

Records Management Handbook

Guidelines and Approved
Retention and Disposal Schedule
for Cities and Villages

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*In memory of
Martin McLaughlin
An expert in the field of local records retention
and friend of Michigan cities and villages.*

Foreword

Without an approved retention and disposal schedule, the retention and disposal of municipal records can pose complex procedural problems for city and village officials. This updated schedule is applicable to all Michigan cities and villages and covers the usual records found in most municipal departments and administrative offices. The schedule was updated in response to member requests for a revised approved schedule that could easily be adopted by a city or village council.

The League expresses its appreciation to State Archivist David Johnson, and Holland Board of Public Works Records Management Coordinator Cal Coristine for working with Jeanette Westhead of the League staff to prepare the schedule. The League also appreciates the schedule review performed by: the State Administrative Board; the Michigan Historical Center; the Michigan Treasury Department, Local Audit and Finance Division; and Miller, Canfield, Paddock and Stone, P.L.C.

Our goal is to produce publications that will help you fulfill your responsibilities as a city or village official. We welcome your comments in regard to all our publications. Let us know how we are doing.

George D. Goodman
Executive Director

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: (Signed)
State Administrative Board

Date: (Signed)
Michigan Historical Center

Date: (Signed)
Treasury Department
Local Audit and Finance Division

Note: MCL 750.491 provides that any person who mutilates, destroys or carries away a municipal record, unless in accordance with a retention schedule or otherwise authorized by law, shall be guilty of a misdemeanor.

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How to Adopt General Retention and Disposal Schedule # 8

The Retention and Disposal Schedule printed here is for use by Michigan cities and villages should they choose to adopt it. Once the schedule has been adopted by your city or village council/commission, you may dispose of records according to its provisions.

A city or village that decides not to adopt Schedule # 8 must create a records retention and disposal schedule and submit it for review to the Michigan Historical Center.

Procedure for Adopting Schedule # 8

The recommended procedure for adopting General Schedule # 8 for use by your city or village is as follows:

1. Submit the Schedule for review and approval by your municipality's legal counsel.
2. Submit the Schedule for review and approval by your municipality's auditors.
3. Present the Schedule for formal adoption by your city or village council/commission.

Procedure for Amending or Creating a Schedule

Should a city or village choose to create its own Retention and Disposal Schedule; alter the provisions of General Retention and Disposal Schedule # 8 after formal adoption by the city or village; or dispose of records not contained in General Retention and Disposal Schedule # 8; it may do so by submitting a separate Retention and Disposal Schedule for review in accordance with the provisions of Sections 399.5 and 750.491 or the Michigan Compiled Laws. The forms and instructions needed to prepare separate schedules are in Appendix A. For help in developing a schedule, please contact:

Records Management Services
Michigan Historical Center
Department of History, Arts and Libraries
3045 N. Martin Luther King Jr BLVD
PO Box 30026
Lansing MI 48909
Telephone: 517/335-9132
Fax: 517/335-9418

Microfilm Standards

Permanent municipal records that have been microfilmed in compliance with the minimum standards of quality published in the Michigan Administrative Code may be disposed of after the microfilm has been inspected and compared against the original records. A Certificate of Records Disposal, MH-38, must be filed with the Records Management Services prior to disposal each time records are scheduled to be destroyed. The Michigan Department of State is updating the recommended city and village standards for microfilming records. When the updated standards are approved, a link will be added to the MML web site under Appendix B.

Recommended Environmental Conditions for Storing Records

All storage media require specific environmental conditions if they contain information that needs to be retained for a significant length of time. See Appendix C for the Michigan Historical Center recommended environmental conditions for storing records.

Optical Disk Systems – Rules for Storage of Public Records

The Michigan Department of State has developed administrative rules for the use of optical storage disks by governmental agencies including cities and villages. See Appendix D.

Standards for Electronic Records

Increasingly, government records are created, stored and used with computer technology. Examples of electronic records include word processed documents, electronic mail, databases, web pages and digital imaging systems. All electronic government records require specific hardware and software if they are to remain accessible. However, computer technology changes at a very rapid pace. These changes often cause electronic records, which are created using older technology, to be rendered inaccessible as new technology is introduced. It is extremely important for government agencies to know how long their records must be retained, so they can select technology and storage media which will satisfy the record's retention requirements. See Appendix E for these guidelines.

Section One: General Records -- All Offices

Record Series	Minimum Retention Period	State Archives 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	

Record Series	Minimum Retention Period	State Archives Disposition
Administrative Records:		
Annual Reports	Permanent	If changed, contact State Archives
Correspondence and Memoranda		
a. General or Routine	2 yrs	
b. Policy	Permanent	If changed, contact State Archives
Minutes of Council, Boards, Commissions, Committees and other official groups	Permanent	If changed, contact State Archives
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		
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 State Archives ¹
Negatives (identify fully)	Permanent	

¹ Still pictures produced or acquired by an office and used to carry on, promote or document substantive programs.

Record Series	Minimum Retention Period	State Archives Disposition
Publications:		
Publications Produced by Own Unit of Government		
a. Official Record	Permanent	If changed, contact State Archives
b. Duplicates	Current needs	
Vehicle Repair Records:		
Lubrication Reports	Audit + 1 yr	
Vehicle Maintenance Card	Audit + 1 yr	

Section Two: Airport

Record Series	Minimum Retention Period	State Archives 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 State Archives
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 State Archives
Budget	Current + 5 yrs	
Construction Plans	Permanent	If changed, contact State Archives
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	State Archives Disposition
Record Series	Minimum Retention Period	State Archives 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, corre- spondence, 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 State Archives
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	

Record Series	Minimum Retention Period	State Archives Disposition
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 rescission 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 State Archives
Permanent Parcel Number Assignment Files	Permanent	
Personal Property Affidavits	Current + 3 yrs	
Personal Property Cards	Current + 3 yrs	If changed, contact State Archives
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 Period	State Archives Disposition
Annual Report	Permanent	If changed, contact State Archives
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	

Record Series	Minimum Retention Period	State Archives Disposition
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	State Archives Disposition
Building Permit Applications	Current + 1 yr	
Building Plans		
a. Commercial Buildings	Life of Structure	If changed, contact State Archives
b. Non-Commercial	10 yrs	
Building Maintenance Record (city owned)	Current	
Building Reports (monthly)	Permanent	If changed, contact State Archives
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 State Archives
Nonconforming Uses Record	Current + 10 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
Permits:		
a. Building and Wrecking	Permanent	If changed, contact State Archives
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 State Archives
Permit Receipts	6 yrs	
Registrations (dwellings)	Life of Dwelling	

Section Six: Finance Officer

Record Series	Minimum Retention Period	State Archives Disposition
Budget Materials:		
Annual Budget	Permanent	If changed, contact State Archives
Support Documentation	Current	
Annual Financial Statement	Permanent	If changed, contact State Archives
Audit Report	Permanent	If changed, contact State Archives
General Accounting Records:		
General Journal	20 yrs	
Cash Receipts and Disbursements Journal	10 yrs	
Check Registers	6 yrs	
Departmental Transfers Journal	10 yrs	
Payroll Journal	10 yrs	
General Ledger	20 yrs	
Annual Appropriations Ledger	10 yrs	
Accounts Receivable Ledger	10 yrs	
Construction Costs Ledger	10 yrs	
Permanent Asset Accounts Ledger	Permanent	
Payroll Cost Distribution Ledger	10 yrs	
Bank Deposit Slips	Audit	
Bank Statements	6 yrs	
Canceled checks		
a. Original	6 yrs	
b. Copies	Audit	
Gasoline Tax Record (State form for refund)	Audit + 1 yr	

Record Series	Minimum Retention Period	State Archives Disposition
General Accounting Records (cont.):		
Gasoline Tickets	Audit + 1 yr	
Receipts (all funds)	6 yrs	
Signature Cards, Bank Account	Current	
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 Orders	Audit	
Municipal Bonds		
Bond Coupons	7 yrs	
Bond Transcripts	7 yrs	
Payroll Records:		
Employee Earnings Record	50 yrs	
Employee Retirement Record	Permanent	
Employee Service Record	Permanent	
Time Cards	3 yrs	
Daily Time Reports	3 yrs	
Summary Time Reports	3 yrs	
Purchasing Records:		
Bid Packs (include bids received)	6 yrs	
Purchase Orders	6 yrs	
Requisitions	6 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
Equipment Records:		
Business Machine Repair Record	Life of Machine + Audit	
Disposed Equipment Record	Audit	
Equipment Auction Record	Audit	
Equipment Inventory Data Sheet	Audit	
Equipment on Hand Record	Permanent	
Vehicle Repair Record	Life of Vehicle + Audit	
Vehicle Titles	Life of Vehicle	

Section Seven: City Clerk

Record Series	Minimum Retention Period	State Archives Disposition
Alcoholic Beverages Licenses Applications	Active + 1 yr	
Annual Reports (all city units)	Permanent	If changed, contact State Archives
Auction Records	Audit + 1 yr	
Bid Bonds – Vendor	Active + 1 yr	
Birth Records	Permanent	
Cemetery Records	Permanent	If changed, contact State Archives
Deeds, grave records, section books, perpetual care records, maps, blueprints, lot owner books, interment and disinterment orders		
City Budget (Official Record)	Permanent	If changed, contact State Archives
City Charter (Official Record)	Permanent	If changed, contact State Archives
City Commission/Council Meeting Audio Tapes	Until transcribed and approved	
City Commission/Council Meeting Videos	Current	

Record Series	Minimum Retention Period	State Archives Disposition
City Commission/Council Meeting Minutes and Papers All documents placed before the city commission/council for action or consideration become permanent records. This includes (but is not limited to) claims, contracts, agreements, deeds, easements and right-of-ways, encroachments, legal notices with printers' bills, minutes of city Boards and Commissions, ordinance petitions, reports, resolutions and Traffic Board orders.	Permanent	If changed, contact State Archives
Closed Session Minutes	1 yr + 1 day	
Contractors' Bonds and Insurance Policies	Active + 7 yrs	
Death Certificates and Register	Permanent	
Easement and Leases	Permanent	
Election Materials:		
Various retention periods are listed in 116 PA 1954 as amended: being Section 168.1 through 168.992 of the Michigan Compiled Laws. Consult that Act or contact the Secretary of State, Bureau of Elections concerning any of the below listed retention periods.		
Absentee Ballot Envelopes (opened and unopened)	Current Election + 2 yrs	
Absentee Voter List	Current Election + 2 yrs	
Application for Absentee Ballot	Current Election + 2 yrs (Gubernatorial General only, Current Election + 4 yrs)	

Record Series	Minimum Retention Period	State Archives Disposition
Application for Ballot	Current Election + 2 yrs, (Gubernatorial General only, Current Election + 4 yrs)	
Ballots ²	10 days after Board of Canvasser certification unless recount petition has been filed and not completed or unless destruction is stayed by court order. 30 days following certification of recount.	
Ballots – Office of President, Congressional Offices ³	Federal law requires that all documents including paper, punch card and optical scan ballots and programs used to tabulate punch card optical scan ballots be retained for 22 months. These documents should be stored in sealed ballot bags in a secure place after the ballot retention requirements listed in this schedule have been fulfilled.	
Certificates of Attendance (voting machine instructors)	Current Election + 2 yrs	
City Election Results (where canvassed by City Board of Canvassers)	Permanent	If changed, contact State Archives
City Board of Canvassers Minutes	Permanent	If changed, contact State Archives
Change of Address	Current Election + 2 yrs	
Election Commission Member List	Permanent	
Election Commission Minutes	Permanent	If changed, contact State Archives

² It is recommended that one copy of each ballot be retained permanently even though destruction is permissible.

³ It is also recommended that program memory cartridge data be stored on a floppy disk.

Record Series	Minimum Retention Period	State Archives Disposition
Election Notices (printer's bills)	Permanent	
Election Voting Systems	Voting devices, ballot containers, punch card and optical scan ballots, program, test decks, accuracy test results, the original edit listing and any other related material must be retained for 30 days after Board of Canvasser certification unless a recount is in progress, a defect in the voting equipment is being investigated or unless destruction is stayed by court order.	
Nominating Petitions	January 1 following election (returned to candidate or destroyed as requested by candidate)	
Poll Book	Current Election + 2 yrs	
Special Election Materials	Current Election + 2 yrs	
Statement Books	Current Election + 2 yrs	
Tally Sheets (books)	Current Election + 2 yrs	
Voter Registration Cards	Permanent	
Voter Registration Cards – Returned Non-deliverable	Current Election + 2 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
Special Note		
Election Records Supporting Bond Issues	11 yrs after bonds mature	
Election Records Supporting Millages	Permanent	
Municipal Bond or Note Transcript	Permanent	
Freedom of Information Act		
Disclosure Denial	3 yrs	
Freedom of Information Act Requests	3 yrs	
Freedom of Information Act Subscriptions	3 yrs	
Garnishments	Current + 2 yrs	
Insurance Policies (City Property/Fleets)		
a. While property is owned and/or maintained by city	Permanent	
b. After disposal by city	7 yrs	
Legal Notices (proofs)	Permanent	
License and/or Permit Applications	Active + 1 yr	
Licensing Bonds and Records	Active + 10 yrs	
Minutes of Meetings (all Boards, Commissions and other official groups)	Permanent	If changed, contact State Archives
Oaths of Office Taken by Elected Officials	Permanent	If changed, contact State Archives
Ordinances and Index (Official record)	Permanent	
Real Estate Files (city owned property)	Permanent	

Record Series	Minimum Retention Period	State Archives Disposition
Request for Public Record	Current + 1 yr	
Surety Bonds – Officers and Employees	Active + 10 yrs	

Section Eight: District Court

General Schedule 13 – District Courts is reprinted below.

This schedule provides for the retention and disposition of many records created and/or maintained by District Courts. The public officials concerned may destroy or transfer these records upon expiration of the retention period assigned. It will still be necessary to notify the Department of State, Bureau of History – State Archives and Department of Treasury prior to destroying original court records by filing a Certificate of Records Disposal. Any record not contained in this list or not having a statutory retention period may not be disposed of without submitting a list or schedule required by MCL 399.5; MSA 15.1805, or securing an amendment to this schedule.

Record Series	Minimum Retention Period	State Archives Disposition
<u>Case Records</u>		
1. All case files, excluding dockets, created prior to January 1, 1969 (see Notes A, C and D)	Dispose of immediately; MCL 600.9924a; MSA 27A.9924(1)	
2. Dockets, Journals, Register of Actions and Indices (see Notes B and D)	Permanent (includes microfilm meeting DMB regulations)	
3. Traffic civil infraction cases in which a judgment was rendered and satisfied or dismissed	6 yrs from date of judgment or dismissal or 1 yr if compliance audit is conducted, whichever is first (see Note H)	
4. Parking Citations in which a judgment was rendered and satisfied or dismissed	1 yr from date of judgment or dismissal	
5. Unsatisfied traffic civil infraction judgments (including Register of Actions) (see Note B)	7 yrs; MCL 257.321a; MSA 9.2021(1)	
6. Misdemeanor cases arising under state law, charter or ordinance payable through a traffic bureau or magistrate	6 yrs from date of final judgment of sentence, acquittal or dismissal or 3 yrs if a compliance audit is conducted, whichever is first (see Note H)	

Record Series	Minimum Retention Period	State Archives Disposition
7. All other cases arising under charter or ordinance	6 yrs from date of final judgment of sentence, acquittal or dismissal	
8. Cases arising under state law not payable through a traffic bureau or magistrate	10 yrs from date of final judgment of sentence, acquittal or dismissal	
9. General Civil Cases (see Notes A, B and D)	10 yrs from date of final judgment or dismissal	
10. Summary Proceedings/Landlord Tenant cases (see Notes A, B and D)	6 yrs from date of final judgment or dismissal	
11. Small Claims cases (including Register of Actions) (see Notes A, B, D and J)	6 yrs from date of final judgment or dismissal	
12. Untranscribed court recorder/reporter notes, tapes and recordings for all criminal cases	10 yrs after date of recording	
13. Untranscribed court recorder/reporter notes, tapes and recordings from all civil cases	5 yrs after date of recording	
14. Transcribed court reporter/recorder notes, tapes and recordings (Does not include videotapes)	1 yr after being transcribed and filed with the court	
15. Search Warrants	10 yrs	
16. Probation files and Presentence Reports	3 yrs after discharge from probation	
<u>Administrative and Fiscal Records</u>		(See Notes G and H)
17. Checkbooks and canceled checks	6 yrs	
18. Accounting records including books, ledgers, journals, etc.	6 yrs	
19. Bank statements, reconciliations, deposit slips, etc.	6 yrs	
20. Bond Records	6 yrs	
21. Vouchers – all categories	6 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
22. Requisitions – all categories	6 yrs or 3 yrs if a compliance audit is conducted, whichever is first (see Note H)	
23. Judicial Assignment records	1 yr after completion of assignment	
24. Jury lists	3 yrs	
25. Personnel files	6 yrs after employment is discontinued	
26. Personnel – job applications (Hired or not)	3 yrs after filling the position	
27. Statistical reports, court daily calendars and general correspondence	1 yr	
28. Magistrate Daily/Quarter Dockets and Reports (MCR 8.205)	1 yr	
29. Marriage Records Book	10 yrs then transfer to State Registrar Office and Center for Health Statistics (see Note M)	
<u>Non-Record Material</u>		(see Note L)
30. Extra copies of correspondence and other documents preserved only for convenience of reference:		
c. “Reading File,” “Tickler File,” “Follow up file,” etc.		
d. Identical copies of all documents maintained in the same office.		
e. Outdated copies of printed or processed materials of which official copies have been retained for record purposes.		

Record Series	Minimum Retention Period	State Archives Disposition
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31. Materials neither made nor received pursuant to a statutory requirement nor in connection with the functional responsibilities of the office

- a. Privately purchased material kept at the office for convenience
- b. Correspondence of a personal nature kept at the office for convenience
- c. Notice of employee meetings, credit union affairs, community affairs, etc.

Notes: Prior to the disposing of this type of material, request the local historical society, library or nearest university or college history department for advice as to its research value. If any items are deemed to be of value, transfer them to the advisory agency or notify the Michigan Historical Commission of their existence.

32. Preliminary drafts of letters, reports and memoranda which do not represent significant basic steps in preparation or record documents.

33. Routing and other inter-departmental records which do not add any significant material to the activity concerned

Notes for Records Retention and Disposal Schedule for District Courts

- A. "Case" refers to the complete official court file including all materials pertaining to a particular case or subject except shorthand notes, steno-tapes and mechanical recordings.
- B. The Register of Actions (formerly called Dockets or Journals) as defined by MCR 8.203 applies to all cases except civil infraction traffic cases and must contain all case identification information on the alphabetical index as well as a chronological record of fees paid, papers filed, process issued and returned and court actions, orders, judgments and verdicts pertaining to the case noted. If the Register of Actions or (docket) is the front of the file folder, it must be separated and microfilmed or otherwise retained permanently. The rest of the file can be destroyed.
- C. Although General Schedule 13 takes the place of the complete listing of records to be retained or destroyed as required by MCL 399.5; MSA 15.805, it will still be necessary to notify the Department of State, Bureau of History – State Archives prior to destroying original court records by filing a Certificate of Records Disposal (form MH 38). The Historical Commission has agreed to respond within 30 days of receipt of form MH 38 if there are original court records they wish to retain for historical purposes. Form MH 38 can be used as a record of all court records destroyed by referring to Schedule 13 for record descriptions and item numbers and by noting inclusive dates of records; it is not necessary to identify each case file by name or file number if the records are on Schedule 13. Instructions and retention and disposal forms may be obtained from the Department of State, Bureau of History-State Archives, 717 W Allegan, Lansing, MI 48918, (517) 373-1408.
- D. Although the records of civil actions, including summary proceedings, can be destroyed after 6 yrs under MCL 600.8344; MSA 27A.8344, Schedule 13 requires civil cases to be retained for 10 years to accommodate the statute of limitations (MCL 600.5809; MSA 27A.5809).
- In order to effectively manage this difference in retention periods, it may be necessary to establish a filing system which separates summary proceedings cases from other civil cases. Justice of the Peace Dockets may become eligible for destruction by filing MH 43 Certified Retention Disposal form with State Archives. The records must be maintained until State Archives sends notice that they may be destroyed.
- E. If a warrant is issued on a parking ticket, the case is to be treated in the same way as non-parking ordinance violations.
- F. MCL 691.1101; MSA 3.993(1) requires records to "have been in the custody of the court for at least 6 years" before being destroyed. This means that the "hard copy" or "original" record of a case may not be destroyed for six years, even though it has been microfilmed. Parking violations, satisfied civil infraction or misdemeanor cases payable through a traffic bureau or magistrate are not included.
- G. The number of years stated on the schedule as the minimum retention period applies whether or not an audit has been performed during that period of time. If an appeal results in a new judgment or a dismissal being entered in the original case, the retention period for the case will run from the date of the new judgment or dismissal order. Sound fiscal policy requires that a financial and legal compliance audit be conducted before the destruction of any court records (see Note H). The Michigan Department of Treasury, Local Government Audit Division must be notified 30 days prior to the destruction of records by submitting a copy of the MH 38 form so that an audit can be performed if necessary. The MH 38 form may be sent to the Michigan Department of Treasury, Local Government Audit Division, 2nd Floor, Treasury Building, Lansing, MI 48922.
- H. A "Financial and Legal Compliance Audit" is defined as a review and test of the accounting, reporting, legal compliance and internal control structure and related procedures performed by court personnel when completing their duties as required by state statute. The audit scope must include the court's accounting and reporting of all collections, depositing with the local control unit, the State, the collections and disposition of trust money (surety bonds, restitution, etc.) and legal compliance.

- I. Computer records are the work product of the courts and are to be treated in the same manner as other applicable items on the retention schedule.
- J. MCL 600.8344; MSA 27A.8344 states that the docket need not be preserved in small claims cases after destruction of file; however, it is advisable to keep a microfilm copy of the Register of Actions for reference.
- K. Schedule 13 should be used for all records generated by municipal courts after January 1, 1969.
- L. Non-record material listed as items 30 through 33, and items such as blank forms (excluding unused pre-numbered checks and receipt forms), books which are outdated, or publications and processed documents preserved for supply purposes only, may be destroyed at the convenience of the court without complying with the disposal as required under MCL 399.5; MSA 15.1805.
- M. After the minimum period of retention of Marriage Records, the documents may be transferred to the Office of State Register and Center of Health Statistics, Department of Public Health, 4323 N Logan, P O Box 30195, Lansing MI 48909.

Section Nine: Fire Department

Record Series	Minimum Retention Period	State Archives Disposition
Record Series	Minimum Retention Period	State Archives Disposition
Annual Report	Permanent	If changed, contact State Archives
Apparatus, Equipment Record	Current	
Apparatus, Specifications	Life of Vehicle	
Building Inspection Reports – Fire Safety		
a. Report of Investigation	10 yrs	
b. Violation Notices	Life of Structure	
Chief's Record (state forms)	10 yrs	
Company Run Report	3 yrs	
Daily Fire Log	Permanent	If changed, contact State Archives
Daily Time Sheets/Cards (see F29-31)	Audit	
Dispatcher's Log	Audit	
Fire Alarm Card Index	Permanent	
Paramedic Reports	10 yrs	
Training Records	Audit	
Uniform Allowance Records	Audit	
Work Schedule	Audit	

Section Ten: Grants – Federal

The following information was downloaded from the Internet. To obtain additional information, contact the U.S. Office of Management and Budget's Information Hot Line at 202/395-3080. If you have access to the Internet, the information is available at <http://www.whitehouse.gov/omb/grants/>.

A Guide to OMB's Grants Management Circulars and Related Documents

The 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

Section Eleven: City Income Tax Office

Record Series	Minimum Retention Period	State Archives Disposition
Withholding Tax Statement (CW-2) Copy A – filed with employer	6 yrs	
Reconciliation of Income Tax Withheld (CW-3) 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)	10 yrs	
Employee Withholding Certificate (CW-4)	Current + 6 yrs	
Employer's Withholding Registration (C-SS-4) Trade name, Employer's name, type of organization	Current + 6 yrs	
Employer's Return of Income Tax Withheld (C941) Tax withheld, adjustments, total. This form accompanies Employer's payment to City Treasurer.	6 yrs	
Quarterly Statement of Account (Estimated Tax) (C1124) One filed each quarter (color coded). They are attached to 1040 ES at end of year	6 yrs	
Tax Statement (IT-23) Payment form used when there is some type of payment or filing irregularity	Current + 6 yrs	
Miscellaneous Income (1099-MISC)	Current + 4 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
Individual Income Tax Return (resident) (C1040R) With attached copy of employee W-2	6 yrs	
Individual Income Tax Return (non-resident) (C1040N) With attached copy of employee's W-2	6 yrs	
Declaration of Estimated Income Tax (Annual Declaration) (C1040ES) Quarterly cards are added to this	6 yrs	
Fiduciary Return (C1041) Income returns for trust funds and estates	6 yrs	
Corporation Income Tax Return (C1065)	6 yrs	
Partnership Income Tax Return (C1065)	6 yrs	
Application for Extension for Filing 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	Current + 6 yrs	
Receipt Books	7 yrs	
Validated Receipts	7 yrs	
Refund Warrants	8 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
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

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

Section Thirteen: Parks and Recreation Department

Record Series	Minimum Retention Period	State Archives Disposition
Activity and Program Records (See F6-15):		
Attendance Records	Current needs	
Contract Cards: Teams and Players	Current	
Facility Rental Register	Audit	
Equipment Use Distribution Summary	Audit	
Membership Lists/Index	Current	
Schedules	Current	
Tree Planting and Removal Records	Current + 1 yr	
Administration Records:		
Accident Reports (Department Copy)	2 yrs	
Activity Reports (all units)	10 yrs	
Annual Report	Permanent	If changed, contact State Archives
Budget (department copy, annual)	2 yrs	
Budget Support Data	Current needs	
Capital Improvement Program	3 yrs	
Plans and Drawings	Current + 10 yrs	
Cemetery Records:		
Annual and Perpetual Care Record	Permanent	
Burials (monthly report)	Audit	
Daily Journal	3 yrs	
Deed Authorizations	Current	
Disinterment/Reinterment Permits	Permanent	
Foundation Requests	Permanent	

Record Series	Minimum Retention Period	State Archives Disposition
Interment Orders	Permanent	If changed, contact State Archives
Lot Owner Books	Permanent	If changed, contact State Archives
Maps and Plans	Permanent	If changed, contact State Archives
Section Books	Permanent	If changed, contact State Archives

Section Fourteen: Personnel Department

Record Series	Minimum Retention Period	State Archives Disposition
Accident Reports	Active + 6 yrs unless there is Workers Compensation claim	
Application for Employment (hired or not)	3 yrs	
Beneficiary Designations		
a. Active Employee	Permanent	
b. Separated Employee	Current	
c. Deceased Employee	Audit	
Employee Folders	Termination + 5 yrs	
Classification Studies	Current + 5 yrs	
Deduction Authorization Cards	Current	
Grievance Files	Settlement + 10 yrs	
(See attorney section – Workers Compensation case)		
Job Announcements	Current + 2 yrs	
Job Descriptions	Current + 2 yrs	
Labor Contracts	Permanent	
Leave Authorizations	3 yrs	
Position Requests	Current + 2 yrs	
Retirement – Application for Refund	Payment + Audit	

Record Series	Minimum Retention Period	State Archives Disposition
Retirement – Membership/Enrollment Card	Life of Member + Audit	
Salary Schedules	Current + 5 yrs	
Seniority List	Current + 1 yr	
Service Ratings	3 yrs	
Sick and Annual Leave Records		
a. Active Employees	Permanent	
b. Separated Employees	3 yrs after Audit	
Tax Withholding Card (Claimed dependents)	Current	
Unemployment Compensation Material	Current	
Workers Compensation Case Files	30 yrs after close	

Section Fifteen: Planning Department, Zoning

Record Series	Minimum Retention Period	State Archives Disposition
Address Coding Guide List	Current	
Annexation Record	Permanent	If changed, contact State Archives
Census Data	Permanent	If changed, contact State Archives
Citizen Complaints	Current + 5 yrs	
Community Development Block Grant Records	Contact HUD since retention requirements not listed in 24CFR 570.490	If changed, contact State Archives
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 State Archives
Land Use Survey	Permanent	If changed, contact State Archives
Maps, Plans, Indexes	Permanent	If changed, contact State Archives
Master Plans	Permanent	If changed, contact State Archives
Plat Book	Permanent	If changed, contact State Archives

Record Series	Minimum Retention Period	State Archives Disposition
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 State Archives
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 State Archives
Zoning Appeal Records	Completion of Appeal Process + 5 yrs	
Zoning Board Minutes	Same as Zoning Appeal Board Minutes (above)	If changed, contact State Archives

Section Sixteen: Police Department

Record Series	Minimum Retention Period	State Archives Disposition
Abandoned Car Notices	1 yr	
Accident Reports	7 yrs	
Accident Report Logs	7 yrs	
Administrative Investigations		
a. Citizen Complaints	10 yrs	
b. Internal Investigations	10 yrs	
Annual Report (department)	Permanent	If changed, contact State Archives
Annual Report (divisions)	Permanent	
Arrest Log	10 yrs	
Bicycle Registration	5 yrs	
Breathalyzer Logs	7 yrs	
Budget (annual)	5 yrs	
Budget – Data	Current needs	
Building Information		
a. Plans, Drawing, Blueprints	Permanent	
b. Key Charts	Permanent	
Cab Licenses	Current + 1 yr	
Citation Book Receipts Ledger	Audit + 1 yr	

Record Series	Minimum Retention Period	State Archives Disposition
Complaints		
a. Misdemeanor and non-criminal	7 yrs	
b. Felony	25 yrs	
Complaint Logs		
	2 yrs	
Concealed Weapons Permits		
	6 yrs	
Crime Lab Reports		
	Until the case is closed or adjudicated and the appeals process has been exhausted	
Daily Activity Logs/Reports		
	2 yrs	
Equipment Records		
a. Equipment on hand	Permanent	
b. Equipment Disposed of	Audit	
Evidence Cards		
	Permanent	
Fingerprint Files		
a. Convicted Persons	Death or 75 yrs whichever is first or when ordered expunged by court order	
b. Non-convicted persons	1 yr if not returned to subject prior to that time	
c. Persons arrested on a Warrant issued by another jurisdiction	1 yr	
General Orders		
	Permanent	If changed, contact State Archives

Record Series	Minimum Retention Period	State Archives Disposition
Gun Purchase Permit	6 yrs	
Gun Registration	Permanent until gun is transferred or destroyed	
Incident Reports		
a. Misdemeanor and Non-criminal	7 yrs	
b. Felony	25 yrs	
Jail Logs	Current + 10 yrs	
Juvenile Records	Until 17 th birthday	
Liquor Establishment Files	Until license is canceled or transferred	
Lost and Found Register	7 yrs	
Master Criminal File	Death or 75 yrs whichever is first or when ordered expunged by court order	
These are individual files on all persons who have been arrested by the Department and convicted. The files may contain: arrest sheets, fingerprint cards, photos; rap sheets; correspondence; reports; and other related material.		
Monthly Reports (divisions)	2 yrs	
Negatives		
a. Accident Related	7 yrs	
b. Crime Related	75 yrs	
Parole and Probation Records	3 yrs	
Pawn Shop Tickets	3 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
Radar Logs	7 yrs	
Radio Logs	1 yr	
Sex Offenders Registration Forms	Death or 75 yrs whichever is first	
Special Orders	Permanent	If changed, contact State Archives
Staff Meeting Minutes	Permanent	If changed, contact State Archives
Stolen Gun Record	Until gun is return or destroyed	
Stolen Property Record	Current + 5 yrs	
Teletype/Lien Messages	1 yr	
Traffic Violations		
a. Moving Violations	5 yrs	
b. Non-moving Violations	Audit	
Uniform Allowance Records	Audit	
Uniform Crime Reports	Current + 5 yrs	
Unoccupied Building Reports	6 months	
Vehicle Impound Log	3 yrs	
Warrants (see Section 8 for requirements for other types of warrants)	Current + 2 yrs	
Wrecker Logs	3 yrs	

Section Seventeen: Public Utilities

Record Series	Minimum Retention Period	State Archives 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 State Archives
Bank Deposit Slips	Audit	
Bank Statements	6 yrs	
Billing Adjustments	2 yrs	
Billing Registers	3 yrs	
Budget Materials:		
Annual Budget	Permanent	If changed, contact State Archives
Support Documentation	Current	
Annual Financial Statements	Permanent	If changed, contact State Archives
Canceled Checks		
Originals	6 yrs	
Copies	Audit	
Cash Receipts and Disbursements Journal	10 yrs	
Check Registers	6yrs	
Construction Costs Ledger	10 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
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 (State Form for Refund)	Audit	
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	

Record Series	Minimum Retention Period	State Archives Disposition
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 State Archives
Board Minutes	Permanent	If changed, contact State Archives
Compliance Reports	Permanent	
Construction Project Information		
Analysis or cost reports	Permanent	
Contractor's Bonds and Insurance Policies	Active + 7 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
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 State Archives
With State and Federal Agencies	Permanent	
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	

Record Series	Minimum Retention Period	State Archives Disposition
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 State Archives
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	

Record Series	Minimum Retention Period	State Archives Disposition
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 State Archives
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	

Record Series	Minimum Retention Period	State Archives Disposition
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	

Record Series	Minimum Retention Period	State Archives Disposition
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	

Record Series	Minimum Retention Period	State Archives Disposition
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	
Watermain Test Report	7 yrs	
Water System Grid Pressure Information	Active	

Record Series	Minimum Retention Period	State Archives Disposition
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	

Record Series	Minimum Retention Period	State Archives Disposition
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	State Archives Disposition
Aerial Photographs and Surveys	Permanent	If changed, contact State Archives
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 State Archives
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 State Archives
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	

Record Series	Minimum Retention Period	State Archives Disposition
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

Record Series	Minimum Retention Period	State Archives Disposition
Accounts Receivable Ledger	6 yrs	
Banking Material: Deposit Slips, Statements, Signature Cards	See Finance Officer – General Accounting Records	
Bankruptcy Mortgage Notice to Creditors	Current	
Canceled Bonds and Coupons	See: MCL 129.121 et seq.	
Cancellation of Personal Property Record	1 yr from date of Circuit Court cancellation	
Cash Receipts Ledger		
a. Original	Current + 5 yrs	
b. Copies	Audit	
Cash Register Tapes		
a. Original	Current + 5 yrs	
b. Copies	Audit	
Daily Report of Collections	Audit	
Duplicate Payment Refund	Audit	
Invoices		
a. Originals	Current + 5 yrs	
b. Copies	Audit	
Jeopardies	2 yrs	

Record Series	Minimum Retention Period	State Archives Disposition
Parking Meter Collection Reports	Audit + 1 yr	
Part-Pay Write-Offs	Audit + 5 yrs	
Personal Property Card	10 yrs	
Receipt Books		
a. Original	Current + 5 yrs	
b. Copies	Audit	
Redemption Certificates – Tax Sale	Permanent	
Sewer Permits	Current + 5 yrs	
Tax Bill, Original Receipt	Current + 3 yrs	
Tax History Card	10 yrs	
Tax Notices (undeliverable)	Current + 4 yrs	
Tax Receipts (customer copy)	Current + 1 yr	
Tax Rolls		
a. Real and Personal Property	20 yrs	
b. Delinquent Property	20 yrs	
c. Specials	Active + 10 yrs	
Tax Sale Certificates and Discharges	Permanent	
Tax Sale Foreclosure File	5 yrs	
Trailer Court Fees Receipts	6 yrs	

Appendix A

Disposition of Public Records

Effective May 13, 2004, local governments are no longer required to submit a Certificate of Records Disposal (MH-38) to the State of Michigan prior to disposing of public records.

However, in accordance with sections 399.5 and 750.491 of the Michigan Compiled Laws, public records can only be disposed of in accordance with the provisions of an approved Retention and Disposal Schedule. Retention and Disposal Schedules indicate when and how a public record may be disposed of. It is illegal to destroy a public record without the authorization of an approved schedule. There are two types of record disposition: destruction, or transfer to the State Archives of Michigan for permanent preservation.

DESTRUCTION

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

1-800-433-7876

TRANSFERRING RECORDS TO THE STATE ARCHIVES

Government agencies that want to transfer records to the State Archives of Michigan need to complete the "Direct Records Transmittal" form (MH-85). Be sure to include a complete description of the records, the inclusive dates for the records, and the record series number from the Retention and Disposal Schedule on the form. The MH-85 form may be obtained by contacting the State Archives at (517) 373-1408 or by visiting the State Archives' website <http://www.michigan.gov/statearchives/>. The completed form must be approved by the State Archives before the records are shipped. To arrange approval of the transfer, please send or fax the completed form to the State Archives (address and fax number are on the form). The State Archives will contact you within 30 days of receiving the form to arrange shipment of the records.

Please maintain the order of your filing system when you pack records for transfer to the State Archives. Only pack the records in boxes with the dimensions 15" x 12" x 9.75", because other boxes will not fit on the shelves. To properly seal the box:

- Fold the back flap first, then fold the side flaps, and fold the front flap on top.
- Place the tape across the front flap to seal the box.
- The top and sides of the box should not bulge.

Disposition of public records that are not covered in Schedule #8

(a.k.a. *Records Management Handbook: Guidelines and Approved Retention and Disposal Schedule for Cities and Villages*)

Agency-Specific Schedules

Local Government

Local governments may develop their own agency-specific schedule and submit it for approval by the Michigan Historical Center and the State Administrative Board. These schedules will provide the only legal authority to destroy public records that are not covered by general schedules that are issued for local government.

CREATING RETENTION AND DISPOSAL SCHEDULES

1. Conduct an inventory of all records or records series created or maintained by the agency. The following record series inventory forms for paper and electronic records will help agencies gather the information that they need to properly describe their records:

- Record Series Inventory Form (HAL 507)
- Electronic Record Series Inventory Form (HAL 270)

A. It helps to select a room or cubicle, and then survey each drawer of each file cabinet or shelving unit to determine its contents.

B. While conducting the inventory, it would be a good idea to ensure that all drawers, shelves, file folders, boxes, etc. are properly labeled.

C. Identify any databases, spreadsheets, etc. that are used to support business processes or to help access paper files (such as indexes).

2. Create a list of the record series identified as a result of the inventory, and include brief description of the function and content of each series. Try to answer the following questions:

A. Why is the record series created?

B. Does a law mandate the creation of the records series? If so, which law?

C. How is the records series created?

D. How are the records organized? (alphabetically, chronologically, etc.)

E. What format(s) does the records series exist in? (paper, photographs, maps, drawings, microfilm, digital images, e-mail, database, etc.)

F. What information can be found on a particular record? (names, dates, social security numbers, addresses, etc.)

G. Does the record series contain confidential information?

H. When did the agency first start to create/receive this record series? Is the record series still created?

I. What is the date range of the current holdings?

J. Do other agencies maintain the same exact records series? If so, who? Why?

3. Establish retention periods for each records series based upon the following:

A. Statutorily required retention period, if any

B. Statute of limitation requirements

C. Audit requirements

D. Administrative need

E. Potential historical value

4. Enter the proposed schedule onto the Records Retention and Disposal Schedule form (MH-43)

5. Have the completed schedule signed by the authorizing official. This person may be the

agency head, the mayor, manager, or administrator as provided by the official policy of the unit of local government submitting the schedule. **Note: HAL is willing to review and comment upon draft schedules before the agency seeks the signature of an authorizing official.**

6. Send the signed schedule to HAL: Records Management Services, 3405 N. Martin Luther King Jr. Blvd., Lansing, Michigan 48909. Please include a cover memo/note containing the name, mailing address, phone number and e-mail address of a contact person. *Original signatures are required, so please do not fax or e-mail this form.*

7. HAL will review the schedule and identify record series that possess historical value. If the State Archives of Michigan authorizes the eventual transfer of a particular records series to its custody for permanent preservation, a notation, such as "Transfer to the State Archives of Michigan," will appear on the schedule.

8. HAL will forward the schedule to the State Administrative Board for approval.

9. A copy of the schedule will be returned to the local government agency, after the schedule is approved by the State Administrative Board. Note: The Records Management Services will retain the original approved schedule.

The local government agency may begin to dispose of records according to the provisions of the newly approved schedule.

RECORD INVENTORY AND ANALYSIS

DEPARTMENT OF HISTORY, ARTS & LIBRARIES
RECORDS MANAGEMENT SERVICES

DEPARTMENT	DIVISION/OFFICE		
LOCATION	PERSON	TELEPHONE	DATE
RECORD TITLE			
RECORD DESCRIPTION			
PURPOSE OF RECORD			
TYPE OF RECORD <input type="checkbox"/> ORIGINAL - Location of Duplicate: _____ <input type="checkbox"/> DUPLICATE - Location of Original: _____			
TYPE OF RECORD <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> PLANS/DRAWING <input type="checkbox"/> CARD FILE <input type="checkbox"/> PRINTOUT <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> PHOTOGRAPH <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEDGER <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> OTHER: _____			
IS RECORD MICROFILMED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NOT, COULD MICROFILM BE USED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	
DOES RECORD HAVE HISTORICAL / ARCHIVAL VALUE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW			
PROPOSED RETENTION PERIOD _____ YEARS IN OFFICE _____ YEARS IN RECORDS CENTER STATUTORY RETENTION PERIOD - P.A. _____ YEAR _____			
COMMENTS: _____ _____ _____ _____			

ELECTRONIC RECORDS INVENTORY

DEPARTMENT OF HISTORY, ARTS & LIBRARIES
RECORDS MANAGEMENT SERVICES

DEPARTMENT/AGENCY		DATE
CONTACT PERSON		TELEPHONE
ADDRESS		
SYSTEM NAME		
SYSTEM DESCRIPTION/PURPOSE (Attach additional page, if necessary.)		
APPLICATION TITLE		
PURPOSE OF APPLICATION (Attach additional page, if necessary.)		
DOES ANY LEGISLATION GOVERN THE CREATION OR USE OF INFORMATION IN THE SYSTEM OR APPLICATION? IF YES, WHAT IS THE PUBLIC ACT NUMBER AND YEAR OF PASSAGE?		<input type="checkbox"/> YES <input type="checkbox"/> NO
WOULD ANY INFORMATION IN THE APPLICATION BE EXEMPT FROM PUBLIC DISCLOSURE ACCORDING TO FOIA? IF YES, PLEASE EXPLAIN:		<input type="checkbox"/> YES <input type="checkbox"/> NO
WHEN WAS THE SYSTEM CREATED?	HOW OLD IS THE OLDEST INFORMATION?	IS THE SYSTEM STILL ACTIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHEN DID DATA ENTRY CEASE?

DESCRIBE THE METHODOLOGY FOR DATA COLLECTION AND HOW DATA IS ENTERED INTO THE SYSTEM (Attach additional page, if necessary.)

LIST THE STANDARD SYSTEM INPUTS AND WHY THEY ARE CREATED (Attach additional page and sample, if necessary.)

IS ANY INFORMATION DISTRIBUTED TO OTHER SYSTEMS? YES NO IF YES, PLEASE DESCRIBE.

DESCRIBE AND LIST THE MAJOR DATA ELEMENTS (Attach additional page and printout of the data entry screen, if necessary.)

WHAT IS THE CURRENT RETENTION PRACTICE FOR THE INFORMATION IN THIS SYSTEM? DOES THE INFORMATION HAVE LONG TERM OR PERMANENT VALUE TO THE DEPARTMENT?

WHAT WOULD CAUSE AN INDIVIDUAL RECORD IN THE SYSTEM TO BE FLAGGED AS INACTIVE?

HOW LONG ARE INACTIVE RECORDS RETAINED IN THE SYSTEM?

HOW ARE INACTIVE RECORDS PURGED?

**State of Michigan
Michigan Historical Center
Records Management Services
P.O. Box 30026
Lansing, MI 48909**

RECORDS RETENTION AND DISPOSAL SCHEDULE

CHECK APPLICABLE: <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> OTHER	APPROVALS (SIGNATURES)	
GOVERNMENT UNIT NAME:	AGENCY REPRESENTATIVE	DATE
DEPARTMENT NAME:	MICHIGAN HISTORICAL CENTER--RECORDS MANAGEMENT SERVICES	DATE
The records described herein are deemed necessary: (1) for the continued effective operation of this agency; (2) to constitute an adequate and proper recording of its activities; and (3) to protect the legal rights of the government entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.	MICHIGAN HISTORICAL CENTER--STATE ARCHIVES OF MICHIGAN	DATE
	STATE ADMINISTRATIVE BOARD	DATE

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD

Appendix B

None

Appendix C

Michigan Historical Center Recommended Environmental Conditions for Storing Various recording media with long-term value

Information can be recorded on a variety of storage media including paper, photographs, audio/visual media, microfilm, magnetic tape cartridges, optical disks, etc. All of these recording media are unstable, and they are capable of losing the information stored on them. Recording media require specific environmental conditions if they contain information which needs to be retained for a significant length of time. Proper storage conditions are especially important for records with permanent or archival value.

Extreme environmental conditions like heat, cold and dampness will destroy records very quickly. As a result, the facility used to preserve valuable records should be designed to ensure an environment that will promote the preservation of the media and the information therein. Some agencies have created in-house storage vaults for their valuable records, other have selected outside facilities for their storage needs. Regardless of where valuable records are stored, proper environmental conditions are essential if the records are to be preserved.

Agencies should know how long their records need to be retained, and if the records have archival value, before they select a storage facility. All records should be inventoried, and retention periods should be identified, on an approved retention and disposal schedule. Local government agencies should contact the Michigan Historical Center if they have questions about retention and disposal schedules (see below the information). State government agencies should contact the Records and Forms Management Services (517/355-9132) if they have questions about retention and disposal schedules.

The following environmental conditions should be addressed when selecting or designing a storage facility for records.

1. Size: Can the facility hold the volume of records to be stored, as well as future accumulations?
2. Location: Should the records be stored above ground or below ground, how easy is

it to retrieve records from the storage facility?

3. Security: How is access granted to the records, what locks or guards protect the records?
4. Fire prevention/suppression system: What fire alarms exist, is there an emergency plan, are emergency exits clearly marked and accessible, is there a water sprinkler or chemical suppression system, are wet pipes located in a place that could damage records if they leaked?
5. Temperature/humidity controls: What system is in place to create and monitor ideal environmental conditions, can the facility accommodate the needs of the records?
6. Pests: Has the facility had trouble with bugs and rodents, what precautions are in place to prevent infestation, how is infestation treated, as new accessions screened for pests?

The control of temperature and relative humidity is often cited as the initial step in the environmental protection of records with permanent or archival value. See the table of recommended environmental and storage conditions on the next page for storage conditions for records which need to be retained for long periods of time.

The most important environmental consideration is to protect against daily fluctuations in temperature and relative humidity. The storage conditions should not vary more than 2-3 percent during any 24-hour period. For further information, please contact:

Caryn Wojcik, Government Records Archivist
Records Management Services
Michigan Historical Center
Department of History, Arts and Libraries
3405 N Martin Luther King Jr Blvd
Lansing, MI 48909
Telephone: (517) 335-8222
Fax: (517) 335-9418
Email: wojcikc@michigan.gov

Recommended Environmental and Storage Conditions

Storage Media	Temperature	Relative Humidity	Storage Containers
Paper (preferably acid-free paper), bound or unbound records	66 F	65%	Baked enamel steel shelves or cabinets. Acid-free boxes, envelopes, folders, etc.
Magnetic Recording Media including audio/video tapes and computer tapes	65 F	35-45%	Shelve vertically in dust-proof containers
Microforms including film, fiche, aperture cards, etc. (master negatives only)	68 F	45-55 %	Shelve vertically. Buses/reels should be stored in non-ferrous metal or inert plastic
Photographs, black and white and color	68 F	35-40 %	Individually store in acid-free seamless envelopes. (Do not store negatives with prints.)
Negatives (safety-based film)	68 F	45-55%	Individually store in acid-free, seamless envelopes. (Do not store negatives with prints.)
Slides	68 F	45-55 %	Store vertically in an inert plastic container or carousel.
Optical disks	65 – 75 F	30-50%	Store each optical storage disk in a protective cartridge and shelve vertically.
Combined media	65-72 F	45-59 %	Store each media type separately.

Appendix D

Optical Imaging Systems – Rules for Storage of Public Records

Technical Standards for Capturing Digital Images from Paper or Microfilm

http://www.michigan.gov/documents/hal_mhc_rms_st_for_digitizing_125531_7.pdf

The Records Reproduction Act - Please visit

[http://www.legislature.mi.gov/\(pr43nnqlfx0nfo55woxv3s55\)/documents/mcl/pdf/mcl-Act-116-of-1992.pdf](http://www.legislature.mi.gov/(pr43nnqlfx0nfo55woxv3s55)/documents/mcl/pdf/mcl-Act-116-of-1992.pdf)

Rules for Optical Imaging Systems - Please visit

http://www.michigan.gov/documents/mhc_sa_rules-for-optical-imaging_50171_7.pdf

Appendix E

Standards for Electronic Records

Please visit:

Frequently Asked Questions about Email for Local Governments

http://www.michigan.gov/documents/hal_mhc_rms_local_FAQ_125543_7.pdf

**Frequently Asked Questions about Electronic Records for
Local Governments**

http://www.michigan.gov/documents/hal_mhc_rms_electronic_records_125548_7.pdf