\$90,950	\$109,140	50%
D61	\$79,043	\$98,804	\$118,565	50%
D62	\$84,449	\$105,561	\$126,673	50%
D63	\$90,223	\$112,779	\$135,335	50%
D71	\$98,015	\$122,519	\$147,023	50%
D72	\$108,250	\$135,312	\$162,375	50%
E82	\$125,640	\$157,050	\$188,460	50%

*40 intervals split evenly between Minimum and Maximum salaries

COMPENSATION PHILOSOPHY

Interurban Transit Partnership (ITP) is committed to being an employer of choice in western Michigan. Our valued employees are the key to delivering on our commitment to improve lives through excellence in transit. Our compensation philosophy, including salary and benefits, is a reflection of our values. ITP will pursue sustainable compensation goals in accordance with its overall fiscal position while respecting the goals of the philosophy. ITP's compensation philosophy is designed to meet the following key objectives:

Externally Competitive Salary and Benefits. ITP will strive for salary and benefits to be at the 50th percentile of comparisons to identified transit agencies and regional employers. We will provide affordable and comprehensive benefit options that best fit employee needs and promote excellent customer service.

- Compensation levels should reflect the transit and private sector (for applicable classifications) labor markets in which ITP must compete.
- ITP recognizes the existence of labor market differences among the variety of jobs within our organization.
- ITP will utilize cost-of-labor differentials to make all market data applicable to the Grand Rapids area labor market.
- The salary structure will be adjusted every year based on the market trend to ensure ongoing competitiveness with the labor market.
- A salary structure adjustment equates to an across-the-board increase for employees. ITP will determine additional increases based on employee performance and budgetary constraints.

Equitable. ITP shall provide a framework of consistent compensation practices that are fair, equitable and free of discrimination. We will commit to maintaining this process by conducting periodic performance evaluations and updating position descriptions. We will assess our market every three to five years to ensure that our salary rates remain competitive.

- ITP believes that staff positions within the organization with comparable responsibilities, decision-making authority, supervisory responsibilities, complexity and difficulty of the work, and other requirements should be paid similarly.
- ITP will use a formal job evaluation method, Decision Band Method (DBM), for staff jobs that is consistent with organizational needs.
- This DBM tool will be used to determine which positions are comparable and to establish an internal hierarchy of classifications. The results of these internal comparisons will form the basis of the compensation structure.

Excellence. ITP employs high quality employees and we value continuous improvement as part of our commitment to excellence. Our compensation practices must attract and retain employees who exemplify our values and delivery on our mission and vision. Qualified employees, who work to advance their skills and knowledge as they contribute to the achievement of organizational objectives, will be paid competitively. External hires will be paid competitively in order to attract new talent within the designated ranges.

- Progression within the salary range will be based on performance. Progression above the midpoint of the salary range will be based on consistent excellent performance.
- The hiring range will be from the range minimum up to 10th percentile of the range. Hiring rates between the 10th percentile and the 25th percentile will be offered to exceptionally qualified or preferred qualifications of individuals and will be done in consultation with the Human Resources Department. Appointment above the 25th percentile will require approval by the Human Resources Department and the CEO.

Easy to Communicate. Because ITP is confident of the equity, validity, and reliability of the compensation system and practices, we maintain open communication with employees regarding their individual compensation. The compensation system is easily implemented, communicated and is simplistic in its design. Each employee will know how his/her compensation is determined. ITP will develop a communication plan for our compensation program that supports our status as an employer of choice.

**MINUTES OF
INTERURBAN TRANSIT PARTNERSHIP BOARD**

March 28, 2018

ATTENDANCE

Board Members Present: Charis Austin, David Bilardello, Rosalyn Bliss, Gary Carey, Tracie Coffman, Randy Gelderloos, Andy Guy, Jack Hoffman, Mark Huizenga, Stephen Kepley (Chair), Robert Postema, Terry Schweitzer, Amna Seibold, Paul Troost, Michael Verhulst

Board Members Absent: None

Staff Present: Kathy Anderson, Michael Bulthuis, Steve Clapp, Robin Crothers, Judy DeVries-Eppinga, Nancy Groendal, Meegan Joyce, Deron Kippen, Linda Medina, Nick Monoyios, Brian Pouget, Liz Schelling, Steve Schipper, Peter Varga (CEO), Conrad Venema, Scott Walsh, Mike Wieringa, Kevin Wisselink

Others Present: Derron Hughes (ATU Local 836), Laurel Joseph (GVMC), John LaFramboise (BDO Seidman), Asher Lockwood (Rapid intern), Watchdog Miller, Jane Saurman, Chris Swank (GVSU), Chris Veenstra (Watkins Ross)

Board Chair Stephen Kepley called the meeting to order at 4:00 p.m.

1. PUBLIC COMMENT

Watchdog Miller stated that The Rapid has not had a Grand Rapids resident or woman as CEO. He would vouch for Kara Woods who works at Grand Rapids City Hall as the Rapid CEO. She is very enthusiastic about transit. Mr. Miller stated he would not accept any pay for being CEO. His program would be to consolidate the Routes 13 and 16 into a small veterans' route. Besides the 13 and 16 he would put all veterans' facilities on the same route. He would call that Route 36. He suggested changes to the two Leonard routes and Route 14. These changes would be implemented at the same time as the driver picks. There are three driver picks per year. He suggested changes to Routes 1 and 4. He suggested Board members look at his report card on Rapid fare hikes of 5-14-15. He is expecting equal time as any out of town applicant.

2. MINUTES – January 24, 2018 Board Meeting

Mayor Kepley asked for corrections to the minutes. None were offered. The minutes of the January 24, 2018 Board meeting stand approved as written.

3. AGENDA ITEMS

a) FY 2017 Audit Report:

Scott Walsh introduced John LaFramboise from BDO Seidman and Chris Veenstra from Watkins Ross. Mr. Walsh expressed his appreciation to both firms for their hard work and cooperation.

Mr. Walsh gave highlights from the Audit Wrap-Up. One adjusting entry was proposed by the auditors which was made, along with other small adjustments. None of these adjustments were material.

A significant deficiency was noted by the auditors related to lack of cross-training and access to information which caused delays in The Rapid's NTD filing as well as significant delays in the preparation of the financial statements and responses to audit requests.

Mayor Kepley mentioned that the ITP's audit is called a "Single Audit" and asked that it be changed to "Single Audit and Financial Statements". Mr. LaFramboise responded that the title can be changed.

Mr. Walsh reported that the auditors gave an unqualified opinion and noted that we had a good year financially.

Mr. Walsh and Mr. LaFramboise answered questions from the Board regarding the audit.

Chris Veenstra provided information and answered questions on the union and administrative pension plans. He explained the difference between the financial statements and the actuary reports related to pension liability.

Mayor Huizenga asked Mr. Veenstra if he was correct in saying that that the Board is moving in the right direction regarding paying down the pension liabilities and if we need to be more aggressive on pension contributions it would be on the non-union plan. Mr. Veenstra concurred with this assessment noting that additional contributions may be needed for the non-union plan as it relates to future lump sum payouts.

Mr. Varga noted that there is \$300,000 in the budget that could be allocated to this purpose.

Mayor Seibold asked about progress on hiring a Deputy CEO of Finance & Administration. Mr. Varga stated that this is still in process. We have interviewed a few candidates but have not found the right one yet. Mayor Seibold noted that this is an important position.

Mr. Varga mentioned that cross-training will help keep the audit process on track and getting a Deputy CEO/CFO onboard will provide important oversight.

A motion was made by Bliss, supported by Huizenga, to receive and file the FY 2017 Audit Report. Motion passed unanimously.

b) Consumer Advisory Committee Appointments:

Ms. Joyce reported that the Consumer Advisory Committee recommended the appointments of Dr. G. Thomas Behler and Kristen Kelling for 2-year terms that expire on December 31, 2019.

A motion was made by Austin, supported by Verhulst, to approve the appointments of Dr. G. Thomas Behler and Kristen Kelling to the Consumer Advisory Committee for 2-year terms through December 31, 2019. Motion passed unanimously.

c) Certification of 2018 Public Transportation Millage Levy:

Mr. Varga stated that The Rapid passed a 12-year renewal millage in November 2017 in the amount of 1.47 mills. Each year the Board needs to certify the collection of the tax in each of the six cities on the July tax bills.

A motion was made by Seibold, supported by Bliss, to authorize collection of 1.47 mills in the cities of East Grand Rapids, Grand Rapids, Grandville, Kentwood, Walker and Wyoming on the July 2018 tax bills. Motion passed with 14 in favor and 1 abstention (Coffman).

d) Bus Stop Bench Procurement:

Mr. Venema requested Board authorization to award a contract to Conceptual Site Furnishings for 25 bus stop benches with an option for 125 additional benches (150 total) over a five-year period for a total cost not to exceed \$260,100, which includes an option for installation of \$75 per bench.

Mr. Venema stated that this contract is for needed replacements and for additional locations. A Request for Proposals was developed and sent out and an evaluation team was appointed. These are the same benches that we currently have in our system.

Mr. Guy asked about priority areas for the benches. Mr. Venema commented that the 25 benches are not tied to any particular locations. They will be used as needed.

A motion was made by Hoffman, supported by Guy, to authorize contract award to Conceptual Site Furnishings for 25 bus stop benches with an option for 125 additional benches (150 total) over a five-year period at a unit cost of \$1,734 including an option for installation at \$75 per bench for a total cost not to exceed \$260,100. Motion passed unanimously.

e) Governance Restructure Recommendations:

Mayor Kepley noted that the governance restructure was discussed at the Board Retreat in January 2018. At the Retreat, an ad hoc committee was formed to develop a Board committee structure.

Mayor Kepley stated that the Governance Restructure Committee recommended a Future Planning & Innovation Committee, a Present Performance & Services Committee, and a Finance Committee. The committees would have five members each, except the Finance Committee would have three members. The Board Chair or Vice-Chair could be called upon to make a quorum at any of these committee meetings. The

responsibilities for each of these committees were developed and recommended. Committee meetings will start after Labor Day allowing input from the new CEO.

Other recommendations include continued Committee of the Whole format for the full Board until implementation of the three committees. Dates and times for the new committees will be scheduled after committee members have been selected. Ad hoc committees will continue to be used as necessary including creation of the CEO Search Committee. The balanced scorecard will need to be clarified and finalized.

Mayor Seibold asked how often the standing committees will meet. Mayor Kepley responded that the meeting schedule still needs to be determined.

Mayor Huizenga suggested an amendment on page 4 of the longer version of the CEO job description under the experience section to say ". . . successful candidate is preferred to have a minimum of 10 years . . ." instead of "will" have.

A motion was made by Hoffman, supported by Bliss, to adopt the governance restructure as recommended by the Board's Governance Restructure Committee, to approve the amendment to the job description, and to approve creation of a CEO Search Committee. Motion passed unanimously.

f) Adoption of Compensation Study Recommendations:

Mr. Pouget asked that the Board adopt the recommendations of the Compensation Study conducted by Gallagher Benefit Services, as modified by the Compensation Study Committee, for Rapid administrative staff.

He noted that the salary structure was modified from the study recommendation to include a minimum, midpoint and maximum. The compensation philosophy also needs to be adopted which includes annual salary structure adjustments along with additional increases based on employee performance and budgetary constraints.

There were 25 administrative employees that were being paid below the range minimum for their position. These employees have been moved at least to the minimum salary. These salary changes were budgeted in the FY 2018 budget.

A motion was made by Postema, supported by Hoffman, to adopt the salary structure and compensation philosophy as outlined in the report from Gallagher Benefit Services and as modified and recommended by the Compensation Study Committee. Motion passed unanimously.

g) Laker Line BRT Update:

Mr. Monoyios gave an update on the status of the Laker Line BRT project. The Rapid has received notification of the Laker Line grant execution. We are at the 90% milestone for design for the alignment and for the facility. We should achieve 100% in May 2018. The project construction manager at risk (CMAR), The Christman Company, will then refine the scope, cost, and schedule in concert with the final design.

He noted there are four remaining contracts required to proceed with construction, which will come to the Board for approval: fare collection equipment (ticket vending machines, validators, etc.), real-time arrival signage for platform installation, materials testing consultants and traffic signal priority.

4. PRE-BUDGET DISCUSSION

Mr. Varga stated that this early in the process there are certain issues that can be determined.

- We are anticipating an addition of 2.25 FTEs based on preliminary requests from staff.
- The budget will include \$315,602 from the Stabilization Act, which is much less than we received this year.
- The pension liability for the union plan is expected to be \$350,000-\$400,000 annually for ten years. Working with our advisor from Watkins Ross we will determine the high end contribution. The liability for the administrative pension is \$814,544 and the union pension is \$3,781,098.
- The FY 2019 budget will be based on current service levels, except for a potential change in Route 19.
- We will not request any preventive maintenance funds since we already have grants totaling \$2,103,740.
- State operating assistance is 32.78% and represents \$14,391,236 in the FY 2018 budget.
- Property tax is estimated at \$15.5 million.
- We will budget for a reduction of 1% in passenger revenues.
- The compensation philosophy will be carried out and budgeted accordingly.

Mayor Kepley stated that we should pay more on the pension liability if possible using preventive maintenance. He feels we should be aggressive in this effort. Mr. Varga commented that we can make a determination at some point if we can pay more than the anticipated amount.

Mr. Guy suggested that we use creative thinking for the next budget year regarding increasing ridership and service solutions for the near term. Mayor Kepley reminded the Board that decreased ridership is a national issue.

Mr. Varga noted that the Align Study will provide some potential service improvements. There are also several potential service improvements in the short range plan. The FY 2019 Unified Planning Work Program will include money for a Comprehensive Operational Analysis.

In response to a question from Mr. Schweitzer, Mr. Varga stated that we are in the process of moving forward with review of our investments. Mayor Kepley is working with the consultant and staff on this process.

5. STAFF REPORTS

a) Monthly Financials – December 2017 & January 2018:

Mr. Walsh reported that as of the end of January 2018 we have nearly \$100,000 in surplus. The budget looks good for the first four months of the fiscal year.

b) Ridership & Productivity – December 2017 & January 2018:

Mr. Wisselink stated that ridership decreased 10.2% in December 2017, partially due to having two less weekdays of service in December 2017. The average weekday ridership decreased by 6.6%. Silver Line ridership continues to increase. January 2018 ridership decreased 5.2%.

Mayor Seibold commented that we need to concentrate on improving ridership.

c) Paratransit Ridership – December 2017 & January 2018:

Ms. Joyce reviewed paratransit ridership. Total monthly paratransit ridership for December 2017 decreased 4.4% from December 2016. January 2018 ridership increased 2.0%. On-time performance in December 2017 was 89.01% due to weather. January 2017 on-time performance was 92%.

d) FY 2018 First Quarter Fixed Route Report Card:

Mr. Wisselink reviewed the first quarter report card. Total service performance had yellow lights for ridership, preventable accidents, on-time performance and passengers per revenue mile. Customer service and cost per passenger had red lights.

In light of the increased complaints under customer service, Mayor Seibold stated that we need to know if there is a specific problem that needs to be addressed.

e) FY 2018 First Quarter Paratransit Report Card:

Ms. Joyce reported that there were green lights for preventable accidents and travel time. There were yellow lights for customer service and ratio to fixed route bus. On-time performance and on-time appointment drop-off had red lights. Weather impacted on-time performance during the first quarter. Customer service/complaints were up and were mostly about drivers. She stated she has discussed this with MV and they are addressing it.

f) FY 2018 First Quarter Rideshare Report:

Mr. Bulthuis informed the Board that the RapidVan program provided 9,592 rides and saved 320,142 vehicle miles traveled in the first quarter. Despite the decrease in the number of vanpools in operation, as well as total program participants (riders/drivers) between FY 2017 and FY 2018, the number of vehicle miles saved only decreased by .5%. There were 23 vanpools in operation at the end of the first quarter.

In the first quarter, 119 new accounts were created on the GreenRide carpool matching website. In December there was a sharp decline in the number of total users in the data base due to a purge of over 1,600 inactive users from the system.

6. CEO'S REPORT

Mr. Varga reported on his recent attendance at the APTA Legislative Conference in Washington DC.

The Omnibus bill passed and exceeded the expected amount which increased allocations for transit. For the FY 2018 apportionment, we are getting 6/12 based on FY 2017 allocations.

On the state side, the Governor recommended a \$1 million increase in the Comprehensive Transportation Fund (CTF). Mr. Varga noted there is an attempt to get additional money in the CTF but he is not confident for this year.

In response to a question from Mayor Seibold, Mr. Varga stated that he sent a report to the Board explaining the impacts of additional expenditures in Southeast Michigan on state

operating assistance. Increased expenditures for transit in Southeast Michigan will impact all Michigan transit systems negatively regarding the state operating percentage. MDOT cannot hold any system harmless. They have to follow the Act 51 funding formula.

Mr. Varga offered to hold a workshop for Board members on how state funding works in Michigan.

Mr. Varga stated that he supported the governance restructure for the Board and it was the right time to do it. We have a secure 12-year millage. He believes the committee structure that was recommended will work well.

7. CHAIR'S REPORT

Mayor Kepley reported that he received notification that there is \$1.5 million available in TIGER grants. Mr. Varga noted that TIGER grants are used mostly by cities but transit gets a small amount.

Mayor Kepley commented that the CEO search is underway. A consultant was hired to recruit candidates. Stakeholder comments have been received. The ad has been posted on The Rapid's website and the link has been provided to various agencies to assist in the recruitment. Mayor Kepley described the process going forward and stated that the full Board will make the final decision.

The APTA Legislative Conference was held in March 2018. Mayor Kepley noted that he attended this conference in Washington DC. He felt the conference was very good.

8. ADVISORY COMMITTEE REPORT

No report.

BOARD MEMBER COMMENTS

No comments.

9. ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,


Robin Crothers, Board Secretary



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 120325-5

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Adopt a revised Compensation Philosophy document.

BE IT RESOLVED THAT the ITP Board hereby adopts the revised Compensation Philosophy document originally adopted by the ITP Board on March 28, 2018.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date

Date: December 3, 2025
To: ITP Board
From: Deb Prato, Chief Executive Officer
Kris Heald, Executive Administrator and Board Secretary
Subject: RECORD RETENTION POLICY AND SUBMITTAL TO STATE OF MICHIGAN REVISION

ACTION REQUESTED

Approval is requested by the ITP Board to revise the 2021 Board approved Record Retention Policy which established a procedure to maintain and dispose of records and documents throughout the organization. After approval by the ITP Board, the summary document will be sent to the State of Michigan Department of Technology, Management and Budget for their review and approval.

BACKGROUND

In February 2021 Win Irwin and Julie Ilbrink requested approval of a records retention policy to establish a standard practice related to retention and storage of paper and digital records. These standards applied to the conversion of public records from paper or microfilm to digital images for the purpose of maintaining official records in a digital format. They did not apply to digital photography, digital publications, or convenience copies of records produced purely for the purpose of informational distribution, such as web publications and emails of publications.

This policy and summary identified records that are maintained by The Rapid, and the schedule defines how long records need to be retained to satisfy administrative, legal and historical requirements, and they specify if/when records can be destroyed in accordance with the State of Michigan General Schedule and any applicable federal requirements.

It was discovered during our recent mock triennial review that the Board approved document was never approved by the State of Michigan, Department of Technology, Management and Budget.

Since February 2021 there have been changes and additions to the records, for example PTASP, plus recommendations from the State of Michigan related to format for the Human Resources items which now require us to resubmit this document for Board reapproval and subsequent submission to the State.

See attached policy document.



POLICY NAME:	Record Retention Policy	POLICY NUMBER:	AD2021-2
POLICY OWNER/TITLE:	Kris Heald, Executive Administrator	IMPLEMENTATION DATE:	
APPROVED BY/TITLE:	Deb Prato, Chief Executive Officer	REVISION #:	Revision 1
# OF PAGES:	45	DATE OF REVISION:	12/3/2025

- APPLICABLE TO:**
- Administration / General
 - Board of Directors
 - Communications / Mktg.
 - Facilities
 - Finance
 - Fleet
 - Grants
 - Human Resources
 - Information Technology
 - Operations
 - Planning
 - Purchasing
 - Safety
 - Security
 - Special Services
 - Transportation

Purpose:

The purpose of this policy is to establish a standard practice related to retention and storage of paper and digital records. These standards apply to the conversion of public records from paper or microfilm to digital images for the purpose of maintaining official records in a digital format. They do not apply to digital photography, digital publications, or convenience copies of records produced purely for the purpose of informational distribution, such as web publications and emails of publications.

Policy Content:

I. State of Michigan Records Management Regulations – Frequently Asked Questions

- Q. Is it legal to scan paper records and destroy the original after the digital image is created?
- A. Yes. If the paper records are scanned in compliance with the Standards for Capturing Digital Images from Paper or Microfilm (effective August 15, 2005), the paper can be destroyed and the digital images can be used as records. Compliance with these standards ensures an acceptable reproduction of the original that can be used in a court of law as evidence.
- Q. Do I have to keep paper records if the records have a long retention period?
- A. No. The standards do not require that paper or microfilm be used to retain records; however, computer technology changes quickly. Migrating paper records to digital images comes with the responsibility of making sure those records remain accessible throughout their life cycle, which may include migrating them to a different format at some point.

II. Document Preparation

- A. Remove all staples, paper clips or other fastening devices.
- B. Repair all torn or damaged documents
- C. Remove creases or folds for the pages so that no information is covered or lost.
- D. Identify any significant categories or subcategories of the collection prior to scanning.
- E. Identify and locate missing or misfiled documents.
- F. Arrange the documents in the order in which they are to be scanned.
- G. Record the scanned document onto a records retention spreadsheet.



III. Digital Resolution Standards

- A. The minimum resolution level for standard business documents is 200 DPI/PPI.
- B. The use of a lower resolution level may be justified when it is determined through testing that the desired results of the capture process cannot meet the agency's business needs.
- C. Images shall exhibit a degree of legibility and readability comparable to the source document.
- D. A digitized record enhancement technique (i.e. crop, rotate) may be used, but may not alter the content that exists in an original record.
- E. Digitized records must be listed and/or indexed in order to facilitate end-user retrieval requirements. These indexes include but are not limited to databased, spreadsheet, full-text optical character recognition systems, document profiles, and file naming conventions.
- F. A sample set of source documents or records equivalent in characteristics to the source documents should be assembled for the purpose of evaluating scanner results against defined quality criteria prior to production.
- G. Quality assurance shall be conducted before the original documents are destroyed.
- H. Except for regular computer enhancement routines used to improve the legibility of a scanned record, an agency shall not use an imaging system that is capable of altering a public record as scanned. Recorded text or characters in original records shall not be edited.
- I. The Rapid may use any media suitable for the storage of digital images as identified in this policy. The documents shall be managed in a system which has an appropriate level of certainty for the recovery and security of the images and related index attributes.

IV. Digital Record Retention and Disposal Schedule

See attached summary document

**Records Retention and Disposal Schedule – Local Government
Record Inventory**

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: ITP – The Rapid

Item #	Record Series Title	Record Series Description	Retention Period
2021-A1	Administration/General – General Correspondence	General correspondence may exist in many formats including memos, letters, notes and electronic mail messages. It includes automated or manual tools that index and/or track when correspondence was received, the topic of correspondence, who responds to the correspondence, and when the correspondence is closed for further action. Correspondence about transient and non-substantive matters can be discarded when it is no longer of use for reference.	RETAIN UNTIL: Sent/Received PLUS: 2 Years THEN: Destroy
2021-A2	Administration/General - Meeting Minutes and Supporting Reports - Internal Staff	Agendas, minutes and distribution materials related to staff meetings consisting of members entirely or primarily internal.	RETAIN UNTIL: Meeting is held PLUS: 2 Years THEN: Destroy
2021-A3	Administration/General - Millage Records	Records that document efforts by the Rapid to generate revenue through millage increase. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the Board to request millage increases and legal opinions on the ballot proposal.	RETAIN UNTIL: Millage vote is certified PLUS: 6 Years THEN: Destroy

2021-A4	Administration/General - Planners / Calendars	Electronic or manual planners and calendars used to track an individual staff member's work-related meetings, assignments, and tasks.	RETAIN UNTIL: Event takes place PLUS: 6 Years THEN: Destroy
2021-A5	Administration/General - Subject Files	Documents used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a transit authority. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 Years THEN: Destroy

2021-A6	Office of Chief Operating Officer / Freedom of Information Act (FOIA) Records	Requests for information or public records of The Rapid. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Request is fulfilled PLUS: 1 Year THEN: Destroy
2021-B1	Board of Directors / Executive Administrator - Annual Reports	Documentation of The Rapid's services and finances over the previous year. They are presented to the Board for review and approval. They may include ridership and productivity reports, audits, administrative, and financial reports.	Permanent
2021-B2	Board of Directors / Executive Administrator - Bylaws	Bylaws state the purpose of The Rapid, establish the structure and responsibilities of the Board, and state how The Rapid will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the Board.	Permanent

2021-B3	Board of Directors / Executive Administrator – Management / Executive Leadership Reports	Reports prepared by the management and executive leadership team related to issues facing The Rapid. These reports may be narrative and statistical, and include information received from managers, directors and/or executive leadership.	RETAIN UNTIL: Creation of the report PLUS: 7 Years THEN: Destroy
2021-B4	Board of Directors / Executive Administrator – Meeting Minutes and Supporting Reports- Open Session	Agendas, minutes, documents and reports that are brought to the Board during the scheduled public meeting. This does not include meeting notices, bulletins, or documentation of meeting-related expenditures. Audio and video records can be destroyed once the minutes are approved.	RETAIN UNTIL: Permanent
2021-B5	Board of Directors / Executive Administrator – Meeting Minutes and Supporting Reports- Closed Session	Consists of minutes taken during a closed session, including any audio or visual recordings.	RETAIN UNTIL: Retain until meeting minutes approved by the Board Chairperson PLUS: 1 Year and 1 day THEN: Destroy
2021-B6	Board of Directors / Executive Administrator – Policies, Procedures and Directives	Policies may include statements on hours of	RETAIN UNTIL: Permanent

		<p>operation, rules and regulations for vehicles, human resources management, and other administrative matters. They may govern the use of patron cards, safety, and accidents. Personnel policies may include job descriptions and requirements, and policies about leave, appropriate behavior, evaluation, and benefits. Policies may also document how The Rapid will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies not reviewed by the Board.</p>	
2021-B7	Board of Directors / Executive Administrator – Strategic Planning-Final Approved Plan	This is the final version of a strategic plan approved by the Board.	RETAIN UNTIL: Permanent
2021-C1	Communications / Marketing – Freedom of Information Act (FOIA) Records	Requests for information or public records of The Rapid. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Request is fulfilled PLUS: 1 Year THEN: Destroy
2021-C2	Communications / Marketing – Publications and news service clippings	Records that document efforts advertising programs and services to the general public and The Rapid users. These records may include	RETAIN UNTIL: Of reference value THEN: Destroy

		press releases, brochures, newsletters, mailing lists, annual reports, news service clippings and other items published.	
2021-D1	Facilities / Blueprints and Building Plans	Blueprints and building plans give specific construction details for ITP- owned buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance or renovation.	RETAIN UNTIL: Permanent
2021-E1	Finance / Accounts Payables/Receivables	Accounts payable lists money owed by The Rapid and accounts receivable lists money owed to The Rapid from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders not yet paid. Accounts receivable may include payments due to The Rapid from governmental entities or from grantors among others. These records may be generated manually, or they may be maintained using electronic accounting software.	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy
2021-E2	Finance / Bank Statements and Reconciliations	Records of all transfers of money through a bank account. Each bank account held by The Rapid will provide a statement listing all deposits and	RETAIN UNTIL: Fiscal year ends PLUS: 6 Years THEN: Destroy

		<p>withdrawals made during the previous calendar months. Attached to the statement is a reconciliation form used to compare drafts, transfers, withdrawals, and deposit records with those on the bank statement.</p>	
2021-E3	Finance / Budget Documentation	<p>Records used to prepare The Rapid's budget. Files may include planning materials such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs and requests by each department for funding. The draft budget is to be sent to the Board for approval and may be kept with the Board meeting records.</p>	<p>RETAIN UNTIL: Final version is approved PLUS: 5 Years THEN: Destroy</p>
2021-E4	Finance / Cash Receipts/Petty Cash Vouchers	<p>Cash receipts: Cash register totals and online receipts are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts for tickets or cards, or by fare rate.</p> <p>Petty Cash Vouchers: Vouchers authorize expenditures from cash register drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.</p>	<p>RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy</p>
2021-E5	Finance / Financial Reports-Annual Audit	<p>Records that document The Rapid's financial condition and evaluate the accounting</p>	<p>RETAIN UNTIL: Final version is approved PLUS: 10 Years THEN: Destroy</p>

		<p>practices of the previous year via the audit. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. These records are presented to the Board for approval, and official copies are generally kept in the Board meeting packets. If the final copy is not kept in the Board packet, the copy maintained by the Finance staff should be kept permanently.</p>	
2021-E6	Finance / Financial Reports-Annual Budget	<p>The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include passes and fares, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, vehicles, electronic equipment, supplies and other maintenance costs. These records are submitted to the Board for approval.</p>	<p>RETAIN UNTIL: Final version is approved PLUS: 10 Years THEN: Destroy</p>
2021-E7	Finance / Financial Reports-Monthly Financials	<p>Statistical reports that list the income and expenses for The Rapid's operations. They may itemize income streams and expenses such as passes and fares, state aid, millage, investment income, cash receipts, fixed costs, payroll and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy may be kept with the Board meeting records.</p>	<p>RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy</p>

2021-E8	Finance / Journal Entries/General Ledger/Balance Sheet/Deposit Slips/Cancelled Checks	<p>Journal Entries: Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. General Ledger: Journal entries arranged by account numbers in the general ledger. Balance Sheet: Records all financial liabilities and assets of The Rapid, and may include income and expenses, and assets and liabilities in current accounts. Deposit Slips: Records of money deposited in specific bank accounts. Cancelled Checks: Records of payments made.</p>	<p>RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy</p>
2021-E9	Finance / Invoices/Purchase Orders/Sales Records	<p>Invoices: Documents that accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by The Rapid. Purchase Orders: Orders for goods for the operation of The Rapid such as fleet maintenance and parts. Purchase orders are compared to invoices and are filed with packing slips and payment records. Sales Records: Records sales, and may identify the item sold, price, and the name of the purchaser.</p>	<p>RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy</p>
2021-F1	Fleet / Vehicle Operations – Bus Prevention Maintenance Logs	Inspection checklists on all buses.	<p>RETAIN UNTIL: Bus is no longer owned PLUS: 3 Years THEN: Destroy</p>

2021-F2	Fleet / Vehicle Operations – CNG Tank Inspection Checklist	Inspection reports evaluating the parts of the Compressed Natural Gas (CNG) tanks on the vehicle.	RETAIN UNTIL: Bus is no longer owned PLUS: 3 Years THEN: Destroy
2021-F3	Fleet / Vehicle Operations – Damage Estimate Reports	Estimate documents that are completed detailing the cost to repair damage to a vehicle.	RETAIN UNTIL: Bus is no longer owned PLUS: 3 Years THEN: Destroy
2021-F4	Fleet / Vehicle Operations – Fleet and Facility Maintenance Employee Punch Cards/Maintenance Time Sheets	Cards that are put into the punch clock which indicate the employee's time in and time out.	RETAIN UNTIL: Until end of pay period PLUS: 2 Years THEN: Destroy
2021-F5	Fleet / Vehicle Operations - Grievances	Documents of employee grievances against the transit authority and the resolution of the grievance. It includes written grievances, correspondence, summary sheets, legal documents, and employee history information.	RETAIN UNTIL: Grievance is closed PLUS: 7 Years THEN: Destroy
2021-F6	Fleet / Vehicle Operations – Inventory and Depreciation	A list of all major properties, including vehicles and their book value. Records state transit authority property and depreciation schedules. Items remain on the inventory until their active life has elapsed.	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy
2021-F7	Fleet / Vehicle Operations – Pre-Trip Inspection Records	Daily checklists that operators complete before they drive their bus.	RETAIN UNTIL: Vehicle is longer owned PLUS: 3 Years THEN: Destroy

2021-F8	Fleet / Vehicle Operations – Tire Mileage Report for Leased Tires	Reports that indicate how many miles the bus has driven each month.	RETAIN UNTIL: Vehicle is no longer owned PLUS: 3 Years THEN: Destroy
2021-F9	Fleet / Vehicle Operations – Twelve-Point Quality Service Checks/10 Minute Inspection Lists	Inspection checklist for all buses.	RETAIN UNTIL: Vehicle is no longer owned PLUS: 3 Years THEN: Destroy
2021-F10	Fleet / Vehicle Operations – Road Roll Call Reports	Documents that indicate when and why a bus is pulled off the road.	RETAIN UNTIL: Vehicle is no longer owned PLUS: 3 Years THEN: Destroy
2021-F11	Fleet / Vehicle Operations – Vehicle Files	Records of financial and maintenance information about individual vehicles in the transit authority fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records.	RETAIN UNTIL: Vehicle is no longer owned THEN: Destroy
2021-F12	Fleet / Vehicle Operations – Work Orders	Documents of vehicle repairs, maintenance or any time a vehicle is touched.	RETAIN UNTIL: Vehicle is no longer owned PLUS: 3 Years THEN: Destroy
2021-G1	Grants / Grant Files	Grants from MDOT and other transit-related agencies. May include planning session documents, meeting notes, grant application, contracts with builders, files from construction and final reports.	RETAIN UNTIL: Grant expires PLUS: Any additional time required by the granting institution THEN: Destroy
2021-H1	Human Resources / Personnel Files	These records document all human resources related transactions that occur during an employees' period of active employment, including hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include, but may not be limited to, employment	RETAIN UNTIL: Individual is no longer employed PLUS: 7 Years THEN: Destroy

		<p>applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, and severance agreements.</p>	
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2021-H2	Human Resources / Personnel Files – Temporary Employees	<p>These records document employees who are hired for temporary, seasonal and student positions. They may include, but may not be limited to, documents listed in item #2021-H1, as well as work permits and certificates of age for minors.</p>	<p>RETAIN UNTIL: Individual is no longer employed PLUS: 7 Years THEN: Destroy</p>
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2021-H3	Human Resources – Personnel Files – Contractual Employees	These records document employees who are hired for contractual positions. They may include, but may not be limited to, 1099 forms, W-9 forms, verification of insurance, and copies of contracts.	RETAIN UNTIL: Contract expires PLUS: 6 Years THEN: Destroy
2021-H4	Human Resources / Employee Data	These records document all human resources related transactions that occur during an employee's period of active employment. They may include, but may not be limited to, data that is used to administer personnel and payroll functions, such as timekeeping, tenure, payroll, retirement, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 Years THEN: Destroy
2021-H5	Human Resources / Employment Verification Records	These records document requests received from outside parties to verify that a person is employed by the local government.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy

2021-H6	Human Resources / Background Files	These records document that the local government conducted appropriate background checks on employees. They may include, but may not be limited to, release forms to conduct criminal history checks, fingerprint checks, and professional conduct checks, results of the checks, driving records, drug and alcohol tests, physical exam results, polygraph test results, and credit history reports.	RETAIN UNTIL: Individual is no longer employed PLUS: 6 Years THEN: Destroy
2021-H7	Human Resources / Medical Files	These records document private medical information for a specific employee, including disability accommodations.	RETAIN UNTIL: Individual is no longer employed PLUS: 30 years

		<p>They may include, but may not be limited to, insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports must be retained separately from personnel files (see item #2021-H1).</p> <p><i>NOTES: The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. This series does not include the official copy of insurance claims, which are usually retained by the business or finance office.</i></p>	<p>THEN: Destroy</p>
2021-H8	Human Resources / Employee Test Result Records	<p>These records document the results of tests taken by employees when they complete professional development, continuing education, licensing and/or certification training that is required for employment. Other training records are kept in the employee file (see item #2021-H1).</p>	<p>RETAIN UNTIL: Date created PLUS: 6 Years THEN: Destroy</p>

2021-H9	Human Resources / Commercial Drivers License Test Result Records	These records document which employees hold valid commercial drivers' licenses (CDL). They may include, but may not be limited to, CDL test results, test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, alcohol misuse documents, and information about employee participation in controlled substances use prevention programs. [49CFR382.401.]	RETAIN UNTIL: Date created PLUS: 5 Years THEN: Destroy
2021-H10	Human Resources / I-9 Files	These records document verification by employers of identity and immigration status of all new employees. They may include, but may not be limited to, employment eligibility verification forms, and supporting documentation. 8 CFR 274a.2 (1998) requires that employers maintain signed copies of I-9 forms.	RETAIN UNTIL: Date of hire PLUS: 3 Years OR RETAIN UNTIL: Termination PLUS: 1 Year (whichever is later) THEN: Destroy
2021-H11	Human Resources / Policy and Procedure Records	These records document employee policies and procedures that are adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.	RETAIN UNTIL: Superseded by new versions PLUS 6 THEN: Destroy

2021-H12	Human Resources / Grievance and Unfair Labor Practices Records	These records document grievances and charges filed against local governments and the resolution of the grievance. They may include, but may not be limited to, written grievances, pre-hearing reports, grievance forms, correspondence, summary sheets, employee history information, legal documents, and decisions.	RETAIN UNTIL: Contract that the grievance is related to expires. THEN: Destroy
2021-H13	Human Resources / Complaint Records	These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, discrimination, or other issues. They may include, but may not be limited to, completed questionnaires from management, staff, and/or witnesses to the alleged violation, correspondence, documents detailing the complaint, investigatory records, Civil Rights or Equal Employment Opportunity Commission documentation, and litigation documentation from court systems.	RETAIN UNTIL: Complaint is dismissed or resolved PLUS: 7 Years THEN: Destroy
2021-H14	Human Resources / Investigation Records	These records document investigations into incidents or issues that do not lead to disciplinary action of an employee. Disciplinary records are maintained in the employee's personnel file. They may include, but may not be limited to, correspondence, incident reports, and supporting documentation.	RETAIN UNTIL: Completion of the investigation THEN: Destroy, if disciplinary action is <u>not</u> taken (MCL 423.509) OR PLUS: 4 Years, only if disciplinary action is taken – a disciplinary report will be retained in the employee's personnel file (see item #2021-H1) THEN: Destroy
2021-H15	Human Resources / Benefit Plan Records	These records document the terms of benefit plans that are available to employees. They may include, but may not be limited to, plan documents, plan descriptions, and reports.	RETAIN UNTIL: Superseded by a new version PLUS: 6 Years THEN: Destroy

2021-H16	Human Resources / Employee Injury Records - Exposure	These records document accidents or injuries involving exposure to toxic substances or blood-borne pathogens. They may include, but may not be limited to, incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and supporting medical documentation. [29 CFR 1910.1020] These files are maintained separately from the personnel file.	RETAIN UNTIL: Date created PLUS: 30 Years THEN: Destroy
2021-H17	Human Resources / Employee Injury Records – Non-exposure	These records document accidents or injuries involving an employee. They may include, but may not be limited to, incident reports, responses by supervisors and management, requests for medical leave, insurance forms, and applications for continuation of insurance. These records are maintained separately from the personnel file. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred.	RETAIN UNTIL: Fiscal year ends PLUS: 5 Years THEN: Destroy
2021-H18	Human Resources / Employee Injury Records – OSHA 300 Log	These records document all employee injuries within a calendar year. They may include, but may not be limited to, logs and supporting documentation. In accordance with 9 CFR 1904.33, these records shall be retained for 5 years following the calendar year that they cover.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy

2021-H19	Human Resources / Job Classification and Description Records	These records document job classification systems and all existing positions. They may include, but may not be limited to, summaries of job responsibilities, functions, applicant requirements, and salary and benefit classifications.	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy
2021-H20	Human Resources / Salary Study Records	These records document the analysis of employee salaries to ensure fair compensation. They may include, but may not be limited to, research, surveys, and reports.	RETAIN UNTIL: No longer of reference value THEN: Destroy
2021-H21	Human Resources / Position Re-classification Records	These records document requests to have a position reclassified. They may include, but may not be limited to, requests, copies of existing and proposed job descriptions, decisions affecting the request, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy

2021-H22	Human Resources / Job Advertisement and Posting Records	These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include, but may not be limited to, notices, and published advertisements.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy
2021-H23	Human Resources / Job Application Records	These records document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the local government has a written policy prohibiting the acceptance of unsolicited applications). They may include, but may not be limited to, resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documentation.	RETAIN UNTIL: Decision is made not to hire the individual PLUS: 1 year THEN: Destroy, if the application is unsolicited (no position is currently available), or if the person is determined to be ineligible for the position to which they applied OR RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy, if the person was considered for a posted position.
2021-H24	Human Resources / Selection Files	These records document the appointment and selection of employees. They may include, but may not be limited to, employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations or notifications.	RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy

2021-H25	Human Resources / Job Qualification Exam Records	These records document testing of potential employees' qualifications for employment. They may include, but may not be limited to, master exams and master answer sheets, and test development documentation (if applicable).	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy
2021-H26	Human Resources / Emergency Contact Records	These records document which people the employee wants to be contacted if they are involved in an emergency situation.	RETAIN UNTIL: Superseded by new information THEN: Destroy
2021-H27	Human Resources / Workers Disability Compensation Files	These records document any claims made for workers' disability compensation benefits. They may include, but may not be limited to, incident or injury reports submitted by the employee (original is sent to the insurer), and reports from the occupational health center. Litigation records are kept separately.	RETAIN UNTIL: Claim is settled PLUS: 7 years THEN: Destroy

2021-H28	Human Resources / Worker Disability Compensation Reports	These records document reports that are received from disability insurance providers about the amount of benefits that were paid from the policy.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy
2021-H29	Human Resources / Labor Agreement and Negotiation Records	These records document labor negotiations and resulting contracts with individual employees and employee groups. They may include, but may not be limited to, salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, agreements, and final contracts. Separate files are maintained for each employee negotiating group. <i>NOTE: select records may need to be kept longer, if they are needed to document retirement benefits that an employee is intitled to.</i>	RETAIN UNTIL: Expiration date PLUS: 10 years THEN: Destroy
2021-H30	Human Resources / Union Files	These records document each union that represents employees. They may include, but may not be limited to, correspondence, and dues information.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy

2021-H31	Human Resources / Seniority Records	These records document the seniority status of union employees. They may include, but may not be limited to, lists and documents that are sent to union presidents.	RETAIN UNTIL: Superseded by a new version PLUS: 1 year THEN: Destroy
2021-H32	Human Resources / Affirmative Action Plan Records	These records document the local government's plans to comply with affirmative action requirements. They may include, but may not be limited to, plans, supporting documentation, analyses, raw data, tests given to employees, and validation studies.	RETAIN UNTIL: Plan expires PLUS: 2 years THEN: Destroy
2021-H33	Human Resources / Adverse Impact Determination Records	These records document audits or investigations of potential civil rights violations that are conducted by state or federal agencies when an adverse impact upon employees is determined. They include, but may not be limited to, determinations, and documentation that the cause of the adverse impact was eliminated.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy

2021-H34	Human Resources / Organizational Chart Records	These records document the organizational structure of the local government. They may include, but may not be limited to, organization charts, mission statements, and supporting documentation. <i>NOTE: these records may continue to have reference value after they are superseded.</i>	RETAIN UNTIL: Superseded by a new version THEN: Destroy
2021-H35	Human Resources / Employee Directory Records	These records document the personal or office contact information for employees. <i>NOTE: these records may continue to have reference value after they are superseded.</i>	RETAIN UNTIL: Superseded by new information THEN: Destroy
2021-H36	Human Resources / Government Reports	These records document reports that are prepared by the local government to document its activities and actions. They may include, but may not be limited to, equal employment opportunity reports, veteran employment reports, and census of government employment reports.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy

2021-H37	Human Resources / COVID-19 Health Surveillance Records	These records document attestations that a person is healthy enough to safely enter a building where a government office is located, or that a government employee is healthy enough to work, in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, data collected during network login, data collected as someone enters a building, and logs.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy
2021-H38	Human Resources / COVID-19 Notification Records	These records document notifications about potential exposure to COVID-19 in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, notification documents, notification distribution lists, and supplemental documentation.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy
2021-H39	Human Resources / COVID-19 Training Records	These records document training provided to employees about COVID-19 and infection control practices in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, training materials, attendance documentation, and supplemental documents.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy

2021-H40	Human Resources / Employee Files – Employees Enrolled in a Pension Plan	These records document activities that affect payroll for each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). They may include, but may not be limited to, W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, and electronic funds transfer applications.	RETAIN UNTIL: Individual is no longer employed PLUS: 50 years OR RETAIN UNTIL: Individual retires PLUS: 6 years (whichever is sooner) THEN: Destroy
2021-H41	Human Resources / Employee Files – Employees Enrolled in Defined Contribution Plans Only	These records document activities that affect payroll for each employee who is enrolled in a defined contribution plan only and does not receive a pension. They may include, but may not be limited to, W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy

		loan agreements, contribution limit testing, supporting documentation for garnishments, levies, and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, and electronic funds transfer applications. <i>NOTE: if an employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.</i>	
2021-H42	Human Resources / Salary and Benefit Schedule Records	These records document the rate of pay for employees and define the benefits that are offered.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy
2021-H43	Human Resources / Payroll Register Records	These records document reports that are produced to document payroll activities. They may include, but may not be limited to, employee names, social security numbers, employee identification numbers, gross wages, deductions, net pay, current pay period, year-to-date earnings, etc. <i>NOTE: if none of the local government's employees that are listed on the register are enrolled in a pension plan, these records can be retained for FY+7, in accordance with item #2021-H44)</i>	RETAIN UNTIL: Fiscal year ends PLUS: 50 years THEN: Destroy

2021-H44	Human Resources / Payroll Reports	These records document reports that are generated for each pay cycle to verify the accuracy of the payroll. They may include, but may not be limited to, payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, and deduction registers.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy
2021-H45	Human Resources / State Retirement Reports	These records document employee and employer contributions into state retirement plans. They may include, but may not be limited to, reports containing the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, and number of payments per year.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy
2021-H46	Human Resources / Time and Attendance Records	These records document the hours worked and leave time used by each employee during each pay cycle, and they are used to support payroll activity. They may include, but may not be limited to, time sheets or cards, time keeping data, time and attendance reports, and pay statements containing the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, and garnishments and levies. Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy

		these records for at least that calculation timeframe.	
2021-H47	Human Resources / Federal/State Tax Deduction Records	These records document payment of financial liabilities for monies withheld from employee wages. They may include, but may not be limited to, quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, and quarterly reports.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy
2021-H48	Human Resources / W-2 and W-3 Forms	These records document the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy

2021-H49	Human Resources / Unemployment Insurance Reporting Records	These records document unemployment insurance payments made by contributing and reimbursing employers. They may include, but may not be limited to, reports identifying the taxes paid and benefits charged to the employer's "account."	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy
2021-H50	Human Resources / Unemployment Claim Records	These records document people who are claiming unemployment benefits from the local government via the Unemployment Insurance Agency. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include, but may not be limited to, correspondence, and appeals.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy
2021-H51	Human Resources / Wage Differential Reports	These records document analysis of the wage differential between sexes. They may include, but may not be limited to, reports, and substantiating documents.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy

2021-H52	Human Resources / Subject Files	These records document various topics, issues, projects, or activities that an agency or employee is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials.	RETAIN UNTIL: Topic no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy
2021-H53	Human Resources / General Correspondence Files	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the agency. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy
2021-H54	Human Resources / Transitory Records	These records document agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. They may include, but may not be limited to, routine requests for information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders.	RETAIN UNTIL: Activity is completed THEN: Destroy

2021-H55	Human Resources / Freedom of Information Act (FOIA) Request Records	These records document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation.	RETAIN UNTIL: Response is sent or request is denied PLUS: 1 year THEN: Destroy (MCL 15.233 (2))
2021-H56	Human Resources / Contact List and Directory Records	These records document contact information for individuals or organizations with whom the agency communicates. They may be used to generate labels or other documents. They may contain name, email address, mailing address, phone numbers and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy
2021-H57	Human Resources / Planner and Calendar Records	These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners.	RETAIN UNTIL: Event date PLUS: 2 years THEN: Destroy

2021-H58	Human Resources / Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include, but may not be limited to, meeting minutes, agendas, and distribution materials. Meeting records may also be retained in subject files (see item #2021-H52), if they relate to a specific topic.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy
2021-H59	Human Resources / Annual Reports	These records document the department's activities throughout a year. They may include, but may not be limited to, narrative and statistical information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy
2021-H60	Human Resources / Grant Records – Awarded	These records document grants received from federal, state, and private agencies that are administered by the business or finance office. They may include, but may not be limited to, applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, and periodic progress reports.	RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes PLUS: 7 years THEN: Destroy

2021-H61	Human Resources – Grant Application Records – Denied	These records document grants that were applied for but were not received. They may have reference value for preparing future grant applications. They may include, but may not be limited to, application forms, budget proposals, letters of support, narrative plans, and supporting documentation.	RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy
2021-H62	Human Resources – Departmental Budget Planning Records	These records document budget planning and tracking activities for the human resources department. They may include, but may not be limited to, budget requests, statistics, budget amendments, budget summaries, and balance sheets.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy
2021-H63	Human Resources / Publication Records	These records document information that is published by the human resources department. They may include, but may not be limited to, press releases, brochures, newsletters, and other items.	RETAIN UNTIL: No longer of reference value THEN: Destroy

2021-H64	Human Resources / Memorabilia	These records document events and activities of the human resources department. They may include, but may not be limited to, photographs, news clippings, certificates, and awards.	RETAIN UNTIL: No longer of reference value THEN: Destroy
2021-H65	Human Resources / Audio-Visual Materials	These records document general program activities, facilities, people, etc. They may include, but may not be limited to, photographs, video recordings, audio recordings, and slides, etc. in analog and digital formats.	RETAIN UNTIL: No longer of reference value THEN: Destroy
2021-H66	Human Resources / Visitor Logs and Register Records	These records document who visited the office. They identify the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy

2021-H67	Human Resources / Employee In and Out Log Records	These records document the time and date when staff arrive and depart each day.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy
2021-I1	Information Technology / Electronic Equipment Inventory	Inventory lists each computer, software license, and peripheral equipment used by The Rapid staff. The inventory may identify the model number, manufacturer, location, inventory numbers, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device.	RETAIN UNTIL: Equipment is no longer in use THEN: Destroy
2021-I2	Information Technology / Network Drop Map/Schematic	Schematics that indicate how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them.	RETAIN UNTIL: Superseded or obsolete THEN: Destroy
2012-I3	Information Technology / Software Guidelines	Files consist of software and equipment installation, operation, and trouble-shooting information.	RETAIN UNTIL: Equipment or software is no longer in use THEN: Destroy
2012-I4	Information Technology / Web and Intranet Files	Document The Rapid's intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site.	RETAIN UNTIL: Superseded THEN: Destroy

2012-I5	Information Technology / Web Server and Routers	Documents of equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of connecting cables, and the capacity of the equipment.	RETAIN UNTIL: Equipment is no longer in use THEN: Destroy
2012-J1	Operations / Vehicle Accident Reports/Claims	Vehicle accident reports include details about any unexpected incidents on The Rapid premises or with their vehicles. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent recurrence. The reports are reviewed and signed by administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	RETAIN UNTIL: Claim is filed PLUS: 7 Years THEN: Destroy
2021-J2	Operations / Insurance	Insurance policies that The Rapid has purchased or records of any claims against those policies. Policies may cover transit authority vehicles, bus operators, general liability, managers and executive leadership's liability, insurance against business interruption, and failure of information system.	RETAIN UNTIL: Policy expires PLUS: 6 Years THEN: Destroy

2021-J3	Operations / Leases-Real Property/Vehicles and Equipment	Real Property: Leases for The Rapid's buildings or offices. Vehicles and Equipment: Leases for The Rapid's fleet vehicles or other large equipment.	RETAIN UNTIL: Lease expires PLUS: 6 Years THEN: Destroy
2021-J4	Operations / Licenses and Permits	Legally required permits and licenses for regular operation of the transit authority. It includes a sale and use tax license and any necessary building and elevator permits.	RETAIN UNTIL: License/permit expires PLUS: 1 Year THEN: Destroy
2021-J5	Operations / Litigation Files	Files that document any litigation to which the transit authority is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	RETAIN UNTIL: Case is closed PLUS: 5 Years THEN: Destroy
2021-J6	Operations / Operator Employee Records	Human Resource records specifically related to vehicle operators. These documents include but are not limited to: Union grievances, Discipline, Timecards, Policy violations, Suspensions, Change of status forms, Seniority dates with union, and non-preventable accident documentation.	RETAIN UNTIL: Term of employment PLUS: 40 Years THEN: Destroy
2021-J7	Operations / Union Contract Negotiation Files	Negotiations and resulting contracts with employee labor unions and are used for referrals in subsequent negotiations. It may include salary and benefit schedules, ground rules, proposals and counter proposals, secondary negotiations, meeting minutes	RETAIN UNTIL: Contract expires PLUS: 3 Years THEN: Destroy

		or notes, any agreements, draft contracts with changes, and the final contract.	
2021-K1	Planning / Service Contracts	Contracts and service agreements for providing fixed route service for various agencies and jurisdictional partners. These documents outline the operating and cost parameters of the provided service.	RETAIN UNTIL: Contract expires PLUS: 6 Years THEN: Destroy
2021-K2	Planning / Property Easements, Construction License Agreements, and Inter-local Agreements	Various infrastructure improvements and/or operational agreements within the public right-of- way that require legal easements, license, or inter- local agreements (i.e. BRT) for construction of transit amenities.	RETAIN UNTIL: Permanent
2021-L1	Purchasing / Asset Contracts	Original contracts that document equipment and asset purchases such as fleet vehicles and parts, elevators, miscellaneous equipment, wireless phones and electronic equipment. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.	RETAIN UNTIL: Asset is disposed PLUS: 6 Years THEN: Destroy

2021-L2	Purchasing / Bids Not Awarded	Formal bid packets submitted in response to a request by The Rapid. When one provider is selected for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.	RETAIN UNTIL: Bid is awarded to another vendor PLUS: 7 Years THEN: Destroy
2021-L3	Purchasing / General Contracts	Original contracts that document agreements between transit authority and vendors of customers. Contract files also document professional service contracts and legal services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.	RETAIN UNTIL: Contract expires PLUS: 6 Years THEN: Destroy
2021-M1	Safety / Employee Injury Records-Exposure	Report of accidents or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, insurance forms, applications for continuation of insurance, and any supporting medical documentation.	RETAIN UNTIL: Individual is no longer employed by The Rapid PLUS: 30 Years THEN: Destroy
2021-M2	Safety / Inspection Reports	Government officials who have inspected The Rapid's facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects asbestos abatement projects, and any legally mandated	RETAIN UNTIL: Superseded or equipment/building is not owned by The Rapid THEN: Destroy

		projects should include supporting documentation.	
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2021-M3	Safety / Safety Audits and Inspections	Audits and inspections of the business site, equipment, vehicles, fire extinguishers, fire alarms, fire doors, etc.	RETAIN UNTIL: Completion of audit PLUS: 5 Years THEN: Destroy
2021-M4	Safety / Safety Data Sheets	Safety Data Sheets (SDS) that include information on product manufacturers, composition, physical and chemical properties, identification of hazards, fire hazards, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, and any regulatory information. These records are maintained where they are readily available by employees working with or near the materials.	RETAIN UNTIL: Hazardous material being used or stored in on The Rapid's property PLUS: 30 Years THEN: Destroy
2021-M5	Safety – Training Records	Documentation of any training conducted and completed or failed by vehicle operators.	RETAIN UNTIL: Length of employment PLUS: 7 Years THEN: Destroy
2021-M6	Safety – Public Transportation Agency Safety Plan (PTASP)	The Public Transportation Agency Safety Plan (PTASP) is an FTA required, agency-wide plan that outlines how a transit system manages safety through policies, procedures, risk management, and continuous safety assurance.	RETAIN UNTIL: Superseded by a new version approved by Board of Directors PLUS: 3 years THEN: Destroy

2021-N1	Security / Compliant Log Data	Documents the tracking of incidents. They may include, but may not be limited to, incident numbers, date, time, names, location, and nature of incident.	RETAIN UNTIL: Calendar year ends PLUS: 2 Years THEN: Destroy
2021-N2	Security / Emergency Plans	Plans for responding to public health emergencies within a jurisdiction. They may include, but may not be limited to, plans, appendices, contact lists, supporting documentation, resources, and vaccination medication dispensing information (Medical counter measures).	RETAIN UNTIL: Superseded by a new version THEN: Destroy
2021-N3	Security / Facility Access Data	Documentation of employees who used a badge or a key card to access a building or other type of facility. Data may include, but may not be limited to, location that was accessed, employee information, and date/time of access.	RETAIN UNTIL: Calendar year ends PLUS: 2 Years THEN: Destroy
2021-N4	Security / Incident Files-Non-Criminal	Documentation of non-criminal incidents. They are typically filed according to the incident number. They may include, but may not be limited to: Fare evasion, Trespassing, Medicals, Deadly conduct, Lost/Found property, Assault, Fighting, and Assists to public safety.	RETAIN UNTIL: Incident file is closed PLUS: 3 Years THEN: Destroy

2021-N5	Security / Internal Criminal Investigations	If the employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employee is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation.	RETAIN UNTIL: Completion of the investigation PLUS: 4 Years if disciplinary action is taken, and a separate file is created; or destroyed if no disciplinary action is warranted THEN: Destroy
2021-N6	Security / Officer Dailies	Documentation of The Rapid fare enforcement and conduct of security staff's daily activities.	RETAIN UNTIL: Calendar year ends PLUS: 3 Years THEN: Destroy
2012-N7	Security / Rider/Customer Disciplinary Files	Documents of patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians.	RETAIN UNTIL: Date of last incident involving the patron PLUS: 5 Years THEN: Destroy
2012-N8	Security / Security Log	The log consists of reports regarding unusual incidents on transit authority property and vehicles. This log may include or refer to videotaped or eyewitness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings.	RETAIN UNTIL: Incident occurs PLUS: 3 Years THEN: Destroy

2012-N9	Security / Tickets/Citations	Documentation of fare evasion citations that are issued. They are filed by violator's name. They are used by the fare enforcement officer when reporting to court in response to the citation that was issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 Years THEN: Destroy
2012-N10	Security / Visitor Logs	Documentation of individuals who visited the facility who are not employees. They may include, but may not be limited to, sign-in/out sheets or other records that contain the visitor's name and date/time of arrival and departure.	RETAIN UNTIL: Calendar year ends PLUS: 2 Years THEN: Destroy
2012-O1	Special Services / Contracts	Contracts with network partners to facilitate paratransit transportation, ADA compliance, and software needs.	RETAIN UNTIL: Contract term completion PLUS: 6 Years THEN: Destroy
2012-P1	Transportation / Electronic Media	Electronic photos and video records that pertain to incidents and accidents.	RETAIN UNTIL: Incident review is closed PLUS: 7 Years THEN: Destroy
2012-P2	Transportation / Customer Complaint Files	Original complaints from customers along with supporting investigation documents and reports.	RETAIN UNTIL: Incident review is closed PLUS: 7 Years THEN: Destroy
2012-P3	Transportation / Dispatch Daily Records	Dispatch daily record of attendance, bus assignments, bus changes and miscellaneous transportation services.	RETAIN UNTIL: End of the day PLUS: 7 Years THEN: Destroy

2012-P4	Transportation / Road Supervisor Daily Records	Road Supervisor's daily record of services performed while on duty including but not limited to accident and incident investigations, customer interactions, and mechanical repairs.	RETAIN UNTIL: Incident review is closed PLUS: 7 Years THEN: Destroy
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POLICY NAME:	Record Retention Policy	POLICY NUMBER:	AD2021-2
POLICY OWNER/TITLE:	Julie Ilbrink, Executive Administrator	IMPLEMENTATION DATE:	2/18/21
APPROVED BY/TITLE:	Win Irwin, Chief Executive Officer	REVISION #:	
# OF PAGES:	15	DATE OF REVISION:	

- APPLICABLE TO:**
- Administration / General
 - Board of Directors
 - Communications / Mktg.
 - Facilities
 - Finance
 - Fleet
 - Grants
 - Human Resources
 - Information Technology
 - Operations
 - Planning
 - Purchasing
 - Safety
 - Security
 - Special Services
 - Transportation

Purpose:

The purpose of this policy is to establish a standard practice related to retention and storage of paper and digital records. These standards apply to the conversion of public records from paper or microfilm to digital images for the purpose of maintaining official records in a digital format. They do not apply to digital photography, digital publications, or convenience copies of records produced purely for the purpose of informational distribution, such as web publications and emails of publications.

Policy Content:

I. State of Michigan Records Management Regulations – Frequently Asked Questions

- Q. Is it legal to scan paper records and destroy the original after the digital image is created?
- A. Yes. If the paper records are scanned in compliance with the Standards for Capturing Digital Images from Paper or Microfilm (effective August 15, 2005), the paper can be destroyed and the digital images can be used as records. Compliance with these standards ensures an acceptable reproduction of the original that can be used in a court of law as evidence.
- Q. Do I have to keep paper records if the records have a long retention period?
- A. No. The standards do not require that paper or microfilm be used to retain records; however, computer technology changes quickly. Migrating paper records to digital images comes with the responsibility of making sure those records remain accessible throughout their life cycle, which may include migrating them to a different format at some point.

II. Document Preparation

- A. Remove all staples, paper clips or other fastening devices.
- B. Repair all torn or damaged documents
- C. Remove creases or folds for the pages so that no information is covered or lost.
- D. Identify any significant categories or subcategories of the collection prior to scanning.
- E. Identify and locate missing or misfiled documents.
- F. Arrange the documents in the order in which they are to be scanned.
- G. Record the scanned document onto a records retention spreadsheet.

III. Digital Resolution Standards

- A. The minimum resolution level for standard business documents is 200 DPI/PPI.
- B. The use of a lower resolution level may be justified when it is determined through testing that the desired results of the capture process cannot meet the agency's business needs.
- C. Images shall exhibit a degree of legibility and readability comparable to the source document.
- D. A digitized record enhancement technique (i.e. crop, rotate) may be used, but may not alter the content that exists in an original record.
- E. Digitized records must be listed and/or indexed in order to facilitate end-user retrieval requirements. These indexes include but are not limited to databased, spreadsheet, full-text optical character recognition systems, document profiles, and file naming conventions.
- F. A sample set of source documents or records equivalent in characteristics to the source documents should be assembled for the purpose of evaluating scanner results against defined quality criteria prior to production.
- G. Quality assurance shall be conducted before the original documents are destroyed.
- H. Except for regular computer enhancement routines used to improve the legibility of a scanned record, an agency shall not use an imaging system that is capable of altering a public record as scanned. Recorded text or characters in original records shall not be edited.
- I. The Rapid may use any media suitable for the storage of digital images as identified in this policy. The documents shall be managed in a system which has an appropriate level of certainty for the recovery and security of the images and related index attributes.

IV. Digital Record Retention and Disposal Schedule

A. Administration / General

- i. General Correspondence
 - 1. Description: General correspondence may exist in many formats including memos, letters, notes and electronic mail messages. It includes automated or manual tools that index and/or track when correspondence was received, the topic of correspondence, who responds to the correspondence, and when the correspondence is closed for further action. Correspondence about transient and non-substantive matters can be discarded when it is no longer of use for reference.
 - 2. Retention Period: Sent/Received PLUS 2 years.
- ii. Meeting Minutes and Supporting Reports – Internal Staff
 - 1. Description: Agendas, minutes and distribution materials related to staff meetings consisting of members entirely or primarily internal.
 - 2. Retention Period: Meeting is held PLUS 2 years.
- iii. Millage Records
 - 1. Description: Records that document efforts by The Rapid to generate revenue through millage increased. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the Board to request millage increases and legal opinions on the ballot proposal.
 - 2. Retention Period: Millage vote is certified PLUS 6 years.
- iv. Planners / Calendars
 - 1. Description: Electronic or manual planners and calendars used to track an individual staff member's work-related meetings, assignments, and tasks.
 - 2. Retention Period: Event takes place PLUS 2 years.

v. Subject Content Files

1. Description: Documents used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a transit authority. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records.
2. Retention Period: Topic is no longer of interest for ongoing administration PLUS 5 years.

B. Board of Directors / Executive Administrator

i. Annual Reports

1. Description: Documentation of The Rapid's services and finances over the previous year. They are presented to the Board for review and approval. They may include ridership and productivity reports, audits, administrative, and financial reports
2. Retention Period: Permanent

ii. Board of Directors Bylaws

1. Description: Bylaws state the purpose of The Rapid, establish the structure and responsibilities of the Board, and state how The Rapid will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the Board.
2. Retention Period: Permanent

iii. Management / Executive Leadership Reports

1. Description: Reports prepared by the management and executive leadership team related to issues facing The Rapid. These reports may be narrative and statistical, and include information received from managers, directors and/or executive leadership.
2. Retention Period: Creation of the report PLUS 7 years.

iv. Meeting Minutes and Supporting Reports – Open Session

1. Description: Agendas, minutes, documents and reports that are brought to the Board during the scheduled public meeting. This does not include meeting notices, bulletins, or documentation of meeting-related expenditures. Audio and video recordings can be destroyed once the minutes are approved.
2. Retention Period: Permanent

v. Meeting Minutes and Supporting Reports – Closed Session

1. Description: Consist of minutes taken during a closed session, including any audio or visual recordings.
2. Retention Period: Retain until meeting minutes approved by the Board Chairperson PLUS 1 year and 1 day.

- vi. Policies, Procedures and Directives
 - 1. Description: Policies may include statements on hours of operation, rules and regulations for the vehicles, human resources management, and other administrative matters. They may govern the use of patron cards, safety, and accidents. Personnel policies may include job descriptions and requirements, and policies about leave, appropriate behavior, evaluation, and benefits. Policies may also document how The Rapid will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies not reviewed by the Board.
 - 2. Retention Period: Permanent
- vii. Strategic Planning – Final approved plan
 - 1. Description: This is the final version of a strategic plan approved by the Board.
 - 2. Retention Period: Permanent

C. Communications / Marketing

- i. Freedom of Information Act (FOIA) Records
 - 1. Description: Requests for information or public records of The Rapid. They may include requests for information, correspondence, a copy of the information released, and billing information.
 - 2. Retention Period: Request is fulfilled PLUS 1 year.
- ii. Publications and news service clippings
 - 1. Description: Records that document efforts advertising programs and services to the general public and The Rapid users. These records may include press releases, brochures, newsletters, mailing lists, annual reports, news service clippings and other items published.
 - 2. Retention Period: Of reference value.

D. Facilities

- i. Blueprints and Building Plans
 - 1. Description: Blueprints and building plans give specific construction details for ITP-owned buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance or renovation.
 - 2. Retention Period: Permanent.

E. Finance

- i. Accounts Payables / Receivables
 - 1. Description: Accounts payable lists money owed by The Rapid and accounts receivable lists money owed to The Rapid from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders not yet paid. Accounts receivable may include payments due to The Rapid from governmental entities or from grantors among others. These records may be generated manually or they may be maintained using electronic accounting software.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.

- ii. Bank Statements and Reconciliations
 - 1. Records of all transfers of money through a bank account. Each bank account held by The Rapid will provide a statement listing all deposits and withdrawals made during the previous calendar months. Attached to the statements is a reconciliation form used to compare drafts, transfers, withdrawals, and deposit records with those on the bank statement.
 - 2. Retention Period: Fiscal year ends PLUS 6 years.
- iii. Budget Documentation
 - 1. Description: Records used to prepare The Rapid's budget. Files may include planning materials such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs and requests by each department for funding. The draft budget is to be sent to the Board for approval and may be kept with the Board meeting records.
 - 2. Retention Period: Final version is approved PLUS 5 years.
- iv. Cash Receipts / Petty Cash Vouchers
 - 1. Description:
 - a. Cash receipts: Cash register totals and online receipts tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts for tickets or cards, or by fare rate.
 - b. Petty Cash Vouchers: Vouchers authorize expenditures from cash register drawers or petty cash boxes. Vouches are used to reconcile the daily cash count with the cash receipts.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.
- v. Financial Reports – Annual Audit
 - 1. Description: Records that document The Rapid's financial condition and evaluate the accounting practices of the previous year via the audit. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. These records are presented to the Board for approval, and official copies are generally kept in the Board meeting packets. If the final copy is not kept in the Board packet, the copy maintained by the Finance staff should be kept permanently.
 - 2. Retention Period: Final version is submitted to the Board PLUS 10 years.
- vi. Financial Reports – Annual Budget
 - 1. Description: The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include passes and fares, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, vehicles, electronic equipment, supplies and other maintenance costs. These records are submitted to the Board for approval.
 - 2. Retention Period: Final version is approved PLUS 10 years.
- vii. Financial Reports – Monthly Financials
 - 1. Description: Statistical reports that list the income and expenses for The Rapid's operations. They may itemize income streams and expenses such as passes and fares, state aid, millage, investment income, cash receipts, fixed costs, payroll and purchases. These records may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy may be kept with the Board meeting records.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.

- viii. Journal Entries / General Ledger / Balance Sheet / Deposit Slips / Cancelled Checks
 - 1. Description:
 - a. Journal Entries: Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks.
 - b. General Ledger: Journal entries arranged by account numbers in the general ledger.
 - c. Balance Sheet: Records all financial liabilities and assets of The Rapid, and may include income and expenses, and assets and liabilities in current accounts.
 - d. Deposit Slips: Records of money deposited in specific bank accounts.
 - e. Cancelled Checks: Records of payments made.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.
- ix. Invoices / Purchase Orders / Sales Records
 - 1. Description:
 - a. Invoices: Documents that accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by The Rapid.
 - b. Purchase Orders: Orders of goods for the operation of The Rapid such as fleet maintenance and parts. Purchase orders are compared to invoices and are filed with packing slips and payment records.
 - c. Sales Records: Records sales, and may identify the item sold, price, and the name of the purchaser.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.

F. Fleet / Vehicle Operations

- i. Bus Preventative Maintenance Logs
 - 1. Description: Inspection checklists on all buses
 - 2. Retention Period: Bus is no longer owned PLUS 3 years.
- ii. CNG Tank Inspection Checklist
 - 1. Description: Inspection reports evaluating the parts of the Compressed Natural Gas (CNG) tanks on the vehicle.
 - 2. Retention Period: Bus is no longer owned PLUS 3 years.
- iii. Damage Estimate Reports
 - 1. Description: Estimate documents that are completed detailing the cost to repair damage to a vehicle.
 - 2. Retention Period: Bus is no longer owned PLUS 3 years.
- iv. Fleet and Facility Maintenance Employee Punch Cards / Maintenance Time Sheets
 - 1. Description: Cards that are put into the punch clock which indicate the employee's time in and time out.
 - 2. Retention Period: Until end of pay period PLUS 2 years.
- v. Grievances
 - 1. Description: Documents of employee grievances against the transit authority and the resolution of the grievance. It includes written grievances, correspondence, summary sheets, legal documents, and employee history information.
 - 2. Retention Period: Grievance is closed PLUS 7 years.

- vi. Inventory and Depreciation
 - 1. Description: A list of all major property, including vehicles and their book value. Records state transit authority property and depreciation schedules. Items remain on the inventory until their active life has elapsed.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.
- vii. Pre-Trip Inspection Records
 - 1. Description: Daily checklists that operators complete before they drive their bus.
 - 2. Retention Period: Vehicle is no longer owned PLUS 3 years.
- viii. Tire Mileage Report for Leased Tires
 - 1. Description: Reports that indicate how many miles the bus has driven each month.
 - 2. Retention Period: Vehicle is no longer owned PLUS 3 years.
- ix. Twelve-Point Quality Service Checks / 10 Minute Inspection Lists
 - 1. Description: Inspection checklist for all buses.
 - 2. Retention Period: Vehicle is no longer owned PLUS 3 years.
- x. Road Roll Call Reports
 - 1. Description: Documents that indicate when and why a bus is pulled off the road.
 - 2. Retention Period: Vehicle is no longer owned PLUS 3 years.
- xi. Vehicle Files
 - 1. Description: Records of financial and maintenance information about individual vehicles in the transit authority fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records.
 - 2. Retention Period: Vehicle is no longer owned.
- xii. Work Orders
 - 1. Description: Documents of vehicle repairs, maintenance or any time a vehicle is touched.
 - 2. Retention Period: Vehicle is no longer owned PLUS 3 years.

G. Grants

- i. Grant Files
 - 1. Description: Grants from MDOT and other transit-related agencies. May include planning session documents, meeting notes, grant application, contracts with builders, files from construction and final reports
 - 2. Retention Period: Grant expires PLUS any additional time required by the granting institution.

H. Human Resources

- i. Employee Complaints
 - 1. Description: Investigations of complaints that are related to affirmative action, sexual harassment, labor practices, disability issues, etc.
 - 2. Retention Period: Complaint is closed PLUS 7 years.

- ii. Drug and Alcohol Random Test Results
 - 1. Description: Employers of individuals holding commercial drivers maintain records about their alcohol misuse and controlled substances use prevention programs. These records contain test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, etc.
 - 2. Retention Period: Report is created PLUS 5 years.
- iii. Employer Contributions to Retirement Accounts
 - 1. Description: Records used to calculate and document payments to employee retirement plans. Files may contain forms used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of transferring funds.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.
- iv. Disability / Leave Documents
 - 1. Description: Family Medical Leave Act (FMLA) and Short-Term Disability (STD) documents.
 - 2. Retention Period: Completion of leave PLUS 3 years. Any medical files in the Human Resources records must be kept for length of employment plus 30 years.
- v. I-9 Files
 - 1. Description: Federal Form I-9 includes verification by employers of identity and immigration status of all new employees
 - 2. Retention Period: Date of hire PLUS 3 years OR date of termination PLUS 1 year (use whichever is later).
- vi. Job Applications – Interviewed and Not Hired / Not Interviewed and Not Hired
 - 1. Description:
 - a. Interviewed and Not Hired: Files from individual applicants interviewed, but not hired, and may include resumes, applications and supporting documents.
 - b. Not Interviewed and Not Hired: Files from individual applicants not interviewed, and may include resumes, applications and supporting documents.
 - 2. Retention Period: Received PLUS 2 years.
- vii. Job Descriptions
 - 1. Description: Job classification systems and positions
 - 2. Retention Period: Superseded.
- viii. Payroll Deduction / Liability Records
 - 1. Description: Records that document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service (IRS) for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, and any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance.
 - 2. Retention Period: Fiscal year ends PLUS 7 years.

ix. Payroll Records

1. Description: Documents of the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service.
2. Retention Period: Individual is no longer employed by The Rapid PLUS 40 years.

x. Payroll Summaries

1. Description: Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports.
2. Retention Period: Fiscal year ends PLUS 7 years.

xi. Personnel Files

1. Description: Files maintained for each employee and contain records that document all human resource-related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement).
2. Retention Period:
 - a. Application, Hiring, Position, Salary and Termination Documents: Individual is no longer employed by The Rapid PLUS 7 years.
 - b. Electronic Funds Transfer: Superseded, voided, or employment ends PLUS 1 year.
 - c. Health Plans: Superseded PLUS 1 year.
 - d. Retirement, Leave, and Life Insurance Records: Individual is no longer employed by The Rapid PLUS 40 years.
 - e. Union Membership – Superseded or employment ends.
 - f. Withholding Forms: Superseded PLUS 6 years.

xii. Staff Work Schedules

1. Description: Records that consist of schedules of employee hours. They may list the days of the month, the name of employees and hours of work.
2. Retention Period: Pay period ends PLUS 2 years.

xiii. Time and Attendance

1. Description: Time cards, timesheets, etc are used to document the attendance and hours worked by date and time. The records may be signed by the employee. They are usually organized chronologically by pay period and then by name.
2. Retention Period: Pay period ends PLUS 7 years.

xiv. Vacation and Sick Leave Reports and Requests

1. Description: Records used to determine the vacation and sick time available to each employee according to the hours worked in the pay period and document requests for time off.
2. Retention Period: Fiscal year ends PLUS 7 years.

xv. W-2 Forms

1. Description: Documents of annual gross wages, federal, state, Medicare, and local taxes withheld to report income taxes. One copy is retained and duplicates of these forms are given to employees.
2. Retention Period: Fiscal year ends PLUS 6 years.

xviii. Workers Disability Compensation Files

1. Description: Claims made for workers disability compensation benefits and may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer). A copy of all reports from the Occupational Health Center should be included. Litigation must be kept in a separate file.
2. Retention Period: Claim is settled PLUS 10 years.

I. Information Technology**i. Electronic Equipment Inventory**

1. Description: Inventory lists each computer, software license, and peripheral equipment used by The Rapid staff. The inventory may identify the model number, manufacturer, location, inventory numbers, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device.
2. Retention Period: Equipment is no longer in use.

ii. Network Drop Map / Schematic

1. Description: Schematics that indicate how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them.
2. Retention Period: Superseded or obsolete.

iii. Software Guides

1. Description: Files consist of software and equipment installation, operation, and troubleshooting information.
2. Retention Period: Equipment or software is no longer in use.

iv. Web and Intranet Files

1. Description: Document The Rapid's intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site.
2. Retention Period: Superseded.

v. Web Server and Routers

1. Description: Documents of equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of connecting cables, and the capacity of the equipment.
2. Retention Period: Equipment is no longer in use.

J. Operations**i. Vehicle Accident Reports / Claims**

1. Description: Vehicle accident reports include details about any unexpected incidents on The Rapid premises or with their vehicles. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.
2. Retention Period: Claim is filed PLUS 7 years.

- ii. Insurance
 - 1. Description: Insurance policies that The Rapid has purchased or records of any claims against those policies. Policies may cover transit authority vehicles, bus operators, general liability, managers and executive leadership's liability, insurance against business interruption, and failure of information systems.
 - 2. Retention Period: Policy expires PLUS 6 years.
- iii. Leases – Real Property / Vehicles and Equipment
 - 1. Description:
 - a. Real Property: Leases for The Rapid's buildings or offices
 - b. Vehicles and Equipment: Leases for The Rapid's fleet vehicles or other large equipment
 - 2. Retention Period: Lease expires PLUS 6 years.
- iv. Licenses and Permits
 - 1. Description: Legally required permits and licenses for regular operation of the transit authority. It includes a sale and use tax license and any necessary building and elevator permits.
 - 2. Retention Period: License/permit expires PLUS 1 year.
- v. Litigation Files
 - 1. Description: Files that document any litigation to which the transit authority is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.
 - 2. Retention Period: Case is closed PLUS 5 years.
- vi. Operator Employee Records
 - 1. Description: Human Resource records specifically related to vehicle operators. These documents include but are not limited to:
 - a. Union grievances
 - b. Discipline
 - c. Time cards
 - d. Policy violations
 - e. Suspensions
 - f. Change of status forms
 - g. Seniority dates with union
 - h. Non-preventable accident documentation
 - 2. Retention Period: Term of employment PLUS 40 years.
- vii. Union Contract Negotiation Files
 - 1. Description: Negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include salary and benefit schedules, ground rules, proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract.
 - 2. Retention Period: Contract expires PLUS 3 years.

K. Planning

- i. Service Contracts
 - 1. Description: Contracts and service agreements for providing fixed route service for various agency and jurisdictional partners. These documents outline the operating and cost parameters of the provided service.
 - 2. Retention period: Contract expires PLUS 6 years.
- ii. Property Easements, Construction License Agreements, and Inter-local Agreements
 - 1. Description: Various infrastructure improvements and/or operational agreements within the public right-of-way that require legal easements, license, or inter-local agreements (i.e. BRT) for construction of transit amenities
 - 2. Retention Period: Permanent..

L. Purchasing

- i. Asset Contracts
 - 1. Description: Original contracts that document equipment and asset purchases such as fleet vehicles and parts, elevators, miscellaneous equipment, wireless phones and electronic equipment. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.
 - 2. Retention Period: Asset is disposed PLUS 6 years.
- ii. Bids Not Awarded
 - 1. Description: Formal bid packets submitted in response to a request by The Rapid. When one provider is selected for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.
 - 2. Retention Period: Bid is awarded to another vendor PLUS 7 years.
- iii. General Contracts
 - 1. Description: Original contracts that document agreements between transit authority and vendors of customers. Contract files also document professional service contracts and legal services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.
 - 2. Retention Period: Contract expires PLUS 6 years.

M. Safety

- i. Employee Injury Records – Exposure
 - 1. Description: Reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, insurance forms, applications for continuation of insurance, and any supporting medical documentation.
 - 2. Retention Period: Individual is no longer employed by The Rapid PLUS 30 years.
- ii. Inspection Reports
 - 1. Description: Government officials who have inspected The Rapid's facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects asbestos abatement projects, and any legally mandated projects should include supporting documentation.
 - 2. Retention Period: Superseded or equipment/building is not owned by The Rapid.

- iii. Safety Audits and Inspections
 - 1. Description: Audits and inspections of the business site, equipment, vehicles, fire extinguishers, fire alarms, fire doors, etc.
 - 2. Retention Period: Completion of audit PLUS 5 years.
- iv. Safety Data Sheets
 - 1. Description: Safety Data Sheets (SDS) that include information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, and any regulatory information. These records are maintained where they are readily available by employees working with or near the materials.
 - 2. Retention Period: Hazardous material being used or stored in on The Rapid's property PLUS 30 years.
- v. Training Records
 - 1. Description: Documentation of any training conducted and completed or failed by vehicle operators.
 - 2. Retention Period: Length of employment PLUS 7 years.

N. Security

- i. Compliant Log Data
 - 1. Description: Documents the tracking of incidents. They may include, but may not be limited to, incident numbers, date, time, names, location, and nature of incident.
 - 2. Retention Period: Calendar year ends PLUS 2 years.
- ii. Emergency Plans
 - 1. Description: Plans for responding to public health emergencies within a jurisdiction. They may include, but may not be limited to, plans, appendices, contact lists, supporting documentation, resources, and vaccination medication dispensing information (Medical counter measures).
 - 2. Retention Period: Superseded by a new version.
- iii. Facility Access Data
 - 1. Description: Documentation of employees who used a badge or key card to access a building or other type of facility. Data may include, but may not be limited to, location that was accessed, employee information, and date/time of access.
 - 2. Retention Period: Calendar year ends PLUS 2 years.
- iv. Incident Files – Non-Criminal
 - 1. Description: Documentation of non-criminal incidents. They are typically filed according to the incident number. They may include, but may not be limited to:
 - a. Fare evasion
 - b. Trespassing
 - c. Medicals
 - d. Deadly conduct
 - e. Lost/Found property
 - f. Assault
 - g. Fighting
 - h. Assists to public safety
 - 2. Retention Period: Incident file is closed PLUS 3 years.

- v. Internal Criminal Investigations
 - 1. Description: If the employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation.
 - 2. Retention Period: Completion of the investigation PLUS 4 years if disciplinary action is taken and a separate file is created; or destroy if no disciplinary action is warranted.
 - vi. Officer Dailies
 - 1. Description: Documentation of Rapid fare enforcement and conduct of security staff's daily activities.
 - 2. Retention Period: Calendar year ends PLUS 3 years.
 - vii. Rider / Customer Disciplinary Files
 - 1. Description: Documents of patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians.
 - 2. Retention Period: Date of last incident involving the patron PLUS 5 years.
 - viii. Security Log
 - 1. Description: The log consists of reports regarding unusual incidents on transit authority property and vehicles. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings.
 - 2. Retention Period: Incident occurs PLUS 3 years.
 - ix. Tickets / Citations
 - 1. Description: Documentation of fare evasion citations that are issued. They are filed by violator's name. They are used by the fare enforcement officer when reporting to court in response to the citation that was issued.
 - 2. Retention Period: Calendar year ends PLUS 3 years.
 - x. Visitor Logs
 - 1. Description: Documentation of individuals who visited the facility who are not employees. They may include, but may not be limited to, sign in/out sheets or other records that contain the visitor's name and date/time of arrival and departure.
 - 2. Retention Period: Calendar year ends PLUS 2 years.
- O. Special Services**
- i. Contracts
 - 1. Description: Contracts with network partners to facilitate paratransit transportation, ADA compliance, and software needs.
 - 2. Retention Period: Contract term completion PLUS 6 years.

P. Transportation

- i. Electronic Media
 - 1. Description: Electronic photos and video records that pertain to incidents and accidents.
 - 2. Retention Period: Incident review is closed PLUS 7 years.

- ii. Customer Complaint Files
 - 1. Description: Original complaints from customers along with supporting investigation documents and reports.
 - 2. Retention Period: Incident review is closed PLUS 7 years.

- iii. Dispatch Daily Records
 - 1. Description: Dispatch' daily record of attendance, bus assignments, bus changes and miscellaneous transportation services.
 - 2. Retention Period: End of the day PLUS 7 years.

- iv. Road Supervisor Daily Records
 - 1. Description: Road Supervisor's daily record of services performed while on duty including but not limited to accident and incident investigations, customer interactions, and mechanical repairs.
 - 2. Retention Period: Incident review is closed PLUS 7 years.

DOCUMENT NAME:	Record Retention Summary	POLICY NUMBER:	AD2021-2
# OF PAGES:	4	DATE OF REVISION:	2/17/21

APPROVED BY BOARD OF DIRECTORS:
FILED WITH STATE OF MICHIGAN:

Administration / General

Description	Retention	PLUS
General correspondence	Sent/Received	2 years
Meeting minutes and supporting reports	Meeting	2 years
Millage records	Millage vote is certified	6 years
Planners / Calendars	Event takes place	2 years
Subject content files	Topic is no longer of interest for ongoing administration	5 years

Board of Directors / Executive Administrator

Description	Retention	PLUS
Annual reports	Permanent	
Board of Directors bylaws	Permanent	
Management / Executive leadership reports	Creation of report	7 years
Meeting minutes and supporting records	Minutes approves	1 year
Policies, Procedures and Directives	Permanent	
Strategic Planning	Permanent	

Communications / Marketing

Description	Retention	PLUS
Freedom of Information Act (FOIA) Records	Request is filled	1 year
Publications and new service clippings	Of reference value	

Facilities

Description	Retention	PLUS
Blueprints and building plans	Permanent	

Finance

Description	Retention	PLUS
Accounts payables / receivables	Fiscal year ends	7 years
Bank statements and reconciliations	Fiscal year ends	6 years
Budget documentation	Final version is approved	5 years
Cash receipts / petty cash vouchers	Fiscal year ends	7 years
Financial reports – annual audit	Final version is submitted to Board	10 years
Financial reports – annual budget	Final version is approved	10 years
Financial reports – monthly financials	Fiscal year ends	7 years
Journal entries / general ledger / balance sheet / deposit slips / cancelled checks	Fiscal year ends	7 years

Fleet / Vehicle Operations

Description	Retention	PLUS
Bus preventative maintenance logs	Life of the bus including disposal	3 years
CNG tank inspection checklist	Life of the bus including disposal	3 years
Damage estimate reports	Life of the bus including disposal	3 years
Fleet and facility maintenance employee punch cards / maintenance time sheets	End of pay period	2 years
Grievances	Grievance is closed	2 years
Inventory and depreciation	Fiscal year ends	7 years
Pre-trip inspection reports	Life of the bus including disposal	3 years
Tire mileage report for leased tires	Life of the bus including disposal	3 years
Twelve-point quality service check / 10 minute inspection lists	Life of the bus including disposal	3 years
Road roll-call reports	Life of the bus including disposal	3 years
Vehicle files	Vehicle is no longer owned	
Work orders	Life of the bus including disposal	3 years

Grants

Description	Retention	PLUS
Grant files	Grant expires	

Human Resources

Description	Retention	PLUS
Complaints	Complaint is closed	7 years
Drug and alcohol random test results	Report is created	5 years
Employer contributions to retirement accounts	Fiscal year ends	7 years
Disability / Leave document	Completion of leave	3 years
I-9 files	Whichever is later: Date of hire Date of termination	3 years 1 year
Job applications	Received	2 years
Job descriptions	Superseded	
Payroll deduction / liability records	Fiscal year ends	7 years
Payroll records	Individual is no longer employed	40 years
Payroll summaries	Fiscal year ends	7 years
Personnel files		
Application, hiring, position, salary and termination documents	Individual is no longer employed	7 years
Electronic funds transfer	Superseded, voided or employment ends	
Health plans	Superseded	1 year
Retirement, leave and life insurance records	Individual is no longer employed	40 years
Union membership	Superseded or employment ends	
Withholding forms	Superseded	6 years
Staff work schedules	Pay period ends	2 years
Time and attendance	Pay period ends	7 years

Vacation and sick leave reports and requests	Fiscal year ends	7 years
W-2 forms	Fiscal year ends	6 years
Workers disability compensation files	Claim is settled	10 years

Information Technology

Description	Retention	PLUS
Electronic equipment inventory	Equipment is no longer in use	
Network drop map / schematic	Superseded or obsolete	
Software guides	Equipment or software is no longer in use	
Web and intranet files	Superseded	
Web server and routers	Equipment is no longer in use	

Operations

Description	Retention	PLUS
Accident reports / claims	Claim is filed	7 years
Insurance	Policy expires	6 years
Leases – real property / vehicles and equipment	Lease expires	6 years
Legal opinions	Permanent	
Licenses and permits	License / permit expires	1 year
Litigation files	Case is closed	5 years
Operator employee records	Term of employment	7 years
Union contract negotiation files	Contract expires	3 years

Planning

Description	Retention	PLUS
Service contracts	Contract expires	
Property easements	Duration identified in document	
Construction license agreements	Duration identified in document	
Inter-Local agreement	Duration identified in document	

Purchasing

Description	Retention	PLUS
Asset contracts	Asset is disposed	1 year
Bids not awarded	Bid is awarded to another vendor	7 years
General contracts	Contract expires	6 years

Safety

Description	Retention	PLUS
Employee injury records – exposure	Individual is no longer employed	30 years
Inspection reports	Superseded or equipment/building no longer owned	
Safety Audits and Inspections	Completion of audit	5 years
Safety data sheets	Hazardous materials being used or stored	30 years
Training records	Length of employment	3 years

Security

Description	Retention	PLUS
Complaint log data	Calendar year ends	2 years
Emergency plans	Superseded by a new version	
Facility access data	Calendar year ends	2 years
Incident files – Non-Criminal	Incident file is closed	3 years
Internal criminal investigations	Completion of investigation	4 years
Officer dailies	Calendar year ends	3 years
Rider / Customer disciplinary files	Date of last incident	5 years
Security log	Incident occurs	3 years
Tickets / Citation	Calendar year ends	3 years
Visitor logs	Calendar year ends	2 years

Special Services

Description	Retention	PLUS
Contracts with network partners	Completion of Contract	1 year

Transportation

Description	Retention	PLUS
Electronic Media	Incident review is complete	7 years
Customer Complaint Files	Incident review is complete	7 years
Dispatcher's Daily Records	End of the day	7 years
Road Supervisor Daily Records	Incident review is complete	7 years

INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 120325-6

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approval of a revised Record Retention Policy and submission of the summary document to the State of Michigan for approval.

BE IT RESOLVED THAT the ITP CEO is hereby authorized to revise the Record Retention and submit to the State for approval as presented to the ITP Board on December 3, 2025

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date



Interurban Transit Partnership

DATE: December 3, 2025
TO: ITP Board
FROM: Jason Prescott
SUBJECT: OCTOBER 2025 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for October 2025, as compared to October 2024

	2025	2024	% Change
Total Paratransit Ridership	21,299	20,715	2.8%
ADA Ridership	18,026	17,389	3.7%
Non-Disabled Senior (NDS) Ridership	152	115	32.2%
PASS Ridership	174	207	-15.9%
Network 180	124	108	14.8%

Ridership averages, as compared to 2024

	2025	2024	% Change
Weekday Ridership	710	690	2.9%
Saturday Ridership	249	224	11.2%
Sunday Ridership	250	223	12.1

Other Performance Measures

	2025	2024	% Change
On-Time Performance	88.01%	91.58%	-3.9%
On-Time Drop-Off	94.36%	96.04%	-1.7%
Average Cost Per Trip	\$36.82	\$47.04	-21.7%

October 2025 Paratransit Ridership and Operating Statistics				
	2025	2024	Change	% Change
ADA				
Clients	1,345	1,296	49	3.8%
Passenger Trips	18,026	17,389	637	3.7%
NDS				
Clients	26	12	14	116.7%
Passenger Trips	152	115	37	32.2%
PASS				
Clients	5	10	(5)	-50.0%
Passenger Trips	174	207	(33)	-15.9%
RIDELINK				
Clients	243	242	1	0.4%
Passenger Trips (Performed by The Rapid)	450	505	(55)	-10.9%
TOTALS				
Clients	1,619	1,560	59	3.8%
Passenger Trips	18,802	18,216	586	3.2%
Average Weekday Ridership	710	690	20	2.9%
Average Saturday Ridership	249	224	25	11.2%
Average Sunday Ridership	250	223	27	12.1%
All Ambulatory Passengers	14,343	15,002	(659)	-4.4%
All Wheelchair Passengers	4,459	3,214	1,245	38.7%
No - Shows	403	427	(24)	-5.6%
Cancellations	447	366	81	22.1%
Transdev				
Average Cost per Trip	\$36.82	\$47.04	(\$10.22)	-21.7%
Riders per Hour	1.9	1.8	0.1	5.6%
Accidents per Month	5.0	2.0	3	150.0%
Trip Denials	0	0	0	#DIV/0!
NTD Travel Time (minutes)		33	-33	-100.0%
NETWORK 180				
Passenger Trips	2,497	2,499	(2)	-0.1%
Average Weekday Ridership	124	108	16	14.8%
TOTAL PASSENGER TRIPS	21,299	20,715	584	2.8%
Paratransit Service Quality Statistics: network 180 Excluded				
Complaints	2025	2024	% of Trips	% Change
Transdev Complaints	20	14	0.1%	42.9%
On-Time Performance				
On-Time Compliance - Pick-up	88.01%	91.58%	-3.6%	-3.9%
On-Time Compliance - Drop-off	94.36%	96.04%	-1.7%	-1.7%



Date: December 3, 2025
To: ITP Board of Directors
From: Tim Roseboom – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – OCTOBER 2025

OVERVIEW: In October 2025, there was a 3.0% decrease in total monthly route ridership as compared to October 2024. Contract services decreased 5.7%, and regular fixed-route services decreased 1.3%. Pre-pandemic ridership recovery is 62.5% compared to October 2019 and the same FY 2026 to date.

BACKGROUND INFORMATION

Monthly Ridership

	October 2025	October 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	427,413	433,142	-1.3%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	255,301	270,702	-5.7%
Total Monthly Fixed Route Ridership	682,714	703,844	-3.0%

Daily Average Ridership

	October 2025	October 2024	% Change
Weekday Total	26,934	27,804	-3.1%
Weekday Evening	4,030	3,959	1.8%
Saturday	10,627	10,927	-2.7%
Sunday	5,181	5,158	0.5%

Productivity Summary

	October 2025	October 2024	% Change
Average passengers per hour per route	15.4	16.4	-6.3%
Average passengers per mile per route	1.10	1.22	-9.3%
Average farebox recovery percent per route	10.4%	11.0%	-5.9%

Fiscal Year Ridership

	FY 2026	FY 2025	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	427,413	433,151	-1.3%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	255,301	270,702	-5.7%
Total Fixed Route Ridership YTD	682,714	703,853	-3.0%

COMPARISON OF OCTOBER 2025 TO OCTOBER 2019

Monthly Ridership

	October 2025	October 2019	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	427,413	712,559	-40.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	255,301	379,151	-32.7%
Total Monthly Fixed Route Ridership	682,714	1,091,710	-37.5%

Daily Average Ridership

	October 2025	October 2019	% Change
Weekday Total	26,934	43,545	-38.1%
Weekday Evening	4,030	5,910	-31.8%
Saturday	10,627	15,858	-33.0%
Sunday	5,181	6,685	-22.5%

Productivity Summary

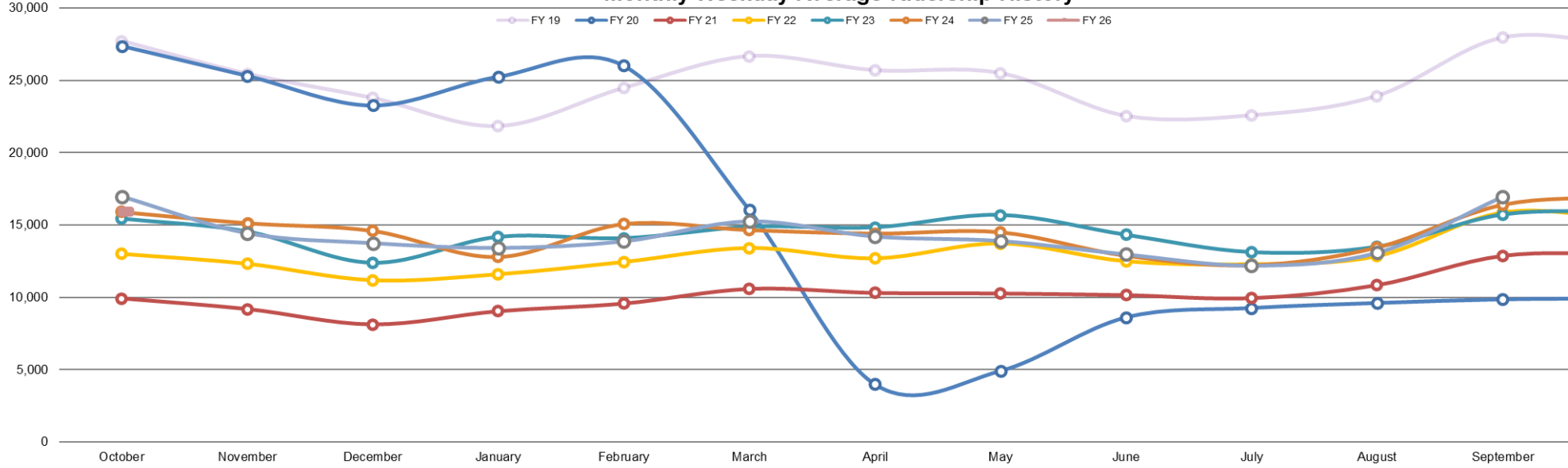
	October 2025	October 2019	% Change
Average passengers per hour per route	15.4	19.3	-20.1%
Average passengers per mile per route	1.10	1.44	-23.1%
Average farebox recovery percent per route	10.4%	23.1%	-55.1%

Fiscal Year Ridership

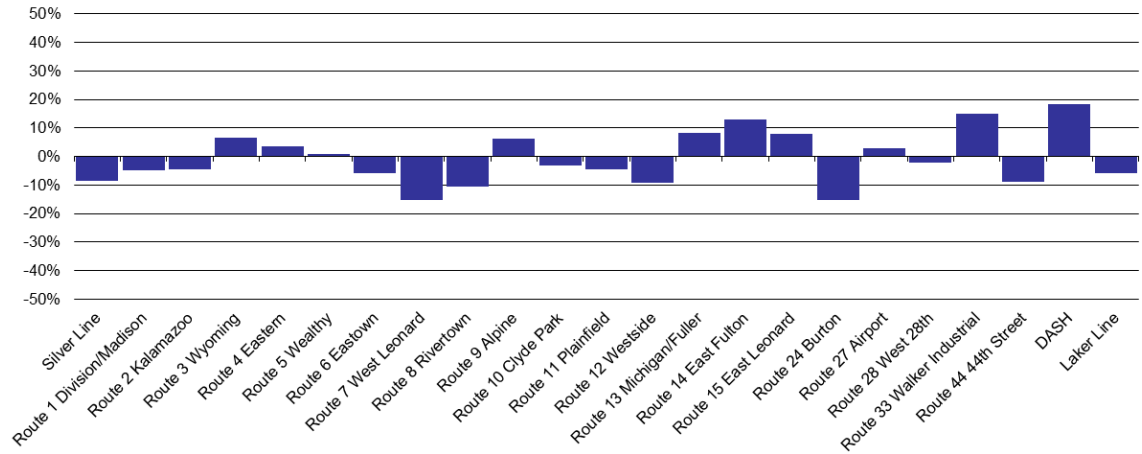
	FY 2026	FY 2019	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	427,413	712,559	-40.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	255,301	379,151	-32.7%
Total Fixed Route Ridership YTD	682,714	1,091,710	-37.5%

	Monthly Farebox Recovery	Weekday Farebox Recovery	Saturday Farebox Recovery	Sunday Farebox Recovery
Silver Line	10.76%	10.60%	12.41%	11.13%
Route 1 Division/Madison	10.17%	10.49%	8.50%	7.90%
Route 2 Kalamazoo	10.75%	10.89%	11.30%	8.30%
Route 3 Wyoming/Rivertown	12.23%	13.07%	10.71%	6.81%
Route 4 Eastern	11.99%	12.21%	10.02%	10.94%
Route 5 Wealthy	9.96%	9.91%	10.50%	n/a
Route 6 Eastown	8.95%	8.79%	8.42%	12.40%
Route 7 West Leonard	7.52%	7.50%	8.00%	6.95%
Route 8 Prairie/Rivertown	9.24%	9.39%	10.17%	6.49%
Route 9 Alpine	13.43%	12.91%	15.58%	20.65%
Route 10 Clyde Park	10.87%	10.75%	11.88%	11.41%
Route 11 Plainfield	10.38%	10.33%	10.28%	11.69%
Route 12 Westside	8.95%	9.30%	7.32%	4.35%
Route 13 Michigan/Fuller	10.03%	10.17%	8.54%	n/a
Route 14 East Fulton	10.03%	10.58%	6.49%	n/a
Route 15 East Leonard	14.17%	14.70%	9.76%	13.36%
Route 24 Burton	8.53%	8.72%	6.90%	n/a
Route 27 Airport Industrial	8.94%	8.94%	n/a	n/a
Route 28 West 28th	11.01%	11.05%	10.55%	11.17%
Route 33 Walker Industrial	2.62%	2.62%	n/a	n/a
Route 34 Northridge	2.52%	2.52%	n/a	n/a
Route 44 44th Street	9.38%	9.47%	9.29%	8.14%
Route 1000 Millenium Park	n/a	n/a	n/a	n/a
Route 71 Central 4A	10.03%	10.03%	n/a	n/a
Route 72 Central 10A	22.52%	22.52%	n/a	n/a
Route 73 Union 3A	49.60%	49.60%	n/a	n/a
Route 74 Union 7A	38.92%	38.92%	n/a	n/a
Route 75 Union 10B	34.56%	34.56%	n/a	n/a
Route 76 Union 12A	32.82%	32.82%	n/a	n/a

Monthly Weekday Average Ridership History



Percent Change by Route: October 2025 compared to October 2024





Interurban Transit Partnership

Date: December 3, 2025
To: ITP Board of Directors
From: Linda Medina, Director of Finance
Subject: Preliminary September Operating Statements and Professional Development and Travel Report

Attached are the financial reports through September 30, 2025, for both general operations and grants. Also included is the Professional Development and Travel report summarizing activity for September 2025.

Our auditor, BDO USA, is currently conducting the annual audit. During this process, expense and revenue adjustments may occur. Any adjustments will be reflected in the audited financial statements and single audit report, which will be presented to the Board for approval in January 2026.

FY 24/25 YTD Operating Statement Analysis

Overall, total revenues and expenses continue to trend below budget, with revenues 2.7% and expenses 17.1% below the forecast. This favorable variance includes lower-than-expected fuel costs, salaries, wages, and fringe benefits. The reduction in State Operating Assistance aligns with the decrease in total expenses.

To date \$2,354,517 in eligible capital operating expenses has been identified.

While the budget plan projected to use \$6.1 M in reserves, the projected preliminary year end balance shows that year end funding is not required.

Please feel free to contact me with any questions regarding the attached financial reports as (616) 774-1149 or Imedina@ridetherapid.org.

The Rapid
General Operating Statement
Year to Date as of September 30, 2025

	FY 24/25 Adopted	FY 24/25 Projected	FY 24/25 Adopted vs. FY 24/25 Projected		FY 23/24 Actual	FY 23/24 Actual vs. FY 24/25 Projected	
			\$	%		\$	%
Revenues and Operating Assistance							
Passenger Fares	\$ 4,857,788	\$ 4,796,432	\$ (61,356)	-1.3%	\$ 4,783,317	\$ 13,115	0.3%
Sale of Transportation Services							
CMH Contribution	452,010	380,939	(71,071)	-15.7%	361,793	19,146	5.3%
Dash Contract	2,522,264	2,599,714	77,450	3.1%	2,270,135	329,579	14.5%
Grand Valley State University	3,743,876	3,843,145	99,269	2.7%	3,423,844	419,301	12.2%
Van Pool Transportation	-	-	-	0.0%	-	-	-
Township Services	204,912	223,967	19,055	9.3%	197,217	26,750	13.6%
Other	282,557	343,982	61,425	21.7%	234,889	109,093	46.4%
Subtotal Sale of Transportation Services	7,205,619	7,391,748	186,129	2.6%	6,487,878	903,870	13.9%
State Operating	16,946,705	14,061,840	(2,884,865)	-17.0%	14,652,905	(591,065)	-4.0%
Property Taxes	21,250,831	21,592,734	341,903	1.6%	20,315,753	1,276,981	6.3%
Advertising & Miscellaneous	1,921,685	2,910,085	988,400	51.4%	3,650,877	(740,792)	-20.3%
Subtotal Revenues and Operating Assistance	52,182,628	50,752,839	(1,429,789)	-2.7%	49,890,730	862,109	1.7%
Grant Operating Revenue					-	-	
Unrestricted Net Reserves	6,061,050		(6,061,050)	100.0%	-	-	100.0%
Total Revenues and Operating Assistance	\$ 58,243,678	\$ 50,752,839	\$ (7,490,839)	-12.9%	\$ 49,890,730	\$ 862,109	1.7%
Expenses							
Salaries and Wages							
Administrative	\$ 7,826,769	\$ 6,180,433	\$ (1,646,336)	-21.0%	\$ 5,177,203	\$ 1,003,230	19.4%
Operators	17,173,678	14,250,191	(2,923,487)	-17.0%	11,755,935	2,494,256	21.2%
Maintenance	2,949,964	2,790,543	(159,421)	-5.4%	2,330,365	460,178	19.7%
Subtotal Salaries and Wages	27,950,411	23,221,167	(4,729,244)	-16.9%	19,263,503	3,957,664	20.5%
Benefits	10,629,553	7,742,775	(2,886,778)	-27.2%	9,923,063	(2,180,289)	-22.0%
Contractual Services	4,129,900	3,480,382	(649,518)	-15.7%	3,189,355	291,027	9.1%
Materials and Supplies							
Fuel and Lubricants	3,029,048	1,945,136	(1,083,912)	-35.8%	2,276,303	(331,167)	-14.5%
Other	2,145,030	1,986,674	(158,356)	-7.4%	1,906,343	80,331	4.2%
Subtotal Materials and Supplies	5,174,078	3,931,810	(1,242,268)	-24.0%	4,182,646	(250,836)	-6.0%
Utilities, Insurance, and Miscellaneous	5,609,698	4,597,152	(1,012,546)	-18.0%	4,168,689	428,463	10.3%
Purchased Transportation	8,750,038	8,618,335	(131,703)	-1.5%	7,337,871	1,280,464	17.5%
Expenses Before Capitalized Operating	62,243,678	51,591,620	(10,652,058)	-17.1%	48,065,128	3,526,492	7.3%
Capitalized Operating Expenses	(4,000,000)	(2,354,517)	1,645,483	0.0%	(3,729,671)	1,375,155	0.0%
Total Operating Expenses	\$ 58,243,678	\$ 49,237,103	\$ (9,006,575)	-15.5%	\$ 44,335,457	\$ 4,901,647	11.1%
Net Surplus/(Deficit) without Net Reserves		\$ 1,515,736			\$ 5,555,273		

Interurban Transit Partnership
 Grant Revenues & Expenditures
 Month Ended 09/30/25

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 100%
<u>Grant Revenue</u>						
1. Federal Grant Assistance	19,310,779	19,310,779	4,090,485	11,380,189	7,930,590	59%
2. State Grant Assistance	4,827,695	4,827,695	1,022,621	2,845,047	1,982,648	59%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local	0	0	0	0	0	100%
6. Total Grant Revenue	24,138,474	24,138,474	5,113,106	14,225,236	9,913,238	59%
<u>Labor</u>						
7. Administrative Salaries	40,000	38,900	1,307	16,511	22,389	42%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	20,000	20,000	253	4,929	15,071	25%
11. Total Labor	60,000	58,900	1,560	21,440	37,460	36%
<u>Material & Supplies</u>						
12. Tires & Tubes	900,000	900,000	1,178	252,080	647,920	28%
13. Office Supplies	1,000	1,000	0	0	1,000	0%
14. Printing	1,000	4,100	0	4,065	35	99%
15. Total Material & Supplies	902,000	905,100	1,178	256,145	648,955	28%
<u>Purchased Transportation</u>						
16. Purchased Transportation	1,200,000	1,200,000	142,190	1,200,000	0	100%
17. Specialized Services	795,474	795,474	408,080	1,004,684	209,210-	126%
18. Total Purchased Transportation	1,995,474	1,995,474	550,270	2,204,684	209,210-	110%
<u>Other Expenses</u>						
19. Dues & Subscriptions	30,000	30,000	0	0	30,000	0%
20. Professional Development	30,000	28,000	2,968	5,195	22,805	19%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	60,000	58,000	2,968	5,195	52,805	9%
<u>Leases</u>						
23. Office Lease	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	0	0	0	0	0	100%
26. Total Leases	0	0	0	0	0	100%
<u>Capital</u>						
27. Rolling Stock	10,463,411	10,463,411	4,258,845	6,468,953	3,994,458	62%
28. Facilities	1,208,000	1,208,000	34,926	980,928	227,072	81%
29. Equipment	938,843	938,843	2,163	275,725	663,118	29%
30. Other	4,053,116	4,053,116	213,792	1,538,419	2,514,697	38%
31. Total Capital	16,663,370	16,663,370	4,509,726	9,264,025	7,399,345	56%
32. Planning Services	457,630	457,630	47,404	119,230	338,400	26%
33. Capitalized Operating	4,000,000	4,000,000	0	2,354,517	1,645,483	59%
34. Total Expenditures	24,138,474	24,138,474	5,113,106	14,225,236	9,913,238	59%

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
ALL EMPLOYEES
SEPTEMBER 2025

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 679.20	MPTA Annual Meeting	D. Prato and S. Schipper	Crystal Mountain, MI
\$ 3,104.80	APTA Annual Meeting	S. Schipper and S. Clapp	Boston, MA
\$ 1,722.94	GSX Security Training	M. Wieringa	New Orleans, LA
<hr/>			
\$ 5,506.94			

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc.



Interurban Transit Partnership

Finance Committee Members

Mayor Gary Carey Mayor Stephen Kepley (Chair) Mayor Katie Favale Steven Gilbert Mayor Steve Maas

FINANCE COMMITTEE MEETING MINUTES
Not approved by committee

Wednesday, November 5, 2025 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez Avenue, SW)

ATTENDANCE:

Committee Members Present:

Mayor Carey, Mayor Favale, Steven Gilbert, Mayor Kepley

Committee Members Absent:

Mayor Maas

Rapid Attendees:

Josh Brink, Steve Clapp, Jason Culberson, Kris Heald, Deron Kippen, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Andy Prokopy, Tim Roseboom, Steve Schipper, Lindsay Thomasini, Mike Wieringa, Kevin Wisselink

Public Attendees:

Troy Schnabel (Watkins Ross), Chris Veenstra (Watkins Ross)

Mayor Kepley called the meeting to order at 4:00 p.m.

1. PUBLIC COMMENT

No public comment

2. MINUTES – August 13, 2025

Vice Chairman Mayor Kepley entertained a motion to approve the meeting minutes from August 13, 2025. Mayor Favale motioned to approve, and Mr. Gilbert supported it. The motion passed unanimously.

3. DISCUSSION

a. BDO Audit Plan – Chris Veenstra (Watkins Ross)

Mr. Veenstra (Watkins Ross) presented a high-level report and analysis of the pension plan results for both Administration and Union. He noted four (4) reports were included, two for Administration and two for Union.

Union Plan

- The plan was well-funded at the start (437,000 surplus) and ended the year with a surplus of \$1.2M.
- The increase was driven by investment returns and contributions, while benefit payments decreased liabilities.
- Assets grew from \$13.4M to \$14.2M, mainly due to net investment income.
- The plan is fully funded thanks to past large contributions, and the accounting recognized an income of \$985,000 due to deferred gains and strong asset returns.

Administrative Plan

- The funded status improved from a \$181,000 surplus to \$264,000.
- Liabilities increased with interest and a small experience loss, but benefit payments decreased liabilities.
- Assets grew slightly, improving funded status.
- Accounting shows a \$32,000 income due to deferred inflows, though the plan pays out about \$27,000 annually in benefits.
- Funding options include covering expenses fully or spreading over several years, with recommendations favoring a \$27,000 contribution.

Vice Chairman Mayor Kepley noted this is fantastic news.

Ms. Medina noted the different ranges to the committee. She noted \$150,000 was budgeted. The recommendation is \$27,000.

Vice Chairman Mayor Kepley entertained a motion to recommend \$27,000 to the union plan and zero to the administration plan.

Mayor Carey motioned to approve, and Mayor Favale supported it. The motion passed unanimously.

b. Revenues – Ms. Medina

Ms. Medina presented a high-level overview of the Revenues.

- The BDO Audit Plan is scheduled to begin from November 10 to November 21.
- A draft of the audit will be presented to the Finance Committee in January 2026, and then it will be reviewed by the Board at the end of January 2026.
- As of the end of September, total revenue is approximately \$50.7M, which remains consistent throughout the year.
- Revenue sources such as investments and advertising are performing well.
- State Operating Assistance has decreased, aligning with current expenses.
- The rate is 29.15%, and the organization is approximately \$2M under budget.

c. Expenses

- Year-to-date expenses are \$49.2M, which includes \$2.3M capitalized from reserves.
- Total revenue stands at \$50.7M
- With expenses at \$49.2M and revenue at \$50.7M, there is a surplus of approximately \$1.5M, meaning no reserves need to be tapped.
- On the Project Management (PM) side, for August and September, an additional \$2.9M will be used from PM funds.
- The audit process has commenced, with a draft report scheduled for the January 2026 Finance Committee meeting.
- Overall, it has been a positive and successful year.

4. ADJOURNMENT

This meeting was adjourned at 4:20 p.m.
The next meeting is scheduled for January 21, 2025

Respectfully submitted,



Kris Heald, Board Secretary