Records Management

Guidelines and Approved Retention and Disposal Schedule for the City of Traverse City

CITY of TRAVERSE CITY

Adopted by City Commission: October 5, 1998

Amended: March 1, 2010, June 6, 2011, January 21, 2014, March 7, 2016, January 16, 2018, February 3, 2020

Michigan State Administrative Board Approval
General Record Retention and Disposal Schedule #8

This suggested schedule provides for the disposition of the usual records found in city and village offices. If a city or village elects to adopt this schedule, its public officials shall maintain its records for the retention periods specified herein. A record not listed herein shall not be destroyed without the submission of a separate retention and disposal schedule in accordance with sections 399.5 and 750.491 of the Michigan Compiled Laws. The forms and instructions needed to prepare separate schedules may be obtained from Appendix A.

Date April 7, 1998 (signed) APPROVED
State Administrative Board

Date 3 March 1998 (signed) Sandra S. Clark
Michigan Historical Center

Date March 17, 1998 (signed) Richard L. Biedermann
Treasury Department
Local Audit and Finance Division

Introduction

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as a clerk's office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a **minimum** retention period for them. Local governments are not required by law to adopt general schedules once they are approved by the State of Michigan; they can and should be used by local government agencies once they are approved. All general schedules approved by the State of Michigan are available online at http://www.michigan.gov/recordsmanagement/.

- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies

need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

We Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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close print view

Definitions of Retention Codes

The **retention codes** that appear on Retention and Disposal Schedules are used to establish how long records are retained by the creating agency before they are destroyed (or transferred to the Archives of Michigan for permanent retention). Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. When one of these codes is assigned to a record series, Versatile knows how to calculate retention for any items sent to the State Record Center for storage.

In addition to the retention code, a period of time, years and/or months, can be used in the calculation. Whole numbers represent years and months are represented by fractions. For example: 5 = 5 years, 0/1 = 1 month, 0/6 = 6 months, and 2/6 = 2.5 years. The retention code plus the period of time results in a mathematical formula to determine a destruction date. Agencies can also use this formula to calculate a destruction date for records that are maintained in their offices.

ACT = Active
This code is used for conditional retention periods and need to define what activity would cause a record to become inactive. For example, until a case or project is closed. This code can also be applied to records where a subjective decision is needed to determine when the records become inactive. For example, "while of reference value." Active should be defined in the last sentence of the series description.

CR = Creation
This code is used when a definitive retention period can be assigned. The retention period is based on a calendar year, and when there are no conditions that must be met. The retention period begins from the date the record is created or received.

EXP = Expiration
This code is used when records must be retained until an expiration date or other legal condition has been met.

FY = Fiscal Year
This code is used when a definitive retention period can be assigned, however the retention is based on the end of a fiscal year (September 30), rather than a calendar year.

SUP = Superseded
This code is used when records are updated or revised at various points during the record's lifetime, but when only the current version needs to be retained.

EVT = Event
This code was used when the agency knew that a future action or condition needed to be met prior to destruction, but did not know exactly when the event would happen. The event should be defined in the last sentence of the series description.

DISP = Immediate Disposal
This code is used when an agency needs authorization to dispose of obsolete records that are no longer created. Once the schedule is approved, the agency has the legal authority to dispose of the existing records.

PERM = Permanent
This code is used when records are not authorized for destruction at any point in time, and will be retained permanently in the custody of the creating agency.

How Versatile Calculates the Disposition Date
Retention is applied at the box level. Each box should only contain one record series, to ensure that the records are destroyed at the correct time.

From the **To Date** field for the contents of the box
--CR
--FY

From the **Submit Date** field--date box is entered into Versatile
--ACT*
--DISP
--EXP
--SUP

From the **Event Date** field--entered manually by user when creating the box in Versatile
--EVT*

* Look at the definition in the last sentence of the series description

Section One: General Records -- All Offices

Note about record series that are crossed out: Duplicate copies of official records are considered to be "nonrecords." Their retention is governed by General Schedule #1: Nonrecord Material Defined (approved 11-16-2004).

The retention of official accounting records are governed by General Schedule #31: Local Government Financial Records (approved 4-7-2009), and the retention of official personnel records are governed by General Schedule #26: Local Government Human Resources (approved 10-7-2008).

Record Series	Minimum Retention Period	Disposition
~~**Accounting Records:**~~		
~~(Copies only – see individual Department Sections for retention periods for originals.)~~		
~~Bids~~	~~Audit~~	
~~Checks~~	~~Audit~~	
~~Cost Distribution Records~~	~~Audit~~	
~~Daily Income Reports~~	~~Audit~~	
~~Daily Time Reports~~	~~Audit~~	
~~Delivery Slips (purchases)~~	~~Audit~~	
~~Gas and Oil inventory~~	~~Audit~~	
~~Gas Tickets~~	~~Audit~~	
~~Invoices~~	~~Audit~~	
~~Invoices – Capital Outlay~~	~~2 yrs after disposal of property or 6 yrs after purchase, whichever is later~~	
~~Purchase Orders~~	~~Audit~~	
~~Receipts~~	~~Audit~~	
~~Requisitions~~	~~Audit~~	
~~Rental Fee Records~~	~~Audit~~	
~~Time Cards~~	~~Audit~~	
~~Vouchers~~	~~Audit~~	
~~Work Orders~~	~~Audit~~	
Administrative Records:		
Annual Reports	Permanent	If changed, contact Archives of Michigan
Correspondence and Memoranda		
a. General or Routine	2 yrs	
b. Policy	Permanent	If changed, contact Archives of Michigan
Minutes of Council, Boards, Commissions, Committees and other official groups	Permanent	If changed, contact Archives of Michigan
~~**Personnel Records:**~~ ~~(use for all offices except Finance Office and Central Personnel Office. If there is no Central Personnel Office, then use the schedule for Personnel office – Section O):~~		
~~Employee Folder~~		

Record Series	Minimum Retention Period	Disposition
~~a, Current Employee~~	~~Permanent~~	
~~b. Separated Employee~~	~~Transfer to Central Office upon separation~~	
~~Job Description and Salary Schedules~~	~~Current~~	
Photographic Records:		
Prints (identify fully)	Current needs	Transfer selected to Archives of Michigan
Negatives (identify fully)	Permanent	
Publications:		
Publications Produced by Own Unit of Government		
a. Official Record	Permanent	If changed, contact Archives of Michigan
b. Duplicates	Current needs	
Vehicle Repair Records:		
Lubrication Reports	Audit + 1 yr	
Vehicle Maintenance Card	Audit + 1 yr	

GENERAL SCHEDULE #1 - Non-Record Materials

This Retention and Disposal Schedule replaces General Schedule #1 that was approved on July 8, 1964.

This Retention and Disposal Schedule covers **non-record materials** that are common to most offices in local government. The materials that are described on the attached page may be destroyed as soon as they have served their intended purpose. We, the undersigned, believe that these materials possess no administrative, legal, fiscal or archival value as described.

David J. Johnson — 9/23/04

David J. Johnson, State Archivist (Date)
Department of History, Arts and Libraries, State Archives of Michigan

Debra Gearhart — 9/21/04

Debra Gearhart, Director (Date)
Department of History, Arts and Libraries, Records Management Services

APPROVED — 11/14/04

State Administrative Board (Date)

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode	DeptName
/GS01/	*Non-Record Materials*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
GS#1 -	**Non-Record Materials**	ACT	11/16/2004

AGENCIES MAY DISPOSE OF THE FOLLOWING NON-RECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.

Extra copies of documents retained only for convenience of reference, such as "for your information" documents, tickler files, follow-up of correspondence, word processed files when the official record-copy is printed out and retained, and extra or identical duplicate copies of records if the official record has been retained by the agency.

Publications, forms and printed documents, including stocks of those that are superseded or outdated.

Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.

Letters of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.

Shorthand notes and recordings that have been transcribed into another format for official retention purposes.

Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.

Media used for printing or other record reproduction processes.

Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.

ACT = Until no longer needed for convenience of reference.

Section Two: Airport

Record Series	Minimum Retention Period	Disposition
Airfield Inspection Report	Current + 6 yrs	
Airport Advisory Board Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Annual Report		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Budget	Current + 5 yrs	
Construction Plans	Permanent	If changed, contact Archives of Michigan
Daily Balance Sheets	Current + 5 yrs	
Daily Security Report	Current + 1 yr	
Hanger Leases	Life of Lease + 6 yrs	
Height Zoning Report	Permanent	
Operational Field Report	Current + 1 yr	

Section Three: Assessor

Record Series	Minimum Retention Period	Disposition
Appraisals	5 yrs	
Appraisals – City Property	Permanent	
Assessment Rolls – Real and Personal Property	20 yrs	
Assessment Rolls – Special	Life of Assessment + 5 yrs	
Assessment Rolls – "Dummies"	Current	
Assessor's Cross Index	Current	
Board of Review Minutes and Records (minutes, correspondence, action, summary)		
a. If a permanent copy is filed in the City Clerk's Office	Unit completion of appeal process + 3 yrs	
b. If a permanent copy is not filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Building Permit Applications (copies)	3 yrs	
Building Plans (copies)		
a. Commercial	Current needs	
b. Residential	Current needs	
Certification of Assessed Values, Tax Levy and Tax Spread	7 yrs	
Commercial and Industrial Facilities Exemptions	2 yrs after expiration	
Dog Census – unless function delegated to county	2 yrs	
Equalization Records:		
Notice of Change	3 yrs	
Equalization Study, Factor and Reports	5 yrs	
Support Data	Current needs	
Exemption Data		
a. Hardship Exemption	3 yrs	
b. Special Adapted Housing – Veterans	3 yrs	
c. Homestead Affidavit	Until property is transferred or a recission is filed	
d. Property Transfer Affidavit (L4260)	3 yrs	
e. Other Exempt Property Data	3 yrs	
Jury Lists (obsolete records)	Dispose of now	
Maps and indexes	Permanent	If changed, contact Archives of Michigan
Permanent Parcel Number Assignment Files	Permanent	
Personal Property Affidavits	Current + 3 yrs	
Personal Property Cards	Current + 3 yrs	If changed, contact Archives of

		Michigan
Personal Property Field Check and Audit	Current + 3 yrs	
Plat Books and Indexes	Permanent	
Pollution Control Exemptions	Life of Exemption	
Property Transfer Slips	Current + 3 yrs	
Special Assessment Preliminary Work Files	Current + 3 yrs	
Special Assessment Ledger	Current + 10 yrs	
Street Index – Master File	Permanent	If changed, contact State Archives
Tax Rolls – Real and Personal (copies)	Current	
Tax Tribunal Appeals Records	5 yrs	
Valuation Records Primary records include such information as property classification, zoning, land estimate (measurements, base value, appraised value), type of structure and construction information, utilities, location of deed.	20 yrs	
Support Documentation (field sheets)	Until information recorded as part of primary valuation record	

Section Four: Attorney/Legal Department

Record Series	Minimum Retention Record	Disposition
Annual Report	Permanent	If changed, contact Archives of Michigan
Accounts Receivable Cases		
Record of court actions relating to claims arising from other city departments turned over to Attorney's Office for handling – includes correspondence and legal papers		
a. Indexes	Permanent	
b. Case Files	10 yrs after closing	
Real Property Acquisition Cases		
Record of real property acquired by city through purchases and/or eminent domain proceedings – includes notices, orders, correspondence, deeds, conversions (alley closing) and workpapers		
a. Indexes	Permanent	
b. Case Files	Permanent	
Negligence Cases		
Record of negligence and general law actions involving the city – includes all workpapers, correspondence and legal papers		
a. Indexes	Permanent	
b. Case Files	10 yrs after final action	
Labor Relations Cases		
Record of contract negotiations and arbitrations for the city – includes workpapers and correspondence		
a. Case Files	Permanent	
Taxation cases		
Record of actions involving collections for tax arrears -- includes correspondence and legal papers related to the action		
a. Indexes (any retrieval guide)	5 yrs after final action	
b. Case Files	5 yrs after final action	
Workers Compensation Cases		
Record of action in workers		

compensation cases to which the city is a party – includes correspondence, legal papers, and workpapers		
a. Indexes	Permanent	
b. Case Files	30 yrs after final action	
Opinions	6 yrs	
Ordinances (see Section G)	6 yrs	
Resolutions	6 yrs	
Warrant Requests	10 yrs	

Section Five: Building Department

Record Series	Minimum Retention Period	Disposition
Building Permit Applications	Current + 1 yr	
Building Plans		
a. Commercial Buildings	Life of Structure	If changed, contact Archives of Michigan
b. Non-Commercial	10 yrs	
Building Maintenance Record (city owned)	Current	
Building Reports (monthly)	Permanent	If changed, contact Archives of Michigan
Citizen Complaints	Current + 5 yrs	
Commercial Postings (Building Requirements)	Permanent	
Contractor Licensing Record	Current + 10 yrs	
Daily Reports	Current + 2 yrs	
Housing Posting List	Current	
Minutes of Board Meetings		
a. If permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Nonconforming Uses Record	Current + 10 yrs	
Permits:		
a. Building and Wrecking	Permanent	If changed, contact Archives of Michigan
b. Curb Cut	Current + 5 yrs	
c. Culverts	Current + 5 yrs	
d. Excavations	Current + 5 yrs	
e. Plumbing, Heating, Electrical	Current + 5 yrs	
f. Pavement Removal	Current + 5 yrs	
g. Sidewalk Construction	Current + 5 yrs	
Permit Log Books	Permanent	If changed, contact Archives of Michigan
Permit Receipts	6 yrs	
Registrations (dwellings)	Life of Dwelling	

Section Six: Finance Officer

This section was superseded by General Schedule #31--Local Government Financial Records (approved 4-7-2009).

GENERAL SCHEDULE #31 – Local Government Financial Records

This Retention and Disposal Schedule covers financial records that are commonly maintained by counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Larry D Gordier — 3/5/09

Larry Gordier, President (Date)
Michigan Government Finance Officers Association

Debra Gearhart — 3/9/09

Debra Gearhart, Director (Date)
Department of History, Arts and Libraries, Records Management Services

Mark Harvey — 3/19/09

Mark Harvey, State Archivist (Date)
Department of History, Arts and Libraries, Archives of Michigan

APPROVED — 4/7/09

State Administrative Board (Date)

GENERAL RETENTION SCHEDULE #31
LOCAL GOVERNMENT FINANCE DEPARTMENTS
INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as a finance department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--section 6 and General Schedule #10--Accounting Department. Please note that personnel and payroll records are covered separately by General Schedule #26 Local Government Human Resources (approved 10-7-2008) which is available online at http://www.michigan.gov/recordsmanagement/.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when

multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer's are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

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HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention

Finance Department

Note: personnel and payroll records are covered separately by General Schedule #26 Local Government Human Resources (approved 10-7-2008) which is available online at http://www.michigan.gov/recordsmanagement/.

100 Insurance Policies — ACT

These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc. **ACT = until the insurance provider is no longer obligated to pay out on the particular policy after it expires. Contact the insurance provider of each policy to determine this length of time, if the information is not specified within the policy itself. Note: if a policy covers a "lifetime," then 80 years should be sufficient.**

101 Insurance Claims — FY+7

These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.

102A Accident Reports/Claims--Adults — CR+7

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.

102B Accident Reports/Claims--Minors — ACT+3

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims,

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
	etc. **ACT = until minor turns 18 years old. Note: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.**	
103A	Bids and Quotes--Awarded	ACT+6
	Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. **ACT = until the contract with the awarded vendor expires.**	
103B	Bids and Quotes—Not Awarded	ACT+2
	Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. **ACT = until a bid is awarded.**	
104	Contracts, Leases and Agreements	EXP+6
	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, information technology service providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc. Note: the Clerk or some other office may be the official recordkeeper for contracts.	
105	Annual Budget	FY+5
	These records document the requested and adopted amount of money for all departments, along with any amendments, that is appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records.	

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
106	Financial Data System	FY+7

This record is used as a general ledger to track and document financial transactions. It is usually maintained as a database or spreadsheet. It may contain digital images, electronic documents and electronic correspondence that serve as supporting documents to each transaction. This system may also contain data that documents other government functions, such as payroll, pensions, etc. Select data and supporting documents may need to be retained longer if the transaction relates to a contract, loan or other activity that is not completed within the specified timeframe.

107	Accounting Transaction Detail	FY+7

This record details all revenue, expenditures and balance sheets that are recorded in various accounts. It may be retained as paper, electronic data, computer output microfiche, etc. It also includes the chart of accounts that defines the accounting codes that are used.

108	Receivables	FY+7

These records document items that are purchased by others or services that are provided to others. They may include invoices, cash receipts, support documents, agreements, ledgers, etc.

109	Receipts	FY+7

These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.

110	Journal Entries	FY+7

These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. **Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.**

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
111	Budget Summaries and Balance Sheets	FY+7
	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc.	
112	Payment Records	FY+7
	These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, etc. **Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.**	
113	Telephone/Communications Bills	FY+7
	These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc. These records may contain the call detail and the financial statement.	
114	Procurement Card Applications	ACT+5
	These records document which employees are issued a procurement card for making purchases. These files may include the procurement cardholder application, cardholder agreement form, the cardholder maintenance form, etc. ACT = while the procurement card is held by the cardholder.	
115	Bank Activity	FY+7
	These records document activity on the government entity's bank account. They may include deposit slips, reconciliations, cancelled checks, check registers, bank statements, electronic funds transfer transactions, etc.	
116	Annual Local Unit Fiscal Report	FY+7
	The State of Michigan and the Federal Government require all local units of government to file an annual fiscal report with the Michigan Department of Treasury (Form F-65) that documents financial activity.	

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
117	Sales Tax Reports	FY+7
	These annual reports are prepared at the end of each calendar year to document the amount of sales tax that is collected. They are sent to the Michigan Department of Treasury.	
118	Comprehensive Annual Financial Report (CAFR)	FY+7
	These reports are submitted annually to the Michigan Department of Treasury at the end of the calendar year. They are often prepared with the assistance of auditors, and they document all incoming and outgoing funds. These records include the work papers and the reports. Some local governments choose to keep the final reports permanently.	
119	Municipal Finance and Borrowings	EXP+7
	These files document bonds for capital and construction projects. They may include transcripts of bond proceedings and other supporting documentation.	
120	Qualifying Statements	CR+1
	These forms are submitted annually to the Michigan Department of Treasury. They permit the local government to buy bonds. If a bond is purchased, these records will be maintained in accordance with item #118 as supporting documentation. If no bonds are sold, these records can be destroyed after 1 year.	
121	Final Affidavit of Payment	PERM
	The final affidavit of payment is evidence that all funds that were borrowed by the local government were paid back in full.	
122	Bond Cremation Certificates	PERM
	The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	
123	Fixed Asset Inventory Data	ACT
	This record is a list of all major property and its book value. Local government policy determines the value at which property must be included on an inventory. The value of these items is then distributed	

Item Number	Series Title and Description	Total Retention
	across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. **ACT = until the annual report for the fiscal year in which the item was disposed is audited.**	
124	Fixed Asset Annual Report	FY+7
	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by local governments. This annual report is produced from the fixed asset inventory.	
125	Disposition of Scrap and Surplus Materials	FY+3
	These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc.	
126	Audits--Support Documents	ACT+7
	Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc. **ACT = until the final report is issued [see OMB Circular A-133.320 (g)].**	
127	Audits--Final Report	CR+10
	This final report is submitted by the auditors. A copy of final audit reports will be retained permanently in the governing body's meeting records. However, this office may select to keep a permanent copy too.	
128	Financial Projections/Plans/Forecasts	SUP
	These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc. **SUP = retain until superseded by a new report. Superseded reports may continue to be valuable for reference purposes beyond this minimum retention period.**	

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
129	Indirect Costs	FY+7
	These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants.	
130	Grants	ACT
	These files document grants from state, federal and private agencies that are administered by the finance department. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. **ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.**	
131	Denied Grant Applications	CR+1
	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	
132	State Reports	FY+7
	Local governments are required to submit various financial reports to the Michigan Department of Treasury annually.	
133	Pension Plan Documentation	ACT
	These records document the terms of employee pension plans. They include plans that are administered by the local government, and plans that are administered by outside parties. **ACT = as long as any employee is enrolled in this specific plan.**	
134	Pension Investment and Finance Statements	FY+7
	Some local governments administer their own pension plans internally or with the assistance of a vendor. These monthly reports document pension plan investments and the financial status of accounts.	

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
135	Pension Plan Audits, Annual Reports and Actuarial Valuations	CR+100
	Some local governments administer their own pension plans. These reports document annual audits, financial reporting and third party actuarial valuations of the pension plan accounts and investments.	
136	Employee Pension Files	ACT+5
	Some local governments administer their own pension plans. These records document pension benefits for employees and retirees and their beneficiaries. They may include the original hiring notice, promotion notices, correspondence, exclusion letters, beneficiary forms, insurance elections, disability retirement approvals, etc. Note: these records may be maintained by Payroll. **ACT = until the retiree or beneficiary dies or a former employee becomes ineligible for a pension.**	
137	Public Body Meeting Records	PERM
	These files document the meetings of public bodies such as retirement boards, investment committees, etc. They include agendas, minutes, and supporting documentation (such as transcripts, correspondence, investment reports, etc.) that were reviewed by the public body during its meetings.	

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention

General Administrative Records

200 Subject Files — ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. **Subject files are generally organized alphabetically by topic.** Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. **ACT = while topical file is of interest for ongoing administration.**

201 General Correspondence — CR+2

General correspondence does not pertain to a specific issue and it **is often organized chronologically or by correspondent's name**. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

202 Transitory Correspondence — EVT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. **EVT = need not be retained more than 30 days after receipt.**

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
203	Freedom of Information Act (FOIA) Requests	CR+1
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	
204	Contact Lists/Directories	SUP
	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.	
205	Planners/Calendars	CR+2
	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	
206	Staff and Project Meeting Records	CR+2
	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200), if they relate to a specific topic.	
207	Annual Reports	CR+10
	These reports document the department's activities, and they may contain both narrative and statistical information.	
208	Departmental Budget Planning	CR+5
	These records document budget planning and tracking activities for the finance department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	

General Retention Schedule #31
Local Government Financial Records

Item Number	Series Title and Description	Total Retention
209	Publications	ACT
	These records may include press releases, brochures, newsletters and other items that are published by the department. **ACT = while of reference value.**	
210	Memorabilia	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. **ACT = while of reference value.**	
211	Audio-Visual Materials	ACT
	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. If the audio-visual materials are supporting documents to a specific business process, then they should be retained as long as any other records that document the business process. **ACT = while of reference value.**	
212	Visitor Logs/Registers	CR+2
	These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	
213	Employee In/Out Logs	CR+1
	These logs document the time/date when staff arrive and depart throughout each day. Note: This does not apply to timekeeping records. Timekeeping records are covered on General Schedule #26, item #205.	

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

Section Seven: City Clerk

This section was superseded by General Schedule #23 – Election Records (approved 10-16-2007, Updated 11-26-2013) and General Schedule #24 – City and Village Clerks (Approved 11-5-2008)

GENERAL SCHEDULE #23 – Elections Records

This Retention and Disposal Schedule covers records that are used to administer elections. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.

We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

11/3/2015

Christopher M. Thomas, Director (Date)
Bureau of Elections, Michigan Department of State

11/17/15

Brice Sample, CRM, Manager (Date)
Department of Technology, Management and Budget, Records Management Services

Mark E. Harvey 12/4/15

Mark E. Harvey, State Archivist (Date)
Department of Natural Resources, Archives of Michigan

APPROVED 1-26-16

State Administrative Board (Date)

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention

Administration

100 Bureau of Elections Correspondence — CR+2

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election News and the News You Can Use newsletters that are published and retained by the Bureau.

101 Transitory Correspondence — ACT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. ACT = until the activity is completed.

102 Post Election Reports — ACT+2

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report. ACT = the day after the November general election.

103 Certification — ACT

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam. ACT = while serving as an election official.

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention

County Records (supersedes General Schedule #6—County Clerks: items 6.0701-6.0722, 6.9005-6.9014)

200	Affidavits of Candidacy	ACT+2

These are filed by incumbent judges seeking ballot access for re-election. ACT = until the election is held.

201	Affidavits of Constitutional Qualification (supersedes item #6.0704)	ACT+2

These forms are filed by candidates for judicial positions. ACT = until the election is held.

202	Affidavits of Identity (supersedes item #6.0701)	ACT+2

These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.

203	Applications to Vote	ACT+6

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811 ACT = until the election is held.

204	Apportionment (supersedes item #6.0705)	ACT+11

These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc. ACT = from the first election that the plan was in effect.

205	Ballots (Select School District Elections)	ACT

These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
206	Board of County Canvassers Meeting Materials (supersedes item #6.0706) These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.	PERM
207A	Campaign Finance Statements of Organization—Committees Receiving Less Than $50,000 (supersedes item #6.0707A) These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than $50,000 in the election cycle. ACT = until the official date of dissolution.	ACT+5
207B	Campaign Finance Statements of Organization—Committees Receiving More Than $50,000 (supersedes item #6.0707A) These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than $50,000 in the election cycle. ACT = until the official date of dissolution.	ACT+15
208A	Campaign Finance Reporting--Committees Receiving Less Than $50,000 (supersedes item #6.0707B) These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than $50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.	CR+5
208B	Campaign Finance Reporting--Committees Receiving More Than $50,000 (supersedes item #6.0707B) These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than $50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.	CR+15

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
209	Candidate Filing Fee Refunds (supersedes item #6.0708)	ACT
	After the primary is held some candidates are eligible for a refund of their filing fee. ACT = until audit.	
210	Candidate Listing (supersedes item #6.0702)	ACT+2
	This register is used to log when a candidate files an Affidavit of Identity (see item #202). ACT = until the election is held.	
211	Certificates of Acceptance (supersedes item #6.0709)	ACT
	After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309). ACT = until the term of office expires.	
212	County Election Commission Meeting Materials (supersedes item #6.0711)	PERM
	These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.	
213	County Election Results (supersedes item #6.0710)	PERM
	These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.	
214	Declaration of Intent	ACT+2
	These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. ACT = until the election is held.	
215	Election Challengers	ACT+2
	An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents). ACT = until the election is held.	

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
216	Election Inspector Certificates (supersedes item #6.0717)	CR+2
	Election inspectors must attend training every two years. These certificates document who attended training.	
217	Election Inspector Training	SUP
	These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.	
218	Election Notices (supersedes item #6.0703)	ACT+2
	Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. ACT = until canvass of the election is completed.	
219	Electronic Voting Systems	ACT
	These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc. ACT = until 30 days following final determination of the Board of Canvassers (R168.790(18)). In addition, these records may need to be retained until a recount is completed, or until a court order to suspend destruction is lifted.	
220	Nominating and Qualifying Petitions (supersedes item #6.0715)	ACT
	All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.	
221	Nominating Petition Record	ACT+2
	This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions (see item #222) are disposed of.	

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
222	Oaths of Office—Election Officials	ACT+2

This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. ACT = until canvass of the election is completed.

223	Poll Books (supersedes item #6.0716)	ACT+2

These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811 ACT = until canvass of the election is completed.

224	Precinct Delegates	ACT+2

These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc. ACT = until the election is held.

225	Precinct Tabulation Data (supersedes item #6.0719)	ACT+2

This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention. ACT = until the election is held.

226A	Preliminary Accuracy Testing (Federal Offices)	ACT+2

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.

226B	Preliminary Accuracy Testing (State and Local Offices)	ACT+30 days

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
227A	Proof Ballots (State and Local Offices) (supersedes item #6.0720) Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. ACT = until the election is held.	ACT+30 days
227B	Proof Ballots (Federal Offices) (supersedes item #6.0720) Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. ACT = until the election is held.	ACT+22 months
228	Proposal Petitions Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.	ACT+2
229	Recalls Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.	CR+2
230	Recounts (supersedes item #6.0714) These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc. ACT = until the recount is completed.	ACT+2
231A	Sample Ballots (State and Local Offices) These ballots are produced and marked "sample" for posting for public information. ACT = until the election is held.	ACT+30 days

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
231B	Sample Ballots (Federal Offices) These ballots are produced and marked "sample" for posting for public information. ACT = until the election is held.	ACT+22 months
232	School Election Coordinating Committee The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.	EXP+6
233	Statement of Vote (supersedes item #6.0721) These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
234	Tally Sheets/Books (supersedes item #6.0722) These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
235	Tie Votes These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc. ACT = until the tie vote is broken.	ACT+2
236	Voting Equipment Acquisition These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.	ACT+6

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention

City, Township and Village Records (supersedes General Schedule #8—Municipalities: portions of Section 7—City Clerk, and General Schedule #10—Townships: Elections Department)

300 Absentee Ballot Envelopes — ACT+2

These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811 ACT = until the election is held.

301 Absentee Voter List — ACT+2

This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811 ACT = until the election is held.

302 Application for Absentee Ballot — ACT+6

These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include "emergency" absentee ballot requests. MCL 168.811 ACT = until the election is held.

303 Applications to Vote — ACT+6

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811 ACT = until the election is held.

304 Affidavits of Identity — ACT+2

These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.

305 Affidavit of Voter Unable to Meet Photo ID Requirements — ACT+6

This form is signed by voters who do not possess photo identification when attending the polls. ACT = until the election is held.

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
306	Ballots (Federal Offices)	ACT+22 months

These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). ACT = until canvass of the election is completed.

307	Ballots (State and Local Offices)	ACT

These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. Note: this series also applies to unused ballots for federal, state and local offices. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.

308	Candidate Listing	ACT+2

This register is used to log when a candidate files an Affidavit of Identity. ACT = until the election is held.

309	Declaration of Intent	ACT

These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. ACT = until January 1 following the election.

310	Election Notices	ACT+2

Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
	publication and the bill from the newspaper. ACT = until canvass of the election is completed.	
311	Election Inspector Applications	ACT
	These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission. ACT = while the person is eligible for appointment as an inspector.	
312	Election Inspector Certificates	CR+2
	Election inspectors must attend training every two years. These certificates document who attended training.	
313	Election Inspector Training	SUP
	These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.	
314	Electronic Voting Systems	ACT+30 days
	These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc. ACT = until canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed. Note: if the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period.	
315	Federal Post Card Application	CR+6
	These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.	
316	Local Election Commission Meeting Materials	PERM
	These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.	

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
317	Local Election Results	PERM
	These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.	
318	Nominating and Qualifying Petitions	ACT
	All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.	
319	Nominating Petition Record	ACT+2
	This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions (see item #317) are disposed of.	
320	Oaths of Office—Election Officials	ACT+2
	This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book. ACT = until the election is held.	
321	Precinct Maps	SUP Transfer to Archives of Michigan
	These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.	
322A	Preliminary Accuracy Testing (Federal Offices)	ACT+2
	These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
322B	Preliminary Accuracy Testing (State and Local Offices)	ACT+30 days

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.

323	Proposal Petitions	ACT+2

Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.

324	QVF Precinct Lists	ACT+2

These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811 ACT = until the election is held.

325	School Election Coordinating Committee	EXP+6

The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.

326	Statement of Vote	ACT+2

These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.

327	Tally Sheets/Books	ACT+2

These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.

328	Tie Votes	ACT+2

These records document that proper procedures were followed when breaking a tie vote. ACT = until the tie vote it broken.

General Retention Schedule #23
Elections Records

Item Number	Series Title and Description	Total Retention
329	Voter Identification Cards—Returned	ACT
	These voter identification cards were returned by the post office as undeliverable. ACT = until the voter's registration is cancelled.	
330	Voter Registration Applications	ACT
	Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated. ACT = until the master card is generated.	
331	Voter Registration Master Cards—Originals	ACT+5
	These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning. ACT = until cancelled.	
332	Voter Registration Master Cards—Duplicates	ACT+2
	These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original. ACT = until cancelled.	
333	Voter Registration Cards—Voided	CR+2
	Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.	
334	Voter Registration Cards--Change of Address	ACT
	Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices. ACT = until the official voter registration record is updated.	
335	Voting Equipment Acquisition	ACT+6
	These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.	

GENERAL SCHEDULE #24 – City and Village Clerks

This schedule supersedes section seven of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998.

This Retention and Disposal Schedule covers records that are commonly found in **city and village clerk** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Ann Ulrich — Aug. 20, 2008

Ann Ulrich, CMC, President (Date)
Michigan Association of Municipal Clerks

Debra Gearhart — 8/26/2008

Debra Gearhart, Director (Date)
Department of History, Arts and Libraries, Records Management Services

Mark Harvey — 10/8/08

Mark Harvey, State Archivist (Date)
Department of History, Arts and Libraries, Archives of Michigan

APPROVED

NOV 5 2008 — 11/5/08

State Administrative Board (Date)

GENERAL RETENTION SCHEDULE #24
CITY AND VILLAGE CLERKS
INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as a clerk's office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes section seven of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998. Elections records are covered separately on General Schedule #23—Elections Records that was approved in 2007.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention

General Administrative

100 Subject Files — ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. **Subject files are generally organized alphabetically by topic.** Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration. Some topical files may have historical value and should be preserved permanently.

101 General Correspondence — CR+2

General correspondence does not pertain to a specific issue and it **is often organized chronologically or by correspondent's name**. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

102 Transitory Correspondence — EVT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
103	Freedom of Information Act (FOIA) Requests	CR+1

This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each city or village is required by the FOIA to designate a FOIA Coordinator. This is not automatically the clerk, but it may be the clerk or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.

104	Planners/Calendars	CR+2

These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.

105	Staff and Project Meeting Records	CR+2

These records document staff meetings, meetings with other government agencies, etc. These records do not include council meetings and other official boards, committees or commissions. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.

106	Grants	ACT

These files are used to administer grants that are applied for by the office from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.

107	Publications	ACT

These records may include press releases, brochures, newsletters, annual reports and other items that are published by the office. ACT = while of

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
	reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.	
108	Policies, Procedures and Directives	SUP
	These records document the policies procedures of the clerk's office. It may also include an administrative manual of all city and village functions. SUP = only the current document must be retained. Superseded versions may be destroyed.	
109	Clerk's Office Budget	CR+5
	These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the clerk's office. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. This is not the official city or village budget.	
110	Memorabilia	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the office. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.	

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention

Council/Commission

200 Meeting Records--Open Sessions PERM

These records document the proceedings of the city or village council/commission and any subcommittees or advisory committees. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #203), bulletins, clippings, citizen requests (see item #204) or documentation of meeting-related expenditures. These records are preserved permanently to document the institutional memory of the city or village. Cities and villages are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.

201 Meeting Notes and Audio or Video Recordings EVT

Notes and audio or visual recordings of meetings of a public body of the city or village made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body. EVT = one day after the date that the meeting minutes are approved. (MCL 15.269).

202 Meeting Records--Closed Session EVT

These records consist of minutes taken during a closed session of the council/commission, including any audio or visual recordings. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. **EVT = Closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.**

203 Meeting Records--Official Boards, Committees and Commissions PERM

These records document the proceedings of the official boards, committees and commissions (such as an historical commission, arts commission, development authority, board of review, civil service board, etc.). Members of these boards are appointed by the city or village council/commission. These records include the approved minutes and agenda packets containing any materials that are distributed to members

Item Number	Series Title and Description	Total Retention
	for review and action. In some cities and villages, each of these bodies are responsible for providing the clerk with the official copy of the approved minutes and agenda packets. In some cities and villages, these records are maintained separately by the public body. Regardless, of where they are maintained, this retention period applies.	
204	Posted Notices of a Public Meeting	CR+1
	The Open Meetings Act (MCL 15.265) requires that notices of public meetings be posted. Specifically, the annual schedule must be posted at the beginning of the year, any changes to the annual schedule must be posted within 3 days of the change, and any special meeting must be posted at least 18 hours in advance. This series covers copies of the posted notices of any meeting, including annual schedules and special meetings.	
205	Citizen Requests	CR+1
	These requests are received from citizens who want to be heard by the city or village council/commission. They may relate to events, street closings, contract protests, complaints, requests for hearings, investigations, rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another city or village department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the council (with our without conditions).	
206	Member Files	ACT
	These files contain information about people who served on the council/commission and appointees to other official boards, committees and commissions. They may contain applications, biographical information, petitions, conference/training requests, correspondence, etc. ACT = While individual is serving as a member.	
207	Board Member Applications	CR+2
	These records are applications from residents who are interested in serving on a city or village board, committee, commission, etc. If they are appointed, this record will become part of the member file (see item #205).	

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
208	Rosters	PERM
	These records list who served on a particular board, committee, commission, etc., and the dates of their term as a member of the public body.	
209	Oaths of Office	PERM
	Certain public officials are required to sign an oath of office.	
210	Charter	PERM
	The charter provides the legal framework for operations of the city or village's government. It defines boundaries, how the city or village operates on a daily basis, the responsibilities and authority of various public officials, and regulations that are adopted by the council/commission. The document is revised over time, however superseded versions will be retained permanently as an historical record.	
211	Ordinances	PERM
	Codified ordinances document all laws enacted by the council/commission. They may include the text of the ordinance, public notices and vote sheets. A copy of these records may be compiled into a published codebook and database.	
212	Resolutions	PERM
	These resolutions are adopted by the council/commission. They include the language of the resolution and any supporting documents for the resolution.	
213	Budget	PERM
	The budget is approved by the council/commission. It documents revenues and expenditures, and allocations for each department. This record contains the final version, and any supplemental versions, revisions or amendments that are approved for each fiscal year.	
214	Annual Reports	PERM
	Departments may submit annual reports to the chief elected official's office where they are compiled into a single annual report of the city or	

Item Number	Series Title and Description	Total Retention
	village's activities. The official copy of the departmental reports, as well as the compiled report, are maintained by the clerk.	
215	Published Public Notices	ACT
	Public notices may be required to be published by statute, local ordinance or grant requirement. These records serve as evidence that the city or village provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. The city or village's finance/accounting office is the official recordkeeper for the billing records. These records may be retained with the other records that pertain to the event listed in the public notice. ACT = these records inherit the retention period of other record series, depending upon the type of event that is listed in the public notice.	

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention

Licensing and Permits

300 License and/or Permit Applications — ACT+1

These files contain applications for licenses and/or permits for various operations within city or village limits, as prescribed by ordinances, such as building, zoning, carnivals, solicitors, garage sales, pets, restaurants, taxis, etc. These records contain applicant information, information about the purpose of the license or permit, and it may contain supplemental documentation, such as blueprints, certificates of liability insurance, surety bonds, indemnity bonds, treasurer's reports, etc. The clerk may maintain a log, index, checklist or other document to keep track of licensees and the payment of fees. ACT = until license or permit expires or is revoked.

301 Liquor License Applications — ACT+10

These files contain applications for licenses to sell alcoholic beverages. They records include applications to transfer a license to a new owner and to transfer a license to a new location. These records may include the application, inspections, police reports, payment documentation, local board/commission review/approval documents, etc. The Michigan Liquor Control Commission maintains a duplicate copy of this record. These files include rejected applications. ACT = while the business owns the license (including escrow period).

303 Incomplete License Applications — CR+1

Individuals or businesses may fail to submit complete paperwork to receive a license from the city or village.

304 Non-Profit Recognition — PERM

The city or village may recognize non-profit organizations that wish to use city or village facilities for purposes that may include fundraising. The recognition of the organization does not expire. These files may include correspondence, 501c3 documentation, by-laws and articles of incorporation.

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention

Land and Property

400 Cemetery Records — PERM

Cities and villages may own one or more cemeteries. These records document purchasers and occupiers of lots and burials. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. Cities and villages are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.

401 Property Records — PERM

These records document the ownership of city or village property. They include rights of way, easements, deeds, restrictive covenants, vacated properties, warranty deeds, quit claim deeds, annexations, interlocal agreements, incorporations, etc. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. The county register of deeds will maintain copies of some of these records.

402 Tax Credits — ACT+7

Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. These files may include applications, legal property descriptions, etc. ACT = while the property owner is receiving the tax credit.

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention

Financial and Legal

500 Insurance Policies — EXP+30

These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, general liability, umbrella, etc.

501 Insurance Claims — FY+7

These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.

502A Accident Reports/Claims--Adults — CR+7

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on city or village property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.

502B Accident Reports/Claims--Minors — ACT+7

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on city or village property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. ACT = until minor turns 18 years old.

503 Bids and Quotes — ACT+7

Bids are received from vendors for services and contracts that the city or village needs for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, etc. These files may include the Invitation to Bid, the bid documents that are submitted, the reviewer

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
	documentation, etc. This record series includes awarded and non-awarded bid proposals. ACT = until a bid is awarded.	
504	Contracts	EXP+6
	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc.	
505	Litigation	ACT+5
	These files document any litigation to which the city or village is a party. The legal/general counsel will maintain the official and complete set of these documents. If the legal counsel is contracted by the city or village, the city or village may agree to be the official record keeper. These files may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.	
506	Legal Opinions	PERM
	These records document legal opinions issued by the city or village's legal counsel.	
507	Vital Records	PERM
	Any city that is an active local registrar for vital records (births and deaths), and has been approved by the Department of Community Health for that purpose is obligated to receive, file and retain vital records for that purpose. (MCL 333.2814-333.2815) All other cities and villages shall transfer their vital records to the Department of Community Health for permanent preservation.	
508	Vehicle Files	ACT
	These files document all vehicles owned by the city or village. They may include the registration, title, repair orders, documentation of all maintenance work that is performed, inspections, etc. ACT = while vehicle is owned by the city or village.	
509	Accounting Transaction Detail	FY+7

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
	This information details all revenue, expenditures and balance sheets that are recorded in various accounts maintained by the city or village. It may be retained as paper, electronic data, computer output microfiche, etc.	
510	Chart of Accounts	FY+7
	This chart defines the accounting codes that are used in the accounting transaction detail (see item #508).	
511	Receivables	FY+7
	These records contain invoices that are sent to citizens, groups or companies that are billed for services, such as facility use, event/activity fees, utilities, permits, licenses, etc. They may include support documents, agreements, and ledgers.	
512	Receipts	FY+7
	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	
513	Journal Entries	FY+7
	These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc.	
514	Budget Summaries and Balance Sheets	ACT
	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc. ACT = while needed to verify the status of financial accounts.	
515	Payment Records	FY+7
	These files document the payment for goods and services. They may include purchase orders, packing slips, vouchers, requisitions, invoices, travel expenses, etc.	

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
516	Telephone/Communications Bills	FY+7
	These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc.	
517	Bank Activity	FY+7
	These records document activity on the city or village's bank account. They may include deposit slips, reconciliations, cancelled checks, bank statements, electronic funds transfer transactions, etc.	
518	Investments	FY+1
	These files include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They may include cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	
519	Bonds	ACT+10
	These records detail the terms of bond funding that was secured for construction and improvement projects. They include the final transcript of closing documents. ACT = until the bond matures.	
520	Final Affidavit of Payment	PERM
	The final affidavit of payment is evidence that all funds that were borrowed were paid back in full.	
521	Bond Cremation Certificates	PERM
	The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	
522	Supply Inventories	FY+1
	These records document the volume of supplies (office, maintenance, etc.) that are purchased and used.	

General Retention Schedule #24
City and Village Clerks

Item Number	Series Title and Description	Total Retention
523	Fixed Asset Inventory Data	ACT
	This record is a list of all major property and its book value. City or village policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.	
524	Fixed Asset Annual Report	FY+7
	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the fixed asset inventory.	
525	Audits--Final Report	PERM
	Audit reports are prepared annually by independent accounting firms.	
526	Indirect Costs	FY+7
	These records are created annually to determine the allowable indirect cost rate that the city or village may charge to various state and federal grants.	
527	Surety Bonds	ACT+5
	Officers and employees, especially those who handle money, may need a bond to protect the city or village against theft. These certificates identify the person who is bonded, the bonding company and the amount of the bond. ACT = while employed.	

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

Section Eight: District Court

This section was superseded by General Schedule #16--Trial Courts (approved 11-8-2006).

Not Applicable

City did not adopt above-referenced schedule because it is not applicable.

Section Nine: Fire Department

This section was superseded by General Schedule #18--Fire/Ambulance Departments (approved 3-6-2007).

DEPARTMENT OF HISTORY, ARTS AND LIBRARIES
MICHIGAN HISTORICAL CENTER
RECORDS MANAGEMENT SERVICES

General Retention Schedule #18
Local Fire and Ambulance Departments

Photo of Lansing Fire Station #4, Choate Collection, courtesy of the Archives of Michigan, Lansing.

Michigan Department of History, Arts and Libraries

Approved March 6, 2007

Records Management Services
3405 N. Martin Luther King Blvd.
Lansing, Michigan 48909
(517) 335-9132

http://www.michigan.gov/recordsmanagement/

GENERAL SCHEDULE #18 – Local Fire/Ambulance Departments

This Retention and Disposal Schedule covers records that are commonly found in Local Fire Departments and Ambulance Services. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

William L. Nelson 1/23/07

Chief William Nelson, President (Date)
Michigan Association of Fire Chiefs

Mark Harvey 2/9/07

Mark Harvey, State Archivist (Date)
Department of History, Arts and Libraries, State Archives of Michigan

Debra Gearhart 1/28/07

Debra Gearhart, Director (Date)
Department of History, Arts and Libraries, Records Management Services

APPROVED 3/6/07

State Administrative Board (Date)

General Retention Schedule #18
Fire/Ambulance Departments

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they're listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A **"general schedule"** will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an **"agency specific schedule"** that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 18 for Fire/Ambulance Departments while also adopting General Schedule # 1 – Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.001 -	**Alarm Billings**	**CR+2**	**03/06/2007**
	These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.		
18.002 -	**Annual Reports**	**PERM**	**03/06/2007**
	This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.		
18.003 -	**Apparatus/Vehicle Inspections**	**ACT**	**03/06/2007**
	These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.004 -	**Budget Information**	**CR+6**	**03/06/2007**
	These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.		
18.005 -	**Building Inspection Reports/Files - Construction**	**ACT+10**	**03/06/2007**
	These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business		
18.006 -	**Building Occupancy Inspection Reports/Files**	**ACT+10**	**03/06/2007**
	These records document inspections performed pursuit to M.C.L. 29.8 o P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
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DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.007 -	**Burning Permits (Recreational)**	**CR+1**	**03/06/2007**
	These records document permits issued to residents to burn leaves, brush, etc.. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.		
18.008 -	**Carbon Monoxide Inspection/Checklist**	**CR+1**	**03/06/2007**
	These records document carbon monoxide inspections performed for citizens homes.		
18.009 -	**Computer Aided Dispatch (C.A.D.) Log**	**CR+2**	**03/06/2007**
	These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any/all calls that the department was sent or dispatched on. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.		
18.010 -	**Committee Records**	**CR+2**	**03/06/2007**
	These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.		

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DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.011 -	**Complaints - Citizens**	**CR+2**	**03/06/2007**
	These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.		
18.012 -	**Contracts**	**EXP+6**	**03/06/2007**
	These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires		
18.013 -	**Controlled Burn Release Agreements**	**CR+10**	**03/06/2007**
	These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.		
18.014 -	**Correspondence - General**	**CR+2**	**03/06/2007**
	This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.015 -	**Daily Activity Logs (Journals)**	**CR+3**	**03/06/2007**
	These records document the daily activities of the department or it's staf		
18.016 -	**Daily Work Schedules**	**CR+1**	**03/06/2007**
	These records document the work schedule showing who is on duty when.		
18.017 -	**Discovery Orders**	**CR+1**	**03/06/2007**
	These are copies of discovery orders submitted by attorneys for information related to incidents.		
18.018 -	**Dispatch Activity Log**	**CR+10**	**03/06/2007**
	These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call.		
18.019 -	**Dispatch Recordings**	**CR+0/1**	**03/06/2007**
	These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc..		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.020 -	**Driving Logs**	**CR+1**	**03/06/2007**
	These records document time spent driving department vehicles by department personnel and are used for driver certification.		
18.021 -	**Educational Programs - Schools, Community, Etc.**	**ACT**	**03/06/2007**
	These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant		
18.022 -	**Equipment Inspections - Portable**	**CR+3**	**03/06/2007**
	These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.		
18.023 -	**Equipment Inventory**	**SUP**	**03/06/2007**
	These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

DeptCode	DeptName
/GS18/	*Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.024 -	**Equipment Operator Log**	**CR+1**	**03/06/2007**
	These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.		
18.025 -	**False Alarm Reports**	**CR+2**	**03/06/2007**
	These records document false alarms that the department was dispatched on.		
18.026 -	**Field Training Observations (FTO)**	**EVT+2**	**03/06/2007**
	These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc. EVT = When the probation period ends.		
18.027 -	**Fire Drill Reports**	**CR+3**	**03/06/2007**
	These records document fire drills preformed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.028 -	**Firefighter (S.C.B.A.) Fit Test**	**ACT**	**03/06/2007**
	These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the department.		
18.029 -	**Fire Station House Inspections**	**CR+3**	**03/06/2007**
	These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc..		
18.030 -	**Fire Station Licensure Files**	**ACT**	**03/06/2007**
	These records document the inspections performed by the state and support the actual licensing of the fire department. ACT = While station is active		
18.031 -	**Freedom of Information Act (FOIA) Requests**	**CR+1**	**03/06/2007**
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.032 -	**Grant Records**	**ACT+7**	**03/06/2007**
	These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.		
18.033 -	**Grievance Files**	**CR+7**	**03/06/2007**
	These are copies of grievances filed against union contracts.		
18.034 -	**Historical Records**	**ACT**	**03/06/2007**
	These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.		
18.035 -	**Hydrant Repair/Inspections**	**CR+3**	**03/06/2007**
	These records document the locations and/or inspections performed on fire hydrants.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.036 -	**Incident/Run Reports (Ambulance/EMS/Fire)**	**CR+10**	**03/06/2007**
	These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.		
18.037 -	**Investigative Reports (Open) - Non-Criminal**	**CR+3**	**03/06/2007**
	These records document any open investigations regarding fires that hav been unsolved and classified as Non-Criminal.		
18.038 -	**Investigative Reports (Open) - Misdemeanor**	**CR+7**	**03/06/2007**
	These records document any open investigations regarding fires that hav been unsolved and classified as a Misdemeanor.		
18.039 -	**Investigative Reports (Open) - Felony**	**CR+20**	**03/06/2007**
	These records document any open investigations regarding fires that hav been unsolved and classified as a Felony.		
18.040 -	**Investigative Reports (Open) - Homicide**	**PERM**	**03/06/2007**
	These records document any open investigations regarding fires that hav been unsolved involving a homicide.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.041 -	**Invoices - Original**	**CR+6**	**03/06/2007**
	These records document invoices that are generated by the department for contract services, overtime, licenses, etc..		
18.042 -	**Job Applications-Not Interviewed/Not Hired**	**CR+1**	**03/06/2007**
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
18.043 -	**Job Applications-Interviewed/Not Hired**	**CR+2**	**03/06/2007**
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
18.044 -	**Job Descriptions**	**SUP**	**03/06/2007**
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications.		
18.045 -	**Key/Knox Box Records**	**SUP**	**03/06/2007**
	These records document the locations of keys or security systems within buildings and structures.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.046 -	**Litigation Files**	**ACT+10**	**03/06/2007**
	These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.		
18.047 -	**Material Safety Data Sheets (M.S.D.S.)**	**ACT**	**03/06/2007**
	The records document information about the 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, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.		
18.048 -	**Medical/Exposure Records**	**ACT+30**	**03/06/2007**
	These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.049 -	**Medical Consent Forms**	**CR+2**	**03/06/2007**
	These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.		
18.050 -	**Meeting Minutes**	**CR+10**	**03/06/2007**
	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.		
18.051 -	**MIOSHA Logs**	**CR+5**	**03/06/2007**
	These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety & Health Standard, Part11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.		
18.052 -	**Monthly Reports**	**CR+7**	**03/06/2007**
	These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.053 -	**Mutual Aid Agreements**	**ACT+10**	**03/06/2007**
	These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.		
18.054 -	**Outside Employment Form**	**ACT**	**03/06/2007**
	This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the 2nd party.		
18.055 -	**Overtime Equalization Records**	**CR+2**	**03/06/2007**
	These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.		
18.056 -	**Pass Tag**	**SUP**	**03/06/2007**
	These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.057 -	**Payroll Timesheets**	**CR+5**	**03/06/2007**
	These are typically copies of timesheets that are completed and forwarded to the payroll office.		
18.058 -	**Personal Equipment Records**	**ACT**	**03/06/2007**
	These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in use		
18.059 -	**Personnel Information Records**	**SUP**	**03/06/2007**
	These records are used as a reference tool for identifying employee badg number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record.		
18.060 -	**Personnel Files**	**ACT+7**	**03/06/2007**
	These files are 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 maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc. ACT = While employed by the department.		

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18.061 -	**Photographs**	**ACT**	**03/06/2007**
	These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training o documenting historical incidents for future reference. ACT = While relevant to the department		
18.062 -	**Policy/Procedure Manuals**	**SUP**	**03/06/2007**
	These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.		
18.063 -	**Position Interview Questions**	**SUP**	**03/06/2007**
	These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.		
18.064 -	**Pre-Fire Surveys**	**SUP**	**03/06/2007**
	These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.065 -	**Promotional Results**	**ACT**	**03/06/2007**
	These records contain information associated with test scores, test sheets order of ranking, results of offsite testing, etc. ACT = While test are active		
18.066 -	**Public/Community Activity Schedules**	**CR+1**	**03/06/2007**
	These records document social events held within the community that th department may be involved with such as dances, festivals, etc.		
18.067 -	**Purchasing Records**	**CR+6**	**03/06/2007**
	These records are documents that support purchases made by the department.		
18.068 -	**Records Management Database System - NFIRS/MFIRS**	**CR+25**	**03/06/2007**
	These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.069 -	**Reference Files**	**ACT**	**03/06/2007**
	These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.		
18.070 -	**Ride Along Waiver**	**CR+1**	**03/06/2007**
	This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.		
18.071 -	**SARA III/Fire Fighter Right-to-Know Records**	**ACT**	**03/06/2007**
	These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.		
18.072 -	**Siren Test**	**CR+3**	**03/06/2007**
	These document the test performed on the public warning sirens that are used to alert the community of danger.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.073 -	**Subpoenas**	**CR+1**	**03/06/2007**
	These are copies of subpoenas received to appear in court or requesting for information.		
18.074 -	**Tickets/Citations**	**CR+2**	**03/06/2007**
	These are copies of the tickets issued for fire lane violations, minor fire code violations, etc..		
18.075 -	**Time/Attendance Records**	**CR+5**	**03/06/2007**
	These document the time attendance of firefighters and may or may not include roll call logs, time sheets, etc..		
18.076 -	**Tornado Watch/Warning Records**	**CR+3**	**03/06/2007**
	These records document the dates and times that tornado watch/warnings are issued by the National Weather Service and show who responded and/or participated in the watch/warning.		
18.077 -	**Training Bulletins/Schedules**	**CR+3**	**03/06/2007**
	These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.078 -	**Training Courses - Administrative**	**CR+3**	**03/06/2007**
	These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.		
18.079 -	**Training Files - Firefighter**	**ACT+7**	**03/06/2007**
	These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules certificates, course descriptions and receipts. ACT = While employed by the department.		
18.080 -	**Training Fund**	**CR+6**	**03/06/2007**
	These records document money available and spent from the training fund.		
18.081 -	**Vehicle Accident Report**	**ACT**	**03/06/2007**
	These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.082 -	**Video Tapes**	CR+0/1	03/06/2007

These video tapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.

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Michigan Department of History, Arts and Libraries
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is <u>not</u> listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do <u>not</u> create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical

standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

Section Ten: Grants – Federal

The following information was downloaded from the Internet. For additional information, please visit http://www.grants.gov.

A Guide to OMB's Grants Management Circulars and Related Documents
The U.S. Office of Management and Budget (OMB), working cooperatively with Federal agencies and non-Federal parties, establishes policies and guidelines through its grants management circulars and government-wide common rules that are codified by each grant-making agency. Seven OMB circulars provide the standard administrative requirements for the management of Federal dollars, the cost principles for determining allowable and unallowable expenditures of Federal dollars, and the requirements for auditing non-Federal parties' management of Federal dollars.

The following two-part chart identifies the location of the agencies' codified rules for the following subject areas:

- Federal administrative requirements for State and local grantees;
- Federal administrative requirements for universities and non-profit organizations;
- Non-procurement suspension and debarment;
- Requirements under the Drug-Free Workplace Act; and
- Anti-lobbying requirements (Byrd Amendment).

Notes:
The following notes furnish additional information about OMB issuances relating to these common rules.

1. Abbreviations used for the following independent agencies: African Development Foundation (ADF); Agency for International Development (AID); Corporation for National & Community Service (CNCS); Environmental Protection Agency (EPA); Export-Import Bank of the United States (EX-IM); Federal Emergency Agency (FEMA); Federal Mediation & Conciliation Service (FMCS); General Service Administration (GSA); Institute of Museum Services (IMS); Inter-American Foundation (IAF); National Aeronautics & Space Administration (NASA); National Archives & Records Administration (NARA); National Endowment for the Arts (NEA); National Endowment for the Humanities (NEH); National Science Foundation (NSF); Office of National Drug Control Policy (ONDCP); Office of Personnel Management (OPM); Overseas Private Investment Corporation (OPIC); Small Business Administration (SBA); Tennessee Valley Authority (TVA); & United States Information Agency (USIA).

2. Additional agencies are expected to codify OMB Circular A-110 (58 FR 62992); in the meantime, the Circular's requirements apply to them and their awards.

3. Executive Code 12549 provided that agencies including those which have not yet codified the common rule, are covered by OMB's government-wide guidelines which are identical to the common rule (see OMB's memorandum to the agencies at 60 FR 33036 and OMB's notice at 53 FR 34474). For additional information about implementation of the Drug-Free Workplace Act, see OMB's notices at 54 FR 4946 and 55 FR 21679.

4. The law only required major agencies, as identified by OMB, to codify the common rule; all other agencies are covered by OMB's government-wide guidance (54 FR 52306) which is identical to the common rule (also see OMB's clarification notices at 55 FR 24540 and 57 FR 1772). Because of a new law on lobbying, OMB issued amendments to its government-wide guidance, effective 1/1/96 (61 FR 1412).

Codification of Certain Government-wide Grants Requirements by Department

Department (see Note 1)	Grants Management Common Rule (State & Local Governments)	OMB Circular A-110 (Universities and Non-profit Organizations) (See Note 2)	Non-procurement Suspension & Debarment and Drug-Free Workplace Act Common Rule (See Note 3)	Byrd Anti-Lobbying Amendment Common Rule (See Note 4)
Agriculture	7 CFR 3016	7 CFR 3019	7 CFR 3017	7 CFR 3018
Commerce	15 CFR 24		15 CFR 26	15 CFR 28
Defense	32 CFR 33		32 CFR 25	32 CFR 28
Education	34 CFR 80	34 CFR 74	34 CFR 85	32 CFR 82
Energy	10 CFR 600	10 CFR 600	10 CFR 1036	10 CFR 601
Health & Human Services	45 CFR 92	45 CFR 74	45 CFR 76	45 CFR 93
Housing & Urban Development	24 CFR 85	24 CFR 84	24 CFR 24	24 CFR 87
Interior	43 CFR 12	43 CFR 12	43 CFR 12	43 CFR 18
Justice	28 CFR 66	28 CFR 70	28 CFR 67	28 CFR 69
Labor	29 CFR 97	29 CFR 95	29 CFR 98	29 CFR 93
State	22 CFR 135	22 CFR 145	22 CFR 137	22 CFR 138
Transportation	49 CFR 18	49 CFR 19	49 CFR 29	49 CFR 20
Treasury			31 CFR 19	31 CFR 21
Veterans Affairs	38 CFR 43		38 CFR 44	38 CFR 45

Codification of Certain Government-wide Grants Requirements by Agency

Agency (see Note 1)	Grants Management Common Rule (State & Local Governments)	OMB Circular A-110 (Universities & Non-Profit Organizations (see Note 2)	Non-procurement Suspension & Debarment and Drug-Free Workplace Act Common Rule (see Note 3)	Byrd Anti-Lobbying Amendment Common Rule (see Note 4)
ADF			22 CFR 1508	
AID		22 CFR 226	22 CFR 208	22 CFR 227
CNCS	45 CFR 2541	45 CFR 2543	45 CFR 2542	
EPA	40 CFR 31	40 CFR 30	40 CFR 32	40 CFR 34
EX-IM				12 CFR 411
FEMA	44 CFR 13		41 CFR 17	44 CFR 18
FMCS	29 CFR 1470		29 CFR 1471	
GSA	41 CFR 105-71	41 CFR 105-72	41 CFR 105-68	41 CFR 105-69
IMS	45 CFR 1183		45 CFR 1185	
IAF			22 CFR 1006	
NASA	14 CFR 1273	14 CFR 1260	14 CFR 1265	14 CFR 1271
NARA	36 CFR 1207	36 CFR 1210	36 CFR 1209	
NEA	45 CFR 1157		45 CFR 1154	45 CFR 1158
NEH	45 CFR 1174		45 CFR 1169	45 CFR 1168
NSF	45 CFR 602		45 CFR 620	45 CFR 604
ONDCP	21 CFR 1403		21 CFR 1404	
OPM			5 CFR 970	
OPIC				22 CFR 712
Peace Corps			22 CFR 310	22 CFR 311
SBA	13 CFR 143		13 CFR 145	13 CFR 146
TVA				18 CFR 1315
USIA		22 CFR 518	22 CFR 513	22 CFR 519

Not Applicable

Section Eleven: City Income Tax Office

Record Series	Minimum Retention Period	Disposition
Withholding Tax Statement (CW-2) Copy A – filed with employer	6 yrs	
Reconciliation of Income Tax Withheld (CW-3)	10 yrs	
This form is filed by employer along with W-2 for each employee. Also accompanying is adding machine tape or accounting machine listing showing the total of income tax withheld on form W-2 (employee)		
Employee Withholding Certificate (CW-4)	Current + 6 yrs	
Employer's Withholding Registration (C-SS-4)	Current + 6 yrs	
Trade name, Employer's name, type of organization		
Employer's Return of Income Tax Withheld (C941)	6 yrs	
Tax withheld, adjustments, total. This form accompanies Employer's payment to City Treasurer.		
Quarterly Statement of Account (Estimated Tax) (C1124)	6 yrs	
One filed each quarter (color coded). They are attached to 1040 ES at end of year		
Tax Statement (IT-23)	Current + 6 yrs	
Payment form used when there is some type of payment or filing irregularity		
Miscellaneous Income (1099-MISC)	Current + 4 yrs	
Individual Income Tax Return (resident) (C1040R)	6 yrs	
With attached copy of employee W-2		
Individual Income Tax Return (non-resident) (C1040N)	6 yrs	
With attached copy of employee's W-2		
Declaration of Estimated Income Tax (Annual Declaration) (C1040ES)	6 yrs	
Quarterly cards are added to this		
Fiduciary Return (C1041)	6 yrs	

Income returns for trust funds and estates		
Corporation Income Tax Return (C1065)	6 yrs	
Partnership Income Tax Return (C1065)	6 yrs	
Application for Extension for Filing	Current + 6 yrs	
Annual Returns		
Filled out and submitted in triplicate, if approved one copy kept in agency file, two copies returned to file – one of which he/she attaches to his/her return form when filed		
Receipt Books	7 yrs	
Validated Receipts	7 yrs	
Refund Warrants	8 yrs	
Computer Printouts:		
File Maintenance	Current	
Payment Batch Total also labeled “Batch Balancing Printout” or “Kickout Register”	4 yrs	
Federal ID# or SS#; quarter; year; amount paid by or to each individual in that batch; what total amount should be; any difference		
Quarterly Mailing List (C941 and W-3)	Current	
Names and addresses of persons to whom forms should be sent – by ID#		
Bank Reconciliation (from bank)	6 yrs	
Reconciliation of tax revenues giving account #; serial # of checks; date		
Reconciliation (W-3)	6 yrs	
Verifies balance between W-2 and W-3; lists any discrepancies		
Refund Register of “Final Return Reconciliation”	6 yrs	
Account #; Batch #; name; tax due; tax paid; refund amount		
Personal Property Master Roll	Current	
Property code; county; mailing address; description; assessor; Board of Review		
Check Register or “Refunds”	6 yrs	
SS#; name, additions; subtractions; net; gross; exemptions; batch #; tax; check #; amount of refund		

Section Twelve: Manager/Mayor

Records Series	Minimum Retention Period	Disposition
Annual Budget	Permanent	If changed, contact Archives of Michigan
Annual Budget – Workpapers	Current + 1 yr	
Annual Report/Message	Permanent	If changed, contact Archives of Michigan
Complaint Files	1 yr or until settled	
Correspondence/Memoranda		
a. Routine	1 yr	
b. Policy	Permanent	If changed, contact Archives of Michigan
Emergency Plan – Civil Defense	Current	
Labor Agreements (city employees)	Permanent	If changed, contact Archives of Michigan
Opinions – Legal Advisor	Permanent	If changed, contact Archives of Michigan
Organization Charts	Permanent	If changed, contact Archives of Michigan

Section Thirteen: Parks and Recreation Department

Note: This section was superseded by General Schedule #32--Local Government Parks and Recreation Departments (approved 4-20-2010).

GENERAL SCHEDULE #32 – Local Government Parks and Recreation Departments

This Retention and Disposal Schedule covers records that are commonly found in the **parks and recreation departments** within counties, cities, townships, villages, and local authorities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

11-17-09

Darrin Duistermars, President (Date)
Michigan Recreation and Park Association

11/30/09

Debra Gearhart, Director (Date)
Department of Management and Budget, Records Management Services

1/28/10

Mark Harvey, State Archivist (Date)
Department of Natural Resources, Archives of Michigan

APPROVED 4/20/2010

State Administrative Board (Date)

GENERAL RETENTION SCHEDULE #32
LOCAL PARKS AND RECREATION DEPARTMENTS
INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as a parks and recreation department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--Section 13 "Parks and Recreation Department" and General Schedule #10--Parks and Recreation.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government's human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government's business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule #31. As a result, the parks and recreation department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only (see

General Schedule #1). If the parks and recreation department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer's are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Need more help?

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention

Parks

100 Park Inventory — ACT

These records describe park assets such as land, structure and equipment, and any other large purchases. They may contain a description of the asset, purchasing information, asset location, etc. This record may be a paper file, a database, a spreadsheet, etc. **ACT = until the asset is disposed of.**

101 Park Files — ACT

Separate files may be maintained on each park or facility to document its history, assets and maintenance. The files may contain information about the land, equipment, improvements, maintenance standards, landscaping, playground inspections, land use permits, news clippings, photographs, brochures, flyers, etc. **ACT = while park is owned by the parks and recreation department. Historical information should be retained permanently.**

102 Park GIS Data — SUP

This data is maintained in a GIS system. It may document park features such as overall park design, trail design, tree locations, and location of neighboring private homes or commercial buildings.

103 Photographs — ACT

These photographs document activities, programs, facilities, the history of the department, people, etc. They may be kept in analog or digital formats. **ACT = while of reference value.**

104 Maintenance Files — ACT+5

These files document the maintenance of parks, recreation facilities, cemeteries, and other department owned properties, including equipment and services being used. These files may include work orders, inspection checklists, cost, hours, repair history, product information, etc. **ACT = while equipment and/or service is in use.**

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
105	Pesticide/Herbicide Application	CR+5
	These records document the application of pesticide/herbicide chemicals in parks and on government owned golf courses. The file may include a work order and a schedule of spraying.	
106	Hazardous Materials Safety Data Sheets	ACT+30
	Material Safety Data Sheets (MSDS) are written or printed material concerning a hazardous chemical that contain safety and health information about the chemicals to which employees may be exposed. MSDS or some record of the identity of the substance or agent, such as the chemical name, if known, where it was used and when it was used must be maintained. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information. ACT = While the hazardous material is in use or stored on the property.	
107	Activity Reports	CR+5
	These periodic reports generated by the parks and recreation department and may contain narrative and statistical data about the department's programs, activities, services, customers, etc. They may be generated for the entire parks and recreation department or for a specific function program or facility, such as the golf course, nature center, historical property, park police, etc.	
108	Improvement Project Files	ACT
	These records document improvements made to the parks system. They may include meeting notes, plans, bids, correspondence, grant documentation, blueprints, drawings, maps, specifications, testing of materials, slides, photos, shop drawings, product manuals, warranties, as-built drawings, etc. **ACT = life of improvement.**	
109	Cell Tower Files	PERM
	These records document cell towers that are installed on park land. They may include lease agreements, licenses, contracts, easements, correspondence, etc.	

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
110	Tree Files	ACT+1
	These files contain information about trees planted and/or maintained by the department. They identify the type of tree, location, activity dates, damage, maintenance, etc. ACT = life of tree.	
Recreation		
200	Recreation Database	CR+3
	This database tracks recreation programs including the usage of facilities, building activities, registration for recreation programs, fees, team rosters, etc.	
201	Recreation Registrations	CR+3
	These files document registrations for recreation programs including teams, leagues, camp programs, special events, campgrounds, golf, etc. They may include registration forms, medical forms, invoices/receipts, "hold harmless" agreements, etc.	
202	Program Files	ACT
	These files document regular programs, special events, tours and camps held by the parks and recreation department. These files may cover programs held at various facilities including recreation centers, nature centers, historical properties, parks, golf courses, campgrounds, aquatic facilities, etc. They may include programs/itineraries, logistical planning documents, surveys, brochures, correspondence, evaluations, program content (including curriculum), etc. **ACT = while of reference value.**	
203	Special Event Files	CR+6
	These records document legal responsibilities for events held on government property, including parades, fireworks, picnics, festivals, races, weddings, parties, etc. They may include permits, contracts, licensing, legal agreements (including, but not limited to, hold harmless agreements, releases and waivers), meeting minutes, correspondence, insurance, event-specific marketing, etc.	

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
204	Facility Schedules	CR+1
	These records track usage for each facility. They may identify the reservation date, user, fees charged, special instructions, etc.	
205	Rental/Use Agreements	CR+1
	These records document facility and equipment rentals to groups and the general public.	
206A	Accident Reports/Claims--Adults	CR+3
	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	
206B	Accident Reports/Claims--Minors	ACT+3
	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. **ACT = until minor turns 18 years old. Note: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.**	

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
207	Waivers	CR+1

These records are used for summer camps and other sponsored programs to release the government's liability. **NOTE: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.**

208	Training Records for Certifications	EXP

These classes prepare students for certification in water safety instruction, CPR, lifeguard, etc. These files document who attended the course, and whether they successfully completed the requirements for certification. The files may include exams, answer sheets, pass/fail grades, personal contact information, sign-in sheets, etc. **EXP = until expiration of certification.**

209	Team Records	CR+2

These records document athletic teams participating in recreation programs run by the city each season. They may contain the team roster, game schedules and results of games.

210	Suspensions	ACT+5

These records document individuals or teams who are suspended from participating in recreation programs or entering facilities run by the parks department. They may contain departmental investigation files and suspension hearing documents. **ACT = while suspension is in effect or permanent, depending on length of suspension.**

Cemetery

300	Cemetery Records	PERM

These records document purchasers and occupiers of lots and burials. They may include maps, indexes (database), burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records,

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
	interment and disinterment orders, etc. Local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.	
301	Cemetery Maintenance	CR+1
	These records document routine maintenance of the cemetery including deed authorizations, work orders, service requests, receipts, invoices, etc.	
Golf		
400	Golf Leagues	FY+1
	These records document who has participated in golf leagues. They may include rosters/lists, registrations, etc.	
401	Golf Activity	FY+1
	These records document use of the golf course, including season passes, sign-in sheets, statistics, expenses and revenue, etc.	
Aquatic Facilities		
500	Water Quality Records	CR+2
	These records may document monthly and bi-monthly testing of recreation pools, beaches, drinking water, etc. The testing may be performed internally or by outside companies. These files may also document the application of aquacides.	
Campgrounds		
600	Campground Files	SUP
	These files document the operation of campground facilities. They may include operating licenses, inspection records (both state and local), etc. SUP = retain records until they are superseded.	

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention

Planning

700 Capital Improvement Plans — CR+5

These plans are created periodically (such as annually) to identify proposed improvements to the parks system. The files may contain architectural drawings, bid specifications, master instructions for equipment, correspondence, etc.

701 Master/Long Range Plans — PERM

These plans are updated on a scheduled basis to identify proposed improvements to the infrastructure of the parks system.

Public Meetings

800 Meeting Records--Open Sessions — PERM

These records document the proceedings of the public body that oversees or advises the department. **They include the approved minutes and agenda packets** containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #803), bulletins, clippings, or documentation of meeting-related expenditures. These records are preserved permanently to document the institutional memory of the community. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record (see General Schedule #1). Local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.

801 Meeting Notes and Audio or Video Recordings — EVT

Notes and audio or visual recordings of meetings of a public body made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body. **EVT = one day after the date that the meeting minutes are approved.**

802 Meeting Records--Closed Session — EVT

These records consist of minutes taken during a closed session of the public body, including any audio or visual recordings. Approved closed

Item Number	Series Title and Description	Total Retention
	session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. **EVT = Closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.**	
803	Notices of a Public Meeting	CR+1
	The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing.	
Financial Records		
900	Department Budget	CR+5
	These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	
901	Income Reports	FY+2
	These records document park usage and fees collected. They may identify the fees that are paid and what accounts they are applied to, as well as breakdowns of all accounts. These records may support official documentation maintained by the local government's business/finance office.	
902	Usage Fees and Receipts	FY+2
	These records document financial transactions including registration fees, usage/rental fees, concessions, tickets and merchandise sales, etc. They may include receipts, logs, cash register daily report, bank deposits, external credit card issues, payment reversals, etc. These records may support official documentation maintained by the local government's business/finance office.	
903	Concessions and Merchandise Inventories	FY+2
	These records document supplies and sales of food and merchandise. They may identify items in stock, quantity, purchasing information, value,	

Item Number	Series Title and Description	Total Retention
	amount sold, etc. These records may support official documentation maintained by the local government's business/finance office.	
904	Grants	ACT
	These files contain information related to grants received from state, federal and/or private sources to support the acquisition or maintenance of property or equipment and for the running of programs or special events. They may document that the community used the funds in accordance with the terms of the grant. The files may contain a copy of the grant, correspondence, purchases, expenses, and any other supporting documents. **ACT = until audit or 5 years, whichever is later. Final reports and products of the grant may be kept longer for use and reference purposes. If the grant was used to purchase a fixed asset, select documents may need to be retained until that asset is disposed of. If the grant was used to fund a park improvement project, select documents may need to be retained for the life of the improvement.**	
905	Donor Files	PERM
	These files document groups or individuals who made donations (cash or property) to the department, including friends groups. The may include correspondence, certificates of gift, thank you letters, gift ledgers or logs, etc.	
906	Endowment Fund Files	PERM
	These records document activity on endowed funds. They may include statements, deposits, correspondence, planning, etc.	
907	Sponsorships	FY+7
	These records document funds received from sponsors for specific programs, activities or events. They may include correspondence, copies of contracts, financial/budgetary documents, etc.	
908	Vehicle Files	ACT
	These files document specialty vehicles owned by the parks and recreation department. They may contain ownership documents, maintenance records, driver log sheets, etc. **ACT = until vehicle is sold or disposed of.**	

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
909	Fuel Usage	FY+2

These records document the purchase of fuel. They may identify the equipment, dates, operator, account billed, etc. These records may support official documentation maintained by the local government's business/finance office.

General Administrative Records

1000	Subject Files	ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. **Subject files are generally organized alphabetically by topic.** Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. **ACT = while topical file is of interest for ongoing administration. Some topical files may have historical value and should be preserved permanently.**

1001	General Correspondence	CR+2

General correspondence does not pertain to a specific issue and it **is often organized chronologically or by correspondent's name**. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

1002	Transitory Correspondence	EVT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not**

Item Number	Series Title and Description	Total Retention
	set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. **EVT = need not be retained more than 30 days after receipt.**	
1003	Freedom of Information Act (FOIA) Requests	CR+1
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each public body is required by the FOIA to designate a FOIA Coordinator. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.	
1004	Planners/Calendars	CR+2
	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	
1005	Staff and Project Meeting Records	CR+2
	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.	
1006	Policies, Procedures and Directives	SUP+5
	These records document the policies and procedures of the department. **SUP = retain superseded versions for 5 years.**	

General Retention Schedule #32
Local Parks and Recreation Departments

Item Number	Series Title and Description	Total Retention
1007	Publications	ACT
	These records document efforts at advertising programs and services to the general public and marketing directly to regular parks and recreation program users. These records may include press releases, brochures, newsletters, mailing lists, annual reports and other items that are published by the office. E-newsletters may also be created and stored electronically. **ACT = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.**	
1008	Memorabilia	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. **ACT = while of reference value to the department. Departments are strongly encouraged to retain select items permanently for historical purposes.**	

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

Section Fourteen: Personnel Department

This section was superseded by General Schedule #26--Local Government Human Resources (approved 10-7-2008).

GENERAL SCHEDULE #26 – Local Government Human Resources

This Retention and Disposal Schedule covers records that are commonly found in the **Human Resources** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

David Van de Grift — July 31, 2008

David Van de Grift, President (Date)
Michigan Chapter of the International Public Management Association for Human Resources

Debra Gearhart — Aug. 06, 2008

Debra Gearhart, Director (Date)
Department of History, Arts and Libraries, Records Management Services

Mark E Harvey — 8/28/08

Mark Harvey, State Archivist (Date)
Department of History, Arts and Libraries, Archives of Michigan

APPROVED — 10/7/08

State Administrative Board (Date)

GENERAL RETENTION SCHEDULE #26
LOCAL GOVERNMENT HUMAN RESOURCES
INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as a human resources office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule covers personnel and payroll records maintained by local governments including counties, cities, townships, villages, school districts, local authorities, public colleges and public universities.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention

Personnel

100A Personnel Files — ACT+6

These files are maintained on each employee of the local government. They document hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include employment 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, severance agreements, etc. **ACT = term of employment.**

100B Personnel Files—Temporary Employees — ACT+6

These files are maintained on all temporary, seasonal and student employees. They may contain the same documents listed in item #100A, as well as work permits and certificates of age for minors. **ACT = term of employment.**

100C Personnel Files—Contractual Employees — EXP+6

These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc.

101 Employee Database — ACT+6

Local governments may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. **ACT = term of employment.**

102 Employment Verification Forms — CR+30 days

These forms are received from mortgage or credit companies that want to verify the employment status of an employee.

103 Background Files — ACT+6

These files document that the local government conducted appropriate background checks on employees. These files may contain release forms

Item Number	Series Title and Description	Total Retention
	to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks. They may also include driving records, drug and alcohol tests, physical exam results, polygraph test results, credit history reports, etc. **ACT = term of employment.**	
104	Medical Files	ACT+30
	These files document private medical information for a specific employee, including disability accommodations. They may contain 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, personal requests, etc. [29 CFR 1910.1020(d)] These records must be retained separately from personnel files (see item #100A). 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. **ACT = term of employment.** Note: this series does not include the official copy of insurance claims, which are usually retained by the business or finance office.	
105	Employee Test Results	CR+6
	Some employees attend professional development, continuing education, licensing and/or certification training. These records will document the results of tests that employees may take when completing these courses. Other training records are kept in the employee file (see item #100).	
106	Commercial Drivers License Test Results	CR+5
	Employers of individuals holding commercial drivers licenses 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. 49CFR382.401.	
107	I-9 File	EVT
	Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. These files will contain Employment Eligibility Verification form, copy of one document from List A or copy of one document from List B and C. This file may also include a copy of driver's license and any Department of Homeland	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
	Security correspondence and subsequent documentation regarding "no match" verification. Note: These files are maintained separately from the basic personnel file. **EVT = 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.**	
108	Policies and Procedures	SUP+6
	These records document employee policies and procedures adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.	
109	Grievances	ACT
	These files document employee grievances against the local government and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc. **ACT = until the contract that the grievance is related to expires.**	
110	Complaints	ACT+6
	These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, etc. **ACT = until complaint is dismissed or resolved.**	
111	Investigations	ACT
	If an 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. ACT = upon completion of the investigation, if disciplinary action is not taken (MCL 423.509). If disciplinary action is taken, the investigation file shall be retained for 4 years after the completion of the investigation. A disciplinary report will be retained in the employee's personnel file (see item # 100A).	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
112	Benefit Plans	SUP+6
	These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc.	
113	Employee Injury Records—Exposure	CR+30
	These files include any reports of accidents or injuries 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, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. [29 CFR 1910.1020]	
114	Employee Injury Records—Non-exposure	CR+5
	These files include any reports of accidents or injuries involving an employee. Records of injuries are kept separate from the personnel file. These files may include incident reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, etc. 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.	
115	Employee Injury Records--OSHA 300 Log	CR+5
	This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for 5 years following the calendar year that the records cover.	
116	Job Classifications and Descriptions	SUP+6
	These records document job classification systems and all existing positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.	
117	Salary Studies	ACT
	These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. ACT = while of reference value.	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
118	Position Re-classifications	CR+6
	These records document requests to have a position re-classified. They may contain the request, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.	
119	Job Advertisements/Postings	CR+1
	These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include notices, published advertisements, etc.	
120	Job Applications	ACT
	These files 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 resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documents. **ACT = 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, retain for one year from the date that the decision was made not to hire the individual. If the person was considered for a posted position, retain for 2 years from the date the position is filled.**	
121	Selection Files	ACT+2
	These records contain all documents that support the appointment and selection of employees. They may contain employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications. ACT = until the position is filled.	
122	Job Qualification Exams	SUP+6
	These records are used to test potential employees' qualifications for employment. They include the master exam and master answer sheet, as well as test development documentation (if applicable).	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
123	Emergency Contacts These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.	SUP
124	Workers Disability Compensation Files These files document any claims made for workers disability compensation benefits. They 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, etc. Any litigation is kept in a separate file. **ACT = until the claim is settled.**	ACT+7
125	Worker Disability Compensation Reports These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.	FY+7
126	Labor Agreements and Negotiations These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Separate files are maintained for each employee negotiating group. **Note: Select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.**	EXP+10
127	Union Files These files are maintained on each union that represents employees. They may include correspondence, dues information, etc.	FY+7
128	Seniority Lists These documents are sent to union presidents for notification of seniority status.	SUP+1
129	Affirmative Action Plans These records document the local government's plans to comply with affirmative action requirements. They may include the plan, supporting documentation, analyses, raw data, tests given to employees, validation studies, etc.	EXP+2

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
130	Adverse Impact Determination	CR+2
	State or federal agencies can audit or investigate for civil rights violations. These records are created after there has been a determination of adverse impact upon employees. They document that the cause of the adverse impact was eliminated.	
131	Organization Charts	SUP
	These records document the organizational structure of the local government. They may include mission statements and other supporting documents. Note: these records may continue to have reference value after they are superseded.	
132	Employee Directories	SUP
	These records contain contact information for employees. Note: these records may continue to have reference value after they are superseded.	
133	Government Reports	CR+1
	These reports include equal employment opportunity reports, veteran employment reports, census of government employment reports, etc.	

Note: The official copies of contracts are generally retained by the Clerk and are listed on the Clerk's Retention and Disposal Schedule (see General Schedules #6, 24, 25). Their minimum retention period is EXP+6.

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention

Payroll

200A Employee Files—Employees Enrolled in a Pension Plan ACT

These files are maintained on each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). *They document activities that affect payroll.* They may include 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, electronic funds transfer applications, etc. **ACT = while individual is employed by the local government plus 50 years, or until retirement plus 6 years, whichever is sooner.**

200B Employee Files—Employees Enrolled in Defined Contribution Plans Only ACT+6

These files are maintained on each employee who is enrolled in a defined contribution plan only and does not receive a pension. *They document activities that affect payroll.* They may include 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 loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. **ACT = term of employment. 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.**

201 Salary and Benefit Schedules CR+6

These records document the rate of pay for employees and define the benefits that are offered.

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
202	Payroll Registers	FY+50
	These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. **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 #203.**	
203	Payroll Reports	FY+7
	Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	
204	State Retirement Reports	FY+7
	These reports are prepared to track employee and employer contributions into state retirement plans. Information in the report includes 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, number of payments per year, etc.	
205	Time and Attendance	FY+3
	These records are submitted by employees for each pay period to document hours worked and leave time used. In addition, these records contain the statement that is furnished to each employee at the time of payment. The statement will identify 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, garnishments and levies. **Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain these records for at least that calculation timeframe.**	
206	Federal/State Tax Deductions	FY+7
	These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 reporting to the Internal Revenue Service for taxes withheld,	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
	quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.	
207	W-2 and W-3 Forms	FY+7
	This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.	
208	Michigan Employment Security Commission (MESC) Reports	FY+7
	These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc.	
209	Unemployment Claims	FY+1
	These records are received from the Unemployment Agency. They identify people who are claiming unemployment benefits from the local government. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include correspondence, appeals, etc.	
210	Wage Differential Reports	CR+2
	These records explain any wage differential between sexes and substantiating documents.	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention

General Administrative Records

300 Subject Files — ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. **Subject files are generally organized alphabetically by topic.** Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. **ACT = while topical file is of interest for ongoing administration.**

301 General Correspondence — CR+2

General correspondence does not pertain to a specific issue and it **is often organized chronologically or by correspondent's name**. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

302 Transitory Correspondence — EVT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. **EVT = need not be retained more than 30 days after receipt.**

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
303	Freedom of Information Act (FOIA) Requests	CR+1
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	
304	Contact Lists/Directories	SUP
	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.	
305	Planners/Calendars	CR+2
	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	
306	Staff and Project Meeting Records	CR+2
	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #300), if they relate to a specific topic.	
307	Annual Reports	CR+10
	These reports document the department's activities, and they may contain both narrative and statistical information.	
308	Grants	ACT
	These files are used to administer grants that are applied for by the human resources department from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. **ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing**	

General Retention Schedule #26
Local Government Human Resources

Item Number	Series Title and Description	Total Retention
	purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	
309	Denied Grant Applications	CR+1
	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	
310	Departmental Budget Planning	CR+5
	These records document budget planning and tracking activities for the human resources department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	
311	Publications	ACT
	These records may include press releases, brochures, newsletters and other items that are published by the department. **ACT = while of reference value.**	
312	Memorabilia	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. **ACT = while of reference value.**	
313	Audio-Visual Materials	ACT
	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. **ACT = while of reference value.**	
314	Visitor Logs/Registers	CR+2
	These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	
315	Employee In/Out Logs	CR+1
	These logs document the time/date when staff arrive and depart throughout each day.	

Michigan Department of History, Arts and Libraries
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is <u>not</u> listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do <u>not</u> create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical

standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

Section Fifteen: Planning Department, Zoning

Record Series	Minimum Retention Period	Disposition
Address Coding Guide List	Current	
Annexation Record	Permanent	If changed, contact Archives of Michigan
Census Data	Permanent	If changed, contact Archives of Michigan
Citizen Complaints	Current + 5 yrs	
Community Development Block Grant Records	Contact HUD since retention requirements not listed in 24CFR 570.490	If changed, contact Archives of Michigan
Historic District Commission Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Land Use Survey	Permanent	If changed, contact Archives of Michigan
Maps, Plans, Indexes	Permanent	If changed, contact Archives of Michigan
Master Plans	Permanent	If changed, contact Archives of Michigan
Plat Book	Permanent	If changed, contact Archives of Michigan
Planning Commission Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Rezoning Applications	Current + 5 yrs	
Street Index	Permanent	
Subdivision Plans and Plats	Permanent	
Variances	Current + 4 yrs	
Zoning Appeal Board Minutes		
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Zoning Appeal Records	Completion of Appeal Process + 5 yrs	
Zoning Board Minutes	Same as Zoning Appeal Board Minutes (above)	If changed, contact Archives of Michigan

Section Sixteen: Police Department

This section was superseded by General Schedule #11--Local Law Enforcement (approved 8-2-2005, updated 2009).

GENERAL SCHEDULE #11 – Local Law Enforcement Agencies

This Retention and Disposal Schedule covers records that are commonly found in Local Law Enforcement Agencies. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Kathy C. Bragg — 8-3-12

Kathy Bragg, President — (Date)
Law Enforcement Records Management Association

Mark E. Harvey — 10/8/12

Mark Harvey, State Archivist — (Date)
Department of Natural resources, State Archives of Michigan

Joseph D. Chin, Jr. — 8/27/12

Joe Chin, Director — (Date)
Department of Technology, Management & Budget

APPROVED — 10/30/2012

State Administrative Board — (Date)

STATE OF MICHIGAN
RICK SNYDER
GOVERNOR
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING
JOHN E. NIXON, CPA
DIRECTOR

General Schedule #11 – Local Law Enforcement Agencies

The GS# 11 Retention and Disposal Schedule was reviewed by members of the Law Enforcement Records Management Association (L.E.R.M.A.) and the Department of Technology, Management & Budget - Records Management Services Division on February 3rd ,2012 .

During this review, descriptions for several records series had minor changes to reflect changes in technology and procedures.

The retention periods for 4 record series were identified for possible change during this process. Those recommendations were then reviewed again with the LERMA membership at the May 4th, 2012 member meeting. All those in attendance were in favor of modifying the following 4 records series.

11.007 – Arrest Cards – Lower retention period from CR+75 to CR+25
11.008 – Arrest Files – Lower retention period from CR+75 to CR+25
11.022 – Fingerprint Cards – Lower retention period from CR+75 to CR+50
11.211 – Jail, Inmate Medical Records – Increase retention period from CR+5 to CR+7

Agencies following GS #11 must discard any previous copies of GS #11 that they may be using and replace with the new updated version. Agencies can obtain a new copy from our website at http://michigan.gov/recordsmanagement under the Retention & Disposal tab.

Any questions associated with General Schedule #11 can be directed to Record Management Services at (517)335-8965

3400 N. GRAND RIVER AVENUE • P.O. BOX 30026 • LANSING, MICHIGAN 48909
www.michigan.gov/dtmb • (517) 335-9132

State of Michigan
Department of Technology, Management & Budget - Records Management Services
Records Retention and Disposal Schedule

Dept Code	Dept Name
/GS11/	*Law Enforcement Agencies*

Item Number		Series Title	Total Retention	State Administrative Board Approval Date
0.INTRO	**-**			
		Records Division — Item # 11.001 thru 11.058		
		Administration Division — Item # 11.100 thru 11.141		
		County Jail Division — Item # 11.200 thru 11.224		
11.001	**-**	**Abandoned Vehicle Notice**	**CR+2**	**08/02/2005**
		These records document vehicles that are abandoned/impounded. They may include photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. These are required to be maintained for a period of no less than 2 years (MCL 257.252b).		
11.002	**-**	**Accident Reports**	**CR+3**	**08/02/2005**
		These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form. Pursuant to MCL 257.622, a copy must be retained for at least 3 years.		
11.003	**-**	**Animal Control**	**CR+7**	**08/02/2005**
		These records document activity associated with animal control. They may include transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.		
11.004	**-**	**Animal Control - Citations**	**CR+3**	**08/02/2005**
		These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.005 -	**Animal Control - Dog License Database** This database tracks dog licenses. Information may include money paid, license number, dog name, dog history, owner name and contact information.	**CR+7**	**08/02/2005**
11.006 -	**Animal Control - Return to Owner Cards** These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They include the name, date and address of animal owner.	**CR+1**	**08/02/2005**
11.007 -	**Arrest Cards** These are previous to electronic records and they may or may not include a physical description, charge, disposition, photographs and/or fingerprints. Homicides will be pulled from this record series and retained permanently under record series 11.026D .	**CR+25**	**10/30/2012**
11.008 -	**Arrest Files** These records identify people who were arrested, and the charges that were filed against them. They may or may not contain copies of fingerprints, booking sheets, witness statements, subpoenas, photos, negatives, mug shots, incident reports, tickets, narratives, correspondence, statements, line up documentation, elimination prints, warrants, etc. Homicides will be pulled from this record series and retained permanently under record series 11.026D .	**CR+25**	**10/30/2012**
11.009 -	**Arrest/Detention Logs** These logs identify people who were arrested. They may or may not include the name, date, charge and disposition.	**CR+75**	**08/02/2005**
11.010 -	**Blood Alcohol Content (BAC) Logs** These records document the evidentiary breath test that is administered to a suspect.	**CR+3**	**08/02/2005**

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
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GENERAL SCHEDULE #11 – Local Law Enforcement Agencies

This Retention and Disposal Schedule covers records that are commonly found in Local Law Enforcement Agencies. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Lori Hinkley 3.6.18

Lori Hinkley, President (Date)
Law Enforcement Records Management Association (LERMA)

3/9/18

Brice Sample, Records Manager (Date)
Department of Technology, Management & Budget, Records Management Services

Mark E. Harvey 3/27/18

Mark E. Harvey, State Archivist (Date)
Department of Natural Resources, Archives of Michigan

APPROVED 4.24.18

State Administrative Board (Date)

General Schedule #11 - Local Law Enforcement				
Item #	**Series Title**	**Series Description**	**Retention Period**	**Approval Date**
000000 -	Introduction	This schedule applies to law enforcement at all levels of local government, including counties, cities, townships, villages, tribal, colleges/universities, etc. Records Division: 11.001 - 11.060 Administration Division: 11.100 - 11.150 County Jail Division: 11.200 - 11.224		
11.001 -	Abandoned Vehicle Notice	These records document vehicles that are abandoned/impounded. They may include, but may not be limited to, photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. (MCL 257.252b)	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.002 -	Accident Reports	These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form. (MCL 257.622)	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.003 -	Animal Control	These records document activity associated with animal control. They may include, but may not be limited to, transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.004 -	Animal Control - Citations	These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.005 -	Animal Control - Dog License Data	This database tracks dog licenses. Data may include, but may not be limited to, money paid, license number, dog name, dog history, owner name and contact information.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.006 -	Animal Control - Return to Owner Records	These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They may include, but may not be limited to, the name, date, and address of animal owner.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.009 -	Arrest/Detention Log Data	These records identify people who were arrested. They may include, but may not be limited to, names, dates, charges, and disposition.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	06/13/2017

11.010 -	Blood Alcohol Content (BAC) Logs	These records document the evidentiary breath test that is administered to a suspect. They do not document preliminary tests.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.011 -	Background Checks	These records document background checks that are used to determine if an individual has committed any previous crimes.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.012 -	Bicycle Registrations	These records are used to recover stolen bicycles. They may include, but may not be limited to, the owner name, contact information, bicycle description, serial number, and registration tag number.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.013 -	Cab Records	These records document licenses that are issued to oversized vehicles. The licenses grant permission to move throughout the community for a maximum of 1 year.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.014 -	Complaint Log Data	These records document the tracking of incidents. They may include, but may not be limited to, incident numbers, date, time, names, location, and nature of crime.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.015 -	Computer Aided Dispatch (CAD) Log Data	These records document the dispatch of officers for incidents. They may include, but may not be limited to, incident type, who responded, incident number generated, and date and time.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.016 -	Field Contact Information	These records document individuals who are involved in suspicious activities. They may include, but may not be limited to, names, date, and activity or charge.	RETAIN UNTIL: No longer of reference value THEN: Destroy	06/13/2017
11.017 -	Discovery Orders	These records document discovery orders submitted by attorneys for information related to cases.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.018 -	Evidence Property Log Data	These records document what has come into, and left, the evidence storage area. They may include, but may not be limited to, the receipt number, case number, and complaint number.	RETAIN UNTIL: Related incident report is destroyed THEN: Destroy	06/13/2017
11.019 -	Expunged Records Information	These records document what records were expunged. They may include, but may not be limited to the name, charge, date, and correspondence.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.020 -	Extradition Packets	These records document the extradition of a suspect or prisoner to a different jurisdiction.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	08/02/2005

11.021 -	Federal Firearms License (FFL) Applications	These records document who applied for a federal firearms license. They are completed by licensed firearm dealers and forwarded to the federal government. They may include, but may not be limited to, "snaps out" of the registration form (ATF-Form 8 part II), and supporting documentation.	RETAIN UNTIL: Dealer license is no longer in force THEN: Destroy	08/02/2005
11.022 -	Fingerprint Records	These records document fingerprints that are collected. They may include, but may not be limited to, Arrest/Fingerprint Cards (RI-07) that are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, and other laws. *NOTE: Michigan State Police (MSP) is the official recordkeeper for fingerprints. The fingerprints retained by local law enforcement agencies should be convenience copies, and they can be destroyed in compliance with General Schedule #1. If an agency has fingerprints that are not duplicates of records maintained by MSP, please contact the Biometric and Identification Division.*	See note.	06/13/2017
11.023 -	Freedom of Information Act (FOIA) Requests	These records document requests for information or public records. They may include, but may not be limited to, requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Request is filled PLUS: 1 year THEN: Destroy	06/13/2017
11.024 -	Gem Dealer Information	These records document the registration of dealers of precious metal or gems in compliance with P.A. 95 of 1981. They may include registration documents, supply transaction information regarding sales to police agencies, etc. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.025 -	Identification Data and Images	These records document individuals whose identity is verified by local law enforcement. They may include, but may not be limited to, fingerprints and photographs of the individuals.	RETAIN UNTIL: Related incident report is destroyed THEN: Destroy	06/13/2017

11.026A -	Incident Files - Non-Criminal (supersedes item #11.038A)	These records document non-criminal incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is closed PLUS: 3 years THEN: Destroy	04/24/2018
11.026B -	Incident Files - Misdemeanor (supersedes item #11.038B)	These records document misdemeanor incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is closed and there are no open warrants PLUS: 7 years THEN: Destroy	04/24/2018

11.026C -	Incident Files - Felony (supersedes item #11.038C)	These records document felony incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is closed and there are no open warrants PLUS: 20 years THEN: Destroy	04/24/2018
11.026D -	Incident Files - Homicide/Felony CSC (supersedes item #11.038D)	These records document homicide and criminal sexual conduct incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.	RETAIN UNTIL: Incident file is closed and there are no open warrants PLUS: 110 years THEN: Destroy	04/24/2018

11.027 -	Intake/Release Property Records	These records document which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include, but may not be limited to, personal history information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.028 -	Juvenile Arrest Records & Fingerprint Cards	These records document juveniles who are arrested. They may include, but may not be limited to, a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, and incident reports.	RETAIN UNTIL: Juvenile's 17th birthday THEN: Destroy	08/02/2005
11.029 -	Letters of Clearance	These records are issued by an agency to a private citizen to document that they were not involved in criminal activity within the community.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.030 -	Liquor Inspection Records	These records document establishments that sell or serve liquor. They may include, but may not be limited to, quarterly inspection reports completed by officers pertaining to the named establishment.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.031 -	Liquor License Establishment Records	These records document monitoring of licenses issued to liquor establishments. They may include, but may not be limited to, liquor licenses issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, and Auto-Track reports.	RETAIN UNTIL: Establishment is no longer in business THEN: Destroy	08/02/2005
11.032 -	Miscellaneous Business Licenses	These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawnshops, car shops, etc.	RETAIN UNTIL: Establishment is no longer in business PLUS: 1 year THEN: Destroy	08/02/2005
11.033 -	Officer Dailies	These records document the daily activity of road patrol and animal control officers.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.034 -	Officer's Monthly Activity Evaluation	These records document officer activity for the month. They are generated from information collected in the dailies completed by patrol officers.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.035 -	Pawn Shop Slips	These records document items received by pawn shops. They are submitted by pawnshops in compliance with P.A. 231 of 1945. They assist with the recovery of stolen material.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005

11.036 -	Peddlers License Records	These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include, but may not be limited to, background checks, and computer printouts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.037 -	Personal Protection Orders (PPO)	These records document personal protection orders issued by the court.	RETAIN UNTIL: PPO expires THEN: Destroy	08/02/2005
11.039 -	Pistol Purchase Permits/Registrations (obsolete)	These records document individuals who apply for a Pistol Purchase Permit and individuals who have applied/passed and purchased a pistol. They may include, but may not be limited to, copies of the RI-10 "Purchase Permit" that is forwarded onto Michigan State Police (MSP) for registration and permanent retention. MCL 28.422 requires that the RI-10 be kept for a period of 6 years by the local agency as the official record. These records may also include the RI-9 "Dealer Application & License to Purchase." As of January 7th, 2009 MCL 28.422a requires the RI-60 "Pistol Sales Record" to be kept for 6 years. These are not C.C.W. "Carrying Concealed Weapons" records. C.C.W. records are maintained by the County Clerk. The pistol test form should not be retained.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.040 -	Radio Logs	These records document calls that officers were dispatched on.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.041 -	Records Management Database and Imaging System Data and Documents (supersedes item #11.042)	These records document incidents and activities handled by the law enforcement agency. They may include, but may not be limited to, information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations, and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems.	RETAIN: Data and documents in the system in compliance with the other items on this schedule that establish a retention period for the content OR, RETAIN: 110 years, whichever is sooner THEN: Destroy	06/13/2017

11.043 -	Roll Call Log	These records document who is on duty each day when roll call is taken.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.044 -	Roll Call Board	These records document which information was distributed to officers at the beginning of each shift.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.045 -	Salvaged Vehicle Report	These records document citizens who applied for a Salvaged Vehicle Title.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.046 -	Sex Offender Address Verification	These records document tracking of the location of sex offenders. They may include, but may not be limited to, Michigan Sex Offender Registration forms (DD-4) that are required by P.A. 295 of 1994 to register sex offenders. Information from the forms is entered into the L.E.I.N.	RETAIN: Only the most recent registrations THEN: Destroy previous registrations	08/02/2005
11.047 -	Skate Park Registrations	These records document skate park equipment like skateboards, roller blades, helmets, pads, etc. They may include, but may not be limited to, the owner's name, contact information, description of equipment, serial number and registration tag number.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.048 -	Special Transportation Permit	These records document the issuing of permits to allow a one-time movement of an oversized load/object. They expire after the date of the move. They may include, but may not be limited to, a description of what was moved, equipment, route, date, company name, and fees.	RETAIN UNTIL: Permit expires THEN: Destroy	08/02/2005
11.049 -	Subpoenas	These records document subpoenas received to appear in court or requesting for information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.050 -	Taxicab Permit Records (obsolete)	These records document the issuing of taxicab driver permits. They may include, but may not be limited to, applications, computer printouts, and background checks. *Note: Per MCL 257.2101 - 2153, transportation network companies, taxicabs, and certain limousines are now regulated by the Department of Licensing and Regulatory Affairs.*	RETAIN UNTIL: Permit is no longer active THEN: Destroy	08/02/2005

11.051 -	Temporary License Plate Records	These records document temporary license plates issued by the agency.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.052 -	Tickets/Citations	These records document traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court in response to the citation that was issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.053 -	Ticket/Citation Book Receipts	This records document the ticket/citation numbers for the book and the officer that it was assigned to.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.054 -	Ticket/Citation Logs	These records document the tickets that were issued. A copy is forwarded to the courts.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	06/13/2017
11.055 -	Vehicle Lockout Waiver	These records document waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.056 -	Vehicle Impound/Release Records	These records document the release of vehicles that were impounded. They may include, but may not be limited to, the complaint number, vehicle, wrecker agent, and release information.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.057 -	Audio and Video Recordings	These records document audio and/or video that is recorded using any type of device of routine surveillance/security, training, patrols, incidents, activities, red light violations, public space or crowd monitoring, etc. The recordings are cleared and re-used on a monthly basis. *Recordings that contain evidence of incidents are retained until the case is solved, closed and litigation ends.* (MCL 780.316)	RETAIN UNTIL: Recording is created PLUS: 30 days THEN: Destroy	04/24/2018
11.057A	Body Worn Camera Recordings - Formal Complaint	These records document recordings captured by body worn cameras (a device worn by a law enforcement officer), if the recording is relevant to a formal complaint against a law enforcement officer or agency. (MCL 780.316) This retention period is in addition to the timeframe referenced in item #11.057.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	04/24/2018

11.058 -	Warrants	These records document warrants that were issued by the court/prosecutor. They may include, but may not be limited to, orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. They are active until the suspect is arrested or recalled by a court. They are used to verify LEIN entries when audited. After the individual is arrested they are forwarded to the arresting authority or prosecutor.	RETAIN UNTIL: Warrant is no longer active and no longer in L.E.I.N. THEN: Destroy	08/02/2005
11.059 -	Prescription Drug Destruction Records	These records document the weight of drugs received for destruction. They may include, but may not be limited to, the location, weight, activity dates, and people involved.	RETAIN UNTIL: Documents are created PLUS: 3 years THEN: Destroy	06/13/2017
11.060 -	Traffic Crash Release Acknowledgement Forms	These records document when someone obtains a traffic crash report within 30 days of a crash.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017
11.061 -	License Plate Reader (LPR) Information	These records document license plate information (images and metadata) that are collected by LPR devices to support investigations. They may include, but may not be limited to, plate information, location and GPS coordinates, time and date of image capture, and camera identification.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	04/24/2018
11.100 -	Accounts Receivable Records	These records document money received for restitution payments. They may include, but may not be limited to, transactions, and daily balances.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.101 -	Administrative Training Schedule	These records document in-house and external training. They may include, but may not be limited to, dates, course titles, and training hours the officer received.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.102 -	Alarm Billings	These records document the billing for alarms and false alarms that officers respond to. They may include, but may not be limited to, billings, statements, and receipts.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.103 -	Americans with Disabilities Act (A.D.A.) Files	These records document compliance with the Americans with Disabilities Act. They may include, but may not be limited to, employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, and credit report.	RETAIN UNTIL: Employment ends PLUS: 3 years THEN: Destroy	08/02/2005

11.104 -	Annual Reports	These records document annual reporting of activities and events.	PERMANENT	08/02/2005
11.105 -	Bank Statements	These records document money that was received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.106 -	Bond Receipts	These records document the payment of bail bonds. The form is a 3-part document. 1 copy is issued to the bonder, 1 copy is forwarded to the courts, and the agency retains 1 copy. The form identifies the person's name, case number, charges, date, appearance information, amount of bail, etc.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.107 -	Budget Records	These records document the development of annual budgets. They may include, but may not be limited to, the amount that was requested and eventually approved, proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.108A -	Building Plans - Buildings Owned by the Law Enforcement Agency	These records document buildings that are owned by the law enforcement agency. They are used to construct and maintain buildings and other infrastructure. They may include, but may not be limited to, blueprints, building plans, drawing plans and diagrams of the office/jail.	RETAIN UNTIL: Building is destroyed, or transfer to the new owner if the building is sold THEN: Destroy	06/13/2017
11.108B	Building Plans - Buildings the Law Enforcement Agency Provides Security For	These records document buildings that the law enforcement agency may need to provide security/protection for. They may include, but may not be limited to, blueprints, building plans, security system information, and emergency plans.	RETAIN UNTIL: Superseded by new versions, or when security is no longer required THEN: Destroy	06/13/2017
11.109 -	Committee Records	These records documents internal committees associated with the office, such as the Awards Committee. They may include, but may not be limited to, membership lists, agendas, supporting documentation, minutes, and reports.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.110 -	Complaints - Citizens	These records document any complaints filed by citizens against an officer. They may include, but may not be limited to, date, citizen information, description of the incident, and action taken (if any).	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.111 -	Complaints - Internal	These records document internal incidents that involve officers. They may include, but may not be limited to, date, people involved, and action taken (if any).	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

11.112 -	Contracts	These records document agreements between the agency and anyone else. They are used for various services including, but not limited to, jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	08/02/2005
11.113 -	Correspondence (supersedes item #11.114)	These records document communication between staff members within the department, correspondence with outside groups, generally inquiries from the public or other government agencies, etc. This correspondence does not relate to specific incidents or initiatives. This correspondence is arranged chronologically or by correspondent name, and it is not filed in topical files or case files.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.115 -	General Orders and Policies	These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may include, but may not be limited to, official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff.	PERMANENT	08/02/2005
11.116 -	Disposition of Department Property/Equipment	These records document equipment/property donated or disposed of with a value over $500.00.	RETAIN UNTIL: Item is disposed of PLUS: 5 years THEN: Destroy	08/02/2005
11.117 -	Drug Forfeiture Records	These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. They may include, but may not be limited to, descriptions of what was seized, titles, deeds, and disposition of the item(s).	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.118A -	Grant Records - Received	These records document grants that the law enforcement agency received. They may include, but may not be limited to, applications, financial reports, progress reports, final reports, and supporting documentation.	RETAIN UNTIL: Grant is closed by the grantor PLUS: 7 years THEN: Destroy	08/02/2005
11.118B	Grant Records - Denied	These records document grants that the law enforcement agency applied for, but were denied. They may include, but may not be limited to, applications, and supporting documentation.	RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy	06/13/2017
11.119 -	Grievance Files	These records document grievances filed against union contracts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005

11.120 -	Job Applications-Not Interviewed/Not Hired	These records document individual job applicants who were not interviewed. They may include, but may not be limited to, resumes, applications, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.121 -	Job Applications-Interviewed/Not Hired	These records document individual job applicants who were interviewed, but not hired. They may include, but may not be limited to, resumes, applications, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.122 -	Invoices - Original	These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime, licenses, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.123 -	Job Descriptions	These records document job classification systems and positions. They may include, but may not be limited to, research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria, etc. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications.	RETAIN UNTIL: Job description is superseded THEN: Destroy	08/02/2005
11.124 -	Litigation Files	These records document litigation to which the department or an officer is a party. They may include, but may not be limited to, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, and media clippings.	RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy	08/02/2005
11.125 -	Mutual Aid Agreements	These records document agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency.	RETAIN UNTIL: Agreement ends PLUS: 10 years THEN: Destroy	08/02/2005
11.126 -	Officer Field Training Observations (FTO)	These records document a new officer's training period, such as performance, areas needing improvement during their probation period after being hired, etc. They may include, but may not be limited to, dailies, daily observations, weekly summaries, road logs, tickets, UD-10's, case reports, warrants, and property receipts.	RETAIN UNTIL: Probation period ends PLUS: 2 years THEN: Destroy	08/02/2005
11.127 -	Official Bulletins	These records document internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.128 -	Outside Employment Form	These records document employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest.	RETAIN UNTIL: Employment ends THEN: Destroy	08/02/2005

11.129 -	Overtime Equalization Records	These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.130 -	Payroll Timesheets	These records document timesheets that are completed and forwarded to the payroll office.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.131 -	Personnel Information Records	These records document summary information that is collected about employees. They may include, but may not be limited to, employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, and birthday.	RETAIN UNTIL: Employment ends THEN: Destroy	08/02/2005
11.132 -	Personnel Files	These records document the personnel transactions for each employee. If these records are maintained centrally by the local government's human resources department, the law enforcement agency's copy is a duplicate covered by General Schedule #1.	RETAIN UNTIL: Term of employment ends PLUS: 6 years THEN: Destroy	04/24/2018
11.132A -	MCOLES Certified Employee Separation Records	These records document the reason for, and circumstances surrounding, a separation of service for employees who are Michigan Commission on Law Enforcement Standards (MCOLES) certified. (MCL 28.563)	RETAIN UNTIL: Employee separates PLUS: 50 years THEN: Destroy	04/24/2018
11.133 -	Position Interview Questions	These records document interview questions that are associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates.	RETAIN UNTIL: Questions are superseded THEN: Destroy	08/02/2005
11.134 -	Promotional Results	These records document testing that qualifies officers for promotion. They may include, but may not be limited to, test scores, test sheets, order of ranking, and results of offsite testing.	RETAIN UNTIL: Test is no longer active THEN: Destroy	08/02/2005
11.135 -	Receipt Books	These records document money received for preliminary breath tests, vehicle fines, bonds, etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.136 -	Ride Along Waiver	This is a waiver of liability signed by a citizen who rides with the deputies. It is used to document the date and the name of the person who participated.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005

11.137 -	Training Bulletins	These records document notifications to a department or officers that they are scheduled for upcoming training.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.138 -	Training Files	These records document the training that officers received. They may include, but may not be limited to, training schedules, certificates, course descriptions, and receipts.	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	08/02/2005
11.139 -	Training Fund	These records document money available and spent from the training fund.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	08/02/2005
11.140 -	Unclaimed Monies	These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.141 -	Uniform Crime Reports	These records document crime statistics and other information that is generated by the Michigan State Police.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.142 -	Calendars	These records document an employee's work schedule, activities and tasks. They may include, but may not be limited to, automated or manual planners and calendars.	RETAIN UNTIL: Event takes place PLUS: 2 years THEN: Destroy	06/13/2017
11.143 -	Livery Program Records	These records document inspections of boat liveries that are conducted annually on behalf of the Department of Natural Resources, Law Enforcement Division. They may include, but may not be limited to, applications, inspection worksheets, correspondence, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	06/13/2017
11.144 -	Equipment Maintenance Records	These records document the maintenance of equipment used by law enforcement agency. They may include, but may not be limited to, manuals, calibration documentation, repair documentation, information about replacement parts and supplies, and supporting documentation.	RETAIN UNTIL: Equipment is no longer is use THEN: Destroy	06/13/2017

11.145 -	Transitory Records	These records document the activities of an agency or employee, but have temporary value and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research. They may include, but may not be limited to, requests to order supplies, and reminders for an upcoming meeting.	RETAIN UNTIL: Activity is completed THEN: Destroy	06/13/2017
11.146 -	Administrative Subject Files	These records document various topics, issues, projects or activities that an agency/employee is involved in. Subject files are generally organized alphabetically by topic. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, and special project files. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.	RETAIN UNTIL: Topic is closed PLUS: 5 years THEN: Destroy	06/13/2017
11.147 -	Meeting Records - Public Bodies	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act, such as governing boards, community advisory bodies, etc. They include, but may not be limited to, meeting minutes, agendas, recordings, and documentation reviewed and considered for decision-making during the meeting. Note: recordings may be destroyed after the meeting minutes are approved.	PERMANENT	06/13/2017
11.148 -	Meeting Records - Staff Meetings	These records document internal staff meetings. They may include, but may not be limited to, agendas, minutes, and handouts.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017

11.149 -	Visitor Logs	These records document 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	06/13/2017
11.150 -	Facility Access Data	These records document 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.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	06/13/2017
11.200 -	Jail - Booking Center Log	These records document jail inmate counts.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	08/02/2005
11.201 -	Jail - Check Logs	These records document the hourly checks performed by correction officers to confirm inmate counts and location.	RETAIN UNTIL: Calendar year ends PLUS: 4 years THEN: Destroy	08/02/2005
11.202 -	Jail - Daily Count Summary	These records document the hourly check log that verifies inmate counts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.203 -	Jail - Daily Work Schedules	These records document the actual time worked by jail deputies.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	08/02/2005
11.204A -	Jail - Facility Management Data	These records document jail security monitoring by corrections officers. They may include, but may not be limited to, door activity, inmate activity, and inmate movement throughout the facility.	RETAIN UNTIL: Calendar year ends PLUS: 25 years THEN: Destroy	08/02/2005
11.204B -	Jail - Facility Management Video	These records document jail security monitoring by corrections officers. They may include, but may not be limited to, audio and video monitoring of inmates and the facility. Recordings are typically rotated every 30 days, unless an incident occurs that would require the media to be pulled from rotation during an investigation.	RETAIN UNTIL: Recording is created PLUS: 1 month THEN: Destroy	08/02/2005
11.205 -	Jail - Housing Report	These records document the count of inmates who are housed in the jail.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.206 -	Jail - Incidents	These records document incidents inside the jail. They include, but may not be limited to, incident numbers, what happened, when, and disciplinary action taken.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	08/02/2005

11.207 -	Jail - Inmate Bank Reconciliation Statements	These records document bank accounts for inmates. They are used to reconcile accounts for charges associated with housing costs. They include, but may not be limited to, bank statements.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.208 -	Jail - Inmate Claim for Reimbursement of Booking Fee	These records document the process of returning money collected for the booking fee, if the accused was found to be innocent.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.209 -	Jail - Inmate Hygiene Kit Log	These records document that the inmate received his/her personal hygiene kit.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.210 -	Jail - Inmate Jackets	These records document inmates of the jail. They may include, but may not be limited to, intake records, booking cards, medical review information, mug shots, classification documents, classification review documents, defendant's sentencing record, orientation check sheets, medical and financial release forms, primary classification, inmate property release forms, transfer to prison, official court documents, inmate release forms, arrest cards, writ papers, visitation authorizations, weekend work agreements, time cards, commitments, library requests, correspondence, incidents, disciplinary action, bonds, mental health forms, kites, warrants, haircut requests, extradition paperwork, and Blood Alcohol Content reports. The records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual.	RETAIN UNTIL: Inmate is released PLUS: 10 years THEN: Destroy	08/02/2005
11.211 -	Jail - Inmate Medical Records	These records document medical care received by jail inmates. They are created and maintained by the jail doctor. They may include, but may not be limited to, inmate release records, medical notes, health appraisals, medical questionnaires, medical sheets, medical requests, x-rays, test results, and prescriptions issued. All inmates are (re)evaluated when imprisoned. (MCL 333.16213)	RETAIN UNTIL: Calendar year ends PLUS: 7 years UNLESS: Permission is obtained from the patient to destroy sooner THEN: Destroy	10/30/2012
11.212 -	Jail - Inmate Property Intake/Release Records	These records document personal property removed from an individual held in a county facility or released. They may include, but may not be limited to, personal history information.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005

11.213 -	Jail - Inmate Receipts	These records document money that was received from inmates associated with bond fees, work release and weekender passes. They may include, but may not be limited to, receipts.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.214 -	Jail - Inmate Request Forms ("Kites")	These records document requests from inmates to the jail staff, and the response from the department.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.215 -	Jail - Inmate Social Security Information	These records document money that is received from social security for inmates. It is reported back to the federal government.	Destroy 10 years after the inmate is released.	08/02/2005
11.216 -	Jail - Inmate Trust Fund	These records document money that is spent/deposited by inmates into their own trust fund. They may include, but may not be limited to, commissary records, booking fees, invoices, daily balances, invoices indigent, haircut lists, check statements, voided checks, bond fees, weekly transaction statements, credit bureau housing fees, restitution payments, deposit books, and cleared checks.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.217 -	Jail - Inspections	These records document annual inspections of the jail that are conducted by the Michigan Department of Corrections.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.218 -	Jail - Jail Population Information System (JPIS) Reports	These records document monthly summaries that are produced from the Jail Population Information System (JPIS), a database that is owned by the Michigan Department of Corrections. JPIS is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.219 -	Jail - Midnight Counts	These records document the number of inmates admitted, released, males, females, and status of sent/unsent. They are submitted to the State of Michigan. They may include, but may not be limited to, both daily and monthly summaries.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.220 -	Jail - Ministry Volunteer Applications	These records document people who volunteer their time to counsel inmates, such as AA counselors, clergy, etc. They include, but may not be limited to, signed waivers.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	08/02/2005
11.221 -	Jail - Overtime Sign up Sheet	These records document overtime requests submitted by corrections officers. They may include, but may not be limited to, the officer's name, and date available.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

11.222 -	Jail - Pass on Books	These records document the hourly inmate counts and log each inmate's movement within the facility.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005
11.223 -	Jail - Transmittal of Booking Fees	These records document the number of bookings that took place during a quarter. P.A. 124 of 2003 requires that $2.00 of the $12.00 fee that is collected for booking be submitted to the State of Michigan, and be deposited in a training fund. The records may include Local Corrections Officers Training Fund forms (4147), etc.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	08/02/2005
11.224 -	Jail - Visitor Log	These records document individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc.	RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy	08/02/2005

Section Seventeen: Public Utilities

Record Series	Minimum Retention Period	Disposition
Accounting Records:		
Accounts Payable Voucher Report	7 yrs	
Accounts Receivable Ledger	10 yrs	
Accounts Written Off	Audit + 4 yrs	
Annual Appropriations Ledger	10 yrs	
Annual Interest Refunds	7 yrs	
Assessments	20 yrs	
Assessments – Special	Life of assessment + 5 yrs	
Audit Reports	Permanent	If changed, contact Archives of Michigan
Bank Deposit Slips	Audit	
Bank Statements	6 yrs	
Billing Adjustments	2 yrs	
Billing Registers	3 yrs	
Budget Materials:		
Annual Budget	Permanent	If changed, contact Archives of Michigan
Support Documentation	Current	
Annual Financial Statements	Permanent	If changed, contact Archives of Michigan
Canceled Checks		
Originals	6 yrs	
Copies	Audit	
Cash Receipts and Disbursements Journal	10 yrs	
Check Registers	6yrs	
Construction Costs Ledger	10 yrs	
Departmental and Transfers Journal	10 yrs	
Deposit Receipts	Termination of account	
Deposit Refund Report	6 yrs	
Deposit Refund Checks	6 yrs	
Depreciation Schedule	25 yrs	
Fixed Asset Information	Permanent	
Gasoline Tax Record	Audit	
(State Form for Refund)		
Gasoline Tickets	Audit	
General Journal	20 yrs	
General Ledgers	20 yrs	
Grant Information	Permanent	
Insurance Records (Property/Fleets):		
While property is owned and/or maintained by the utility	Permanent	
After disposal by the utility	7 yrs	
Monthly Financial Reports/Statements	Active + 2 yrs	
Municipal Bonds		
Bond Coupons	7 yrs	

Bond Transcripts	7 yrs	
Permanent Asset Account Ledger	Permanent	
Proof of Billing Reports		
Daily	Destroy at option after 1 yr	
Monthly	Destroy at option after 1 yr	
Rate Studies	50 yrs	
Receipts (all funds)	6 yrs	
Revenue and Expense Reports		
Monthly	2 yrs	
Yearly	10 yrs	
Signature Cards, Bank Accounts	Current	
Tax Exempt Accounts Information	Destroy at option	
Vouchers and Invoices	6 yrs	
Vouchers and invoices – Capital Outlay	2 yrs after disposal of property or 6 yrs after purchase whichever is later	
Warrant and Check Registers	6 yrs	
Warrants	Audit	
Work Order Cost Sheets:		
Files detailing labor, material and other costs related to construction, maintenance and other work performed.	6 yrs	
Administrative/General Records		
Accident Reports	Active + 6 yrs. If there is a Workers Compensation claim, 30 yrs after the close of the case.	
Agreements and Contracts	Termination + 6 yrs	
Annual Reports	Permanent	If changed, contact Archives of Michigan
Board Minutes	Permanent	If changed, contact Archives of Michigan
Compliance Reports	Permanent	
Construction Project Information		
Analysis or cost reports	Permanent	
Contractor's Bonds and Insurance Policies	Active + 7 yrs	
Project Location Files	Permanent	
Work in Progress Ledgers	Permanent	
Work Order Cost Sheets	6 yrs	
Work Orders	Audit	
Correspondence and Memoranda		
General or Routine	2 yrs	
Policy	Permanent	If changed, contact Archives of Michigan
With State and Federal	Permanent	

Agencies		
Customer Records:		
Account adjustments	2 yrs	
Application for Service	Termination + 1 yr	
Change of Address Forms	Destroy at option after 1 yr	
Complaints	Settlement of issue + 2 yrs	
Connect/Disconnect Orders	2 yrs	
Credit Reports	Destroy at option after 1 yr	
Customer Account History	Life of account + 1 yr	
Demolition Form	Permanent	
Damage Claims and supporting material	2 yrs after settlement	
Job Orders and supporting materials for details of charges to customers for work done	3 yrs	
Inspections of Customers' Premises	2 yrs	
Vendoring Authorization from Department of Social Services	50 yrs	
Deeds / Property Information	Permanent	
Easements	Permanent	
Environmental Permits	Permanent	
Excavation Permits	Current + 5 yrs	
Litigation files including correspondence and legal papers:		
Indexes	Permanent	
Case files	10 yrs after case closed	
Manuals:		
Operation, Maintenance	Life of equipment	
Software	Until superseded + 6 yrs	
Maps, Plans, Tracings of System:		
Master/Original	Permanent	If changed, contact Archives of Michigan
Duplicates	Current	
Meters:		
History Records	Life of meter	
Horn Voucher	Audit	
Inventory	Audit + 1 yr	
Location Cards	Active	
Maintenance	Life of meter	
Reader Sheets	Audit + 1 yr	
Tests	Until superseding test, not less than 2 yrs	
Miss Dig Requests	1 yr	
Payroll Records:		
Daily Time Reports	3 yrs	
Deduction Authorization Cards	Current	
Employee Earnings Record	50 yrs	
Employee Retirement Record	Permanent	
Employee Service Record	Permanent	
Payroll Cost Distribution Ledger	10 yrs	

Payroll Journal	10 yrs	
Summary Time Reports	3 yrs	
Time Cards	3 yrs	
Personnel Records (if there is no Central Personnel Office, then use the schedule for Personnel Office Section 14)		
Photographic Records:		
Prints (Identify fully)	Current needs	Transfer selected to Archives of Michigan
Negatives (identify fully)	Permanent	
Policies and Procedures	Permanent	
Purchasing Records:		
Bid Packs (include bids received)	6 yrs	
Purchase Orders	6 yrs	
Requisitions	6 yrs	
Vehicle Repair/Safety Records:		
Lubrication Reports	Audit + 1 yr	
Safety Inspections	Life of the vehicle	
Vehicle Maintenance Card	Audit + 1 yr	
Vehicle Titles	Life of vehicle	
Work Orders	Audit	
Electric Department Records:		
Distribution Service Orders and Outage Reports	7 yrs	
Electrical Inspections	7 yrs	
Electrical Licenses	Current + 10 yrs	
Electrical Equipment Catalogs	Life of equipment	
Electrical Permits	Current + 5 yrs	
Electrical Substation Information	3 yrs	
Electrical System & Substation Prints/Drawings	Permanent	
Lightning and Storm Data	3 yrs	
Interruption Logs and Reports	6yrs	
Insulator Test Records	3 yrs	
PCB information including site locations, regulations, spill reports, disposal vendors	Permanent	
Permits		
Highway	Current + 5 yrs	
Railroad	6 yrs	
Pole Attachment Agreements	Permanent	
Street Openings Reports, Inspections, and Repairs	6 yrs	
Power Production Plant Records:		
Air Flow Studies	2 yrs	
Annual Summary Sheets	10 yrs	
Boiler, Condenser, Turbine and Pump Room Logs, including supporting data	3 yrs	

Boiler and Turbine Room Reports of Equipment in Service and Performance	3 yrs	
Boiler-tube Failure Report	3 yrs	
Coal and Water Logs	3 yrs	
DNR Permits	Permanent	
Equipment Records (pole, tower, structure, etc.)	Life of equipment	
Gage Reading Reports	2 yrs, except river-flow data collected in connection with hydro operation shall be retained for the life of the operation	
Generating Station High-tension and Low-tension Load Records	3 yrs	
Generation and Output Logs with supporting data	6 yrs	
Load Curves, Temperature Logs	3 yrs	
Load Dispatcher's and Station Permits	1 yr except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 yr	
Monthly Summary Sheets	2 yrs	
Oil and Waste Reports	3 yrs	
Opacity Reports	2 yrs	
Purchased Power Information	6 yrs	
Recording Instrument Charts	1 yr except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 yr	
Station and System Generation Reports	25 yrs	
Supply Studies	Destroy at option	
Statement/Analysis of Operations	10 yrs	
Waste/Wastewater Department Records:		
Annual Summary Sheets	10 yrs	
Apparatus Failure Reports	6 yrs	
Controlled Flushing Information	25 yrs	
Daily Log Sheets	1 month	
Equipment Failure Reports and Logs	3 yrs	
Fire Hydrants:		
Location, type	Active	
Meter Pressure Test	3 yrs	

Flow Test Data Sheet	Current + 5 yrs	
Log Books	6 yrs	
Maintenance/Repair Records	Permanent	
Manhole Sewer Inspections	6 yrs	
Maps, Prints, Drawings of Water System	Permanent	
Monthly Operation Report	2 yrs	
Pipelines, Structures and other equipment records	Life of equipment	
Plumbing Permits	Current + 5 yrs	
Recording Instrument Charts	3 yrs	
Sewer Claims	Current + 5 yrs	
Sewer/Water Connection Agreements	Termination + 6 yrs	
Street Openings Reports on Inspections and Repairs	6 yrs	
Tanker Filling Log	4 yrs	
Water Main Test Report	7 yrs	
Water System Grid Pressure Information	Active	
Water Processing Plant Records:		
Bacteria Tests of Water Samples	5 yrs	
Boiler, Condenser, Turbine and Pump Room Logs, including supporting data	3 yrs	
Chemical Tests of Water Samples	10 yrs	
Filter Log Sheets	6 yrs	
Lead Sampling	12 yrs	
Monthly Operation Reports	2 yrs	
Monthly Report to Michigan Department of Health	2 yrs	
Pumping Output Logs with supporting data	3 yrs	
Record Charts	1 yr	
Residential Sampling Records	5 yrs	
Sources, water supplied to the distribution system	15 yrs or 3 yrs after source is abandoned whichever is shorter	
Station Output Records	25 yrs	
Test Wells Information	4 yrs	
Water Level Charts	4 yrs	
Wastewater Treatment Plant Records:		
Daily Operating Records	6 yrs	
Flow Charts	Current + 5 yrs	
Industrial User Records		
Influent Compliance and Limit Reports	Current + 5 yrs	
Inspection Reports	6 yrs	
Lab Reports/Analysis	Current + 5 yrs	
Lift Station Alarm Data	Permanent	

Log Books	6 yrs	
Monthly Summary Sheets	2 yrs	
Oil and Waste Reports	3 yrs	
Operator's Daily Logs and Reports	6 yrs	
Pollution Control Lab Reports	Current + 5 yrs	
Pretreatment Performance Summary	Current + 5 yrs	
Sample Data	Current + 5 yrs	
Sample Schedule	Current + 5 yrs	
Statement of Operations Analysis	10 yrs	
Wastewater Analysis Information	Current + 5 yrs	

Section Eighteen: Public Works

Record Series	Minimum Retention Period	Disposition
Aerial Photographs and Surveys	Permanent	If changed, contact Archives of Michigan
Annual Report	`	
a. If a permanent copy is filed in the City Clerk's Office	Current + 1 yr	
b. If no permanent copy is filed in the City Clerk's Office	Permanent	If changed, contact Archives of Michigan
Benchmark Records	Permanent	
Citizen Complaints	Settlement + 2 yrs	
Contract Record and Index	Permanent	
Driveway Plans	Current + 5 yrs	
Garbage, Grass Cutting and Trash Removal Records		
a. Log sheets	Audit	
b. Weight Tickets	Audit	
c. Summary Reports	Audit	
Maps, photographs, plans, drawings, blueprints (originals)	Permanent	If changed, contact Archives of Michigan
Michigan State Highway Act 51 Records	Current + 5 yrs	
Parking Lot and Meter Records; Financial, e.g. Receipts; Deposit sheets, Revenue accounts	Audit + 1 yr	
Sanitary Sewer Survey, Construction and Maintenance Records	Permanent	
Sign Ledger File	Current	
Soil Borings and Compactor Results and Indexes	Permanent	
Survey Records	Permanent	
Sewage Treatment Plant Records:		
Daily Operations Log	Current + 5 yrs	
Flow Records	Current + 5 yrs	
Influent Sheets	Current + 5 yrs	
Laboratory Sheets	Current + 5 yrs	
Precipitation Records	Permanent	
Plans, Specifications, Drawings	50 yrs	
Reports:		
a. Monthly to Michigan Health Department	2 yrs	
b. Annual Summary to Michigan Health Department	10 yrs	

Section Nineteen: Treasurer

This section was superseded by General Schedule #28--City and Village Treasurers (approved 7-20-2010).

General Schedule #28 - City and Village Treasurer

General Schedule #28 supersedes Section 19 of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998.

This Retention and Disposal Schedule covers records that are commonly found in the **city or village treasurer** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.

Debra Gearhart 5/19/2010

Debra Gearhart, Director (Date)
Department of Technology, Management and Budget, Records Management Services

Mark E Harvey 6/4/2010

Mark Harvey, State Archivist (Date)
Department of Natural Resources and Environment, Archives of Michigan

APPROVED 7/20/10

State Administrative Board (Date)

INTRODUCTION

Chapter VII, Section 87.11, of Public Act 215 of 1895, the Fourth Class City Act, established the powers and duties of the office of the City Treasurer.
Sec. 11. The treasurer, subject to the direction of the council, shall have the custody of all moneys, bonds, mortgages, notes, leases and evidences of value belonging to the city: Provided, That the council by a majority vote of all the aldermen elect may designate 1 or more depositaries in such city in which the city treasurer shall deposit all such moneys and other property named above in his possession by virtue of his office, to be drawn there from only in such manner as the council shall direct, and every such depositary shall furnish a bond, as the council may require and approve, for the safekeeping and accounting of all such moneys and property thus coming into its possession. The council may at any time by a majority vote of all the aldermen elect change any depositary or depositaries. He shall receive all moneys belonging to and receivable by the corporation, and keep account of all receipts and expenditures thereof: Provided, that the treasurer shall not be liable for any neglect or default by such depositary or depositaries. The treasurer shall pay no money out of the treasury except in pursuance of and by authority of law and as directed by the council. He shall keep an account of and be charged with all taxes and moneys appropriated, raised or received for each fund of the corporation, and shall keep a separate account of each fund, and shall credit thereto all moneys raised, paid in or appropriated therefore, and shall pay every warrant out of the particular fund constituted or raised for the purpose for which the warrant was issued, and having the name of such fund endorsed thereon by the clerk. The treasurer may also, subject to the approval of the council, appoint a deputy, who shall possess all the powers and authority of the treasurer, subject to the control of the treasurer; and the treasurer and his bondsmen shall be liable for the acts and defaults of such deputy. Such deputy shall be paid for his services by the treasurer, unless otherwise provided by the council, and such deputy may be removed at the will of the treasurer. The city treasurer shall be the collector of state and county taxes within the city, and all other taxes and assessments levied within the city; he shall perform all such duties in relation to the collection of taxes as the council may prescribe, and as provided by this act.

Public Records
The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules
Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the

Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of government agency, such as city/village treasurer records. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency. This schedule supersedes section 19 of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998.

Unofficial Documents

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. *The retention periods listed on this general schedule do not specify the format in which the record may exist, because each government agency that adopts this schedule may choose to retain its records using different recording media.*

Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records

Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Records Management Services Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

State of Michigan
Department of Technology, Management & Budget - Records Management Services
Records Retention and Disposal Schedule

Dept Code	Dept Name
/GS28/	City/Village Treasurer

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.001 -	**Administrative Subject Files**	ACT+5	07/20/2010
	Subject files contain records that support administrative analysis, program and project planning, procedure development, and programmatic activities. These records include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes or organizational charts. Subject files are generally organized alphabetically by topic and may be further organized into annual files. Subject files do NOT include files related to specific individual program activities of the treasurer's office, such as tax collection records, which are listed elsewhere in this schedule. ACT = while subject file is of interest for ongoing administration. Some subject files may have historical value and should be preserved permanently.		
28.002 -	**General Correspondence**	CR+2	07/20/2010
	General correspondence records do not relate to a specific issue, official or employee. These records are often organized chronologically or by correspondent's name. General correspondence may include referral correspondence used to forward information or requests to another person or department. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. These records also include automated or manual tools (such as a mail log) that index or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. If correspondence does relate to a specific issue, official or employee it should be filed with other relevant records.		
28.003 -	**Information/Freedom of Information Act Requests**	CR+1	07/20/2010
	These records document requests for information or public records, and may include requests for information or public records, correspondence related to requests, copies of released documents and billing records.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

Dept Code	Dept Name
/GS28/	City/Village Treasurer

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.004 -	**Transitory Correspondence**	EVT	07/20/2010
	Records are considered transitory (temporary) correspondence if they document official responsibilities or activities, but have no documentary or evidential value after the activity is completed (such as a question answered or a meeting attended). Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events or notifications of upcoming meetings. EVT = need not be retained more than 30 days after receipt.		
28.005 -	**Planners/Calendars**	CR+2	07/20/2010
	These records include electronic or manual planners and calendars that schedule or track an individual official or staff member's work-related meetings, assignments and tasks. Individual officials and employees are usually responsible for retaining their planners/calendars for the retention period.		
28.006 -	**Staff and Project Meeting Records**	CR+2	07/20/2010
	These records document staff meetings and meetings with other project participants. They may include meeting minutes, agendas and distribution materials. Meeting records may also be retained in subject files, if they relate to a specific project. These records do NOT include records of meetings of official boards, commissions or committees.		
28.007 -	**Grant Records**	ACT	07/20/2010
	These are records used to administer state, federal or private grants. These records include applications, budgets, worksheets, adjustments, plans, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, or rules and regulations. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

Dept Code	Dept Name
/GS28/	City/Village Treasurer

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.008 -	**Policies, Procedures and Directives**	SUP	07/20/2010
	These records document the administrative policies and procedures of the treasurer's office. SUP = Only the current document must be retained. Superseded versions may be destroyed.		
28.009 -	**Treasurer's Office Budget Planning Records**	CR+5	07/20/2010
	These records are used to help develop, monitor and document the treasurer's portion of the overall municipality/village budget. They include itemized estimates of the anticipated expenditures of the treasurer's office for the next and current fiscal years, and records documenting the amounts appropriated for each account/line item for the treasurer's office in the current and previous fiscal years. They may include budget requests, statistics, proposed budget amendments, and budget summaries.		
28.011 -	**Accounts Receivable General Ledger**	FY+7	07/20/2010
	This record will document the income that is received by the city on a daily basis and will also document the reconciliation of the official deposit amounts to the city's bank account.		
28.012 -	**Banking Records**	FY+7	07/20/2010
	These records are used to document the city's banking activities (for reconciliation purposes) and are based on monies collected from individuals and businesses on a daily basis. The records may include deposit slips, bank statements, signature cards, etc.		
28.013 -	**Bankruptcy Notice to Creditor**	ACT+1	07/20/2010
	This record is created by the U.S. Bankruptcy Court and is used to settle an account covered by bankruptcy. The record includes the debtor's name, address, case number, social security number, attorney contact, bankruptcy trustee contact, etc. The record is received as a courtesy copy. ACT = Until resolved or closed.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.014 -	**Cancellation of Personal Property Tax**	**ACT+2**	**07/20/2010**
	This record is created so that the city is not responsible for any property taxes that it could not collect. The record may include the business owner's name, tax information, parcel number, and delinquent dollar amount. The record also lists the number of attempts to collect the taxes. This record is created by the Treasurer and then is recorded by the court. ACT = Until the tax is paid or closed by the court.		
28.015 -	**Cash Receipts Ledger**	**FY+7**	**07/20/2010**
	This record tracks every cash transaction that comes in or goes out of the Treasurer's office. The record may include the date, entry number, vendor name, credit amount, debit amount, receipt number, form of payment, and the account number to which it applies.		
28.016 -	**Daily Report of Collections**	**FY+7**	**07/20/2010**
	This record will document the daily collection of revenue received through the Treasurer's office. The record is maintained by the Treasurer and may contain the transaction number, reference numbers, description of activity, date, amount, and receipt number. This record may also include cash register tapes used to record the dollar amounts received by the city throughout the day and to balance daily revenue.		
28.017 -	**Biweekly Distribution of Taxes**	**FY+7**	**07/20/2010**
	This record will document the biweekly distribution of revenue received from property tax collections, administrative fees from special tax assessments, and other sources. The revenue is reconciled against the master tax roll.		
28.018 -	**Duplicate Payment Refund (All Refunds)**	**ACT**	**07/20/2010**
	This record documents refund payments to taxpayers who have overpaid their taxes. The record will include invoice number, dollar amount, name, address, total paid, property data, reason for payment, copy of overpayment check, etc. ACT = Until audit.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

Dept Code	Dept Name
/GS28/	City/Village Treasurer

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.019 -	**Invoices**	FY+7	07/20/2010
	This record will contain the city's daily invoices and any supporting records documenting services provided by the city. The invoices will include date, invoice number, name of taxpayer billed, address, services required, services received, billing amount, and the total due. Invoices are sent out by the Treasurer's office and when the invoices are returned, the Treasurer's office stamps the invoices and sends the paperwork to the appropriate city department.		
28.020 -	**Jeopardy Tax Records**	CR+2	07/20/2010
	This record will contain documents prepared by the Treasurer for companies that owe taxes. They are created every time a business closes or relocates and are used to capture the personal property tax of that business. The records may include the Notice of Filing Jeopardy Tax Assessment Affidavit, Jeopardy Tax Assessment Affidavit, and correspondence. The record may also include the property number, property address, total tax due, tax rate, jeopardy fee, name and contact of taxpayer, etc.		
28.021 -	**Refunds**	FY+7	07/20/2010
	These records will document refunds of monies by the city and are also used as an audit trail. The record may include copies of refund checks, original checks, receipts, tax statements, reasons for refund, etc.		
28.022 -	**Tax Bills and Original Receipts**	FY+7	07/20/2010
	This record documents city taxes billed to individuals and businesses and verifies payment by the taxpayer. The record may include the taxpayers name and address, property ID number, taxable value, state equalized value, date, total due, etc.		
28.023 -	**Tax Notice - Undeliverable**	FY+7	07/20/2010
	The tax notice notifies the taxpayer that the tax assessment is due. This record is created when the bill is returned as undeliverable. The record will contain the name of the property owner, address, taxes due, and parcel number.		

ACT = Active **CR = Creation** **EXP = Expiration** **FY = Fiscal Year**
SUP = Superseded **EVT = Event** **DISP = Immediate Disposal**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.024 -	**Delinquent Personal Property Tax Collection Records**	**ACT+6**	**07/20/2010**
	These records will document the collection of delinquent personal property taxes. The records may contain delinquent tax notices, court decisions, copies of checks, affidavits, demand of payment, correspondence, and other supporting documentation. ACT = Until case is resolved.		
28.025 -	**Tax Rolls**	**CR+20**	**07/20/2010**
	This record will document tax rolls for real and personal property, delinquent property, and special taxes. The records are used to summarize all of the tax information for each unique property (parcel).The county prints out the tax rolls and a copy is maintained by the city. The tax roll will include property number, school district, taxpayer name, legal description, property value, tax, special assessment, amount, total tax, paid or not, etc.		
28.026 -	**Trailer Court Fees/Mobile Home Report**	**ACT**	**07/20/2010**
	This record is created to track the money received for trailer tax fees. The record may contain the taxpayer's name, address, invoice date, amount of fee, etc. ACT = Until audit.		
28.027 -	**Utility Bill Payment/Receipt**	**ACT**	**07/20/2010**
	This record documents billing and payment of utility bills. The record will contain the account number, customer name, address, and total amount due. ACT = Until audit.		
28.028 -	**Investment Records**	**FY+7**	**07/20/2010**
	This record will document monetary investments by cities, including maturities. The records may include date of purchase, amount of investment, maturity date, fund name, principal, and interest. The records may also include confirmation notices from banks or brokerages, receipts, work sheets, balance sheets, requests to invest or withdraw funds, and any other investment records showing activity.		

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Dept Code	Dept Name
/GS28/	City/Village Treasurer

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
28.029 -	**Annual Settlements**	ACT+1	07/20/2010
	This record will document the actual amount of real delinquent taxes purchased by the county. ACT = Until audit.		
28.030 -	**Tax Capture Records**	ACT+1	07/20/2010
	This record will document the tax monies captured from taxing units and distributed to various authorities. The records may include work sheets, school obligation bond payments, and other supporting documentation. ACT = Until audit.		

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State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at http://www.michigan.gov/recordsmanagement/.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.