

COUNCIL COMMUNICATION

From: The City Manager

Subject: Adopting Records Retention Schedules

Manager's Recommendation:

I recommend Michigan Department of History, Arts and Libraries, Records Management Services General Schedule #1-Non-Record Materials, General Schedule #8-Municipalities, General Schedule #11-Local Law Enforcement Agencies, General Schedule #18-Local Fire/Ambulance Departments, and General Schedule #23-Election Records be approved and implemented for the retention and disposal of public records by the City of Saginaw departments, divisions and offices. I further recommend that any amendments to these Retention Schedules or any additional Retention Schedules pertinent to public records created and stored by the City of Saginaw become effective immediately for use by the City upon the approval of the Michigan Department of History, Arts and Libraries, Records Management Services.

Justification:

On January 17, 1984, the Michigan Department of State approved a General Record Retention and Disposal Schedule #8 for the disposition of public records by city and village offices. To date, the City of Saginaw has been utilizing this schedule for the disposal of its public records in all divisions and departments. In the past few years, the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives), has approved an updated General Record Retention and Disposal Schedule #8 prepared by the Michigan Municipal League and has further developed and approved several retention schedules which are agency specific, i.e. law enforcement, elections, etc.

The Michigan Department of History, Arts and Libraries, Records Management Services (State Archives) advises there are no legal obligations for cities and villages to formally adopt these schedules. Any retention schedules the State approves may be implemented immediately. The State of Michigan does, however, encourage cities to adopt the schedules so that all departments, divisions and offices are utilizing the same schedules for the disposition of its records.

Council Action:

This Council Communication is for explanation purposes only of the attached Resolution to be adopted.