

# COUNCIL COMMUNICATION

## RESOLUTION ADOPTING STATE OF MICHIGAN RETENTION SCHEDULES

Council \_\_\_\_\_ offered and moved adoption of the following resolution:

WHEREAS, in accordance with MCL 399.5 and MCL 750.491, public records can only be disposed of in accordance with the provisions of an approved Retention and Disposal Schedule; and

WHEREAS, the City of Saginaw has been disposing and archiving its records in accordance with a General Record Retention and Disposal Schedule #8 for Cities and Villages approved by the Michigan Department of State on January 17, 1984; and

WHEREAS, the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives); has updated and approved Schedule #8 and has further approved several other retention schedules to meet the administrative, legal, fiscal and archival requirements of the State of Michigan; and

WHEREAS, although there is no legal requirement to formally adopt the State of Michigan's approved Retention Schedules prior to implementing, it is highly recommended.

NOW THEREFORE, BE IT RESOLVED, the City of Saginaw does hereby adopt the following Retention Schedules approved by the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives):

- General Schedule #1-Non-Record Materials (Approved 11/16/04)
- General Schedule #8-Municipalities (Records Management Handbook by Michigan Municipal League);
- General Schedule #11-Local Law Enforcement Agencies (Approved 08/02/05);
- General Schedule #18-Local Fire/Ambulance Departments (Approved 03/06/07); and

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- General Schedule #23-Election Records (Approved 10/16/07).

BE IT FURTHER RESOLVED, that any amendments to these Retention Schedules or any additional Retention Schedules approved by the Michigan Department of History, Arts and Libraries, Records Management Services (State Archives) pertinent to public records created and stored by the City of Saginaw, are hereby incorporated herein and will need no separate approval prior to implementation.

BE IT FURTHER RESOLVED, that the City Clerk, as “official keeper of the records” shall

1. Ensure that all City departments have a copy of General Schedules #1 and #8 and copies of any agency-specific schedules for their use (i.e. law enforcement);
2. Ensure all employees have basic knowledge about Retention and Disposal Schedules; and
3. Ensure confidential records are destroyed properly.