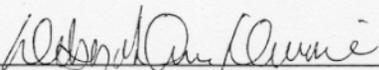


GENERAL SCHEDULE #5 - Administrative Records

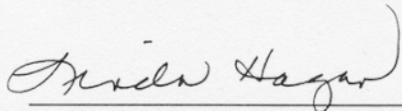
This Retention and Disposal Schedule replaces the Retention and Disposal Schedule #5 that was approved November 3, 1998.

This Retention and Disposal Schedule covers General Administrative Records common to most offices in State Government. The records described on the attached pages are deemed necessary 1) for the continued effective operation of state 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 retention schedule meets the administrative, legal, archival and fiscal requirements of State Government.



Deborah A. Devine, Assistant Attorney General
Department of Attorney General, State Affairs

1/4/01
(Date)



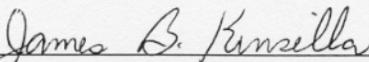
Linda Hagan, Director of Administration
Office of the Auditor General

2/16/2001
(Date)



Sandra Clark, Director, Michigan Historical Center
Department of State

3/3/01
(Date)



James Kinsella, Director, Records and Forms Management
Department of Management and Budget

12-19-00
(Date)

APPROVED

State Administrative Board

3-20-01
(Date)

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.00	<p><u>Transitory Correspondence</u></p> <p>Transitory Correspondence is written communication of short term interest which has no documentary value and need not be retained more than 30 days. This type of correspondence message has limited administrative and evidential value which 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 which 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.</p>	CR+0/1	CR+0/1
GS5.01	<p><u>General Correspondence</u></p> <p>General correspondence may exist in a variety of formats including memos, letters, notes and electronic mail messages. If the correspondence pertains to a specific project or case, it should be filed within that project or case file. General correspondence is often organized chronologically or by correspondent's name.</p>	CR	CR+2
GS5.02A	<p><u>Administrative Subject File - Transfer to State Archives</u></p> <p>These records are used to support administrative analysis, program and project planning, procedure development and programmatic activities for a department or agency. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include case files, files related to individual program activities, human resources files, and accounting records.</p> <p>Subject files should be retained in the office while the topic is still considered to be of active interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. Inactive subject files may be sent to the State Records Center for 5 years, in case the office needs to reference information on a topic they had previously considered to be closed.</p>	ACT	ACT+5

ACT = Active
 SUP = Superseded

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STATE OF MICHIGAN RECORDS & FORMS MGT.

Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
	<p>Offices listed in Appendix A</p> <p>The State Archives of Michigan will permanently preserve subject files created by offices that are primarily responsible for the administration of an agency, such as directors and deputy directors. Appendix A indicates which offices should transfer subject file materials to the State Archives five years after topics in the subject file become inactive.</p> <p>The State Archives may pull and destroy select files that contain nonrecord material (See General Schedule #1), files that have a different retention than the subject file, files that do not document the primary activities of the agency, or files that are too disorganized for a researcher to access with reasonable effort. For further information see the DMB Guide to State Government procedures 0920.02 and 0920.03.</p>	Transfer to State Archives	
GS5.02B	<p><u>Administrative Subject File - To be Destroyed</u></p> <p>These records are used to support administrative analysis, program and project planning, procedure development and programmatic activities for a department or agency. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include case files, files related to individual program activities, human resources files, and accounting records.</p> <p>Subject files should be retained in the office while the topic is still considered to be of active interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. Inactive subject files may be sent to the State Records Center for 5 years, in case the office needs to reference information on a topic they had previously considered to be closed.</p>	ACT	ACT+5
	<p>Offices not listed in Appendix A</p> <p>Topics in the subject files from these offices are to be destroyed five years after they become inactive.</p>		
GS5.03	<p><u>Policies, Procedures and Directives</u></p> <p>These records include manuals, regulations, orders, circulars, information sheets, memos, etc. They do not include distribution and reference copies, or the documentation that is used to develop the policy, procedure or directive (See Item #GS5.21).</p>	SUP	SUP
		Transfer to State Archives	

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.04	<p><u>Meeting Records</u></p> <p>These records may include agendas, supporting documentation, original signed minutes, and tape and video recordings. If tape and video recordings are transcribed the original recordings can be destroyed; the State Archives will preserve the transcriptions. These records do not include meeting notices and bulletins and documentation of expenditures. This series includes meeting minutes for all legislatively mandated decision-making bodies including governing boards, commissions, as well as advisory boards, committees, and task forces.</p>	<p>CR</p> <p>Transfer to State Archives</p>	<p>CR+5</p>
GS5.05	<p><u>Staff Meeting Minutes</u></p>	<p>CR+2</p>	<p>CR+2</p>
GS5.06	<p><u>Freedom of Information Act (FOIA) Records</u></p> <p>These records will document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation.</p>	<p>CR+1</p>	<p>CR+1</p>

**STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule**

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.07	<p><u>Budget Documentation</u></p> <p>These files are maintained for budget planning and allocation purposes and may include copies of the following: management plans, work sheets, program revisions, expenditure details, related correspondence, etc. They do not include the official budget records which are maintained by the Office of the Budget, Department of Management and Budget.</p>	CR	CR+5
GS5.08	<p><u>Audit Reports</u></p> <p>These reports are received from the Auditor General, and may include related correspondence, reconciliation reports, and department responses. Official audit records are maintained by the Office of the Auditor General, and one copy of each audit report and 65 copies of each annual report are sent to the Library of Michigan.</p>	CR	CR+5
GS5.09	<p><u>Legislative Records</u></p> <p>These records include copies of House and Senate bills, bill analyses, program bulletins, and related correspondence. They do not include the official records maintained by each department's legislative liaison nor those maintained by the Legislature.</p>	CR	CR+5

STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.10	<p><u>Litigation Files</u></p> <p>These files contain copies of the official records maintained by the Department of Attorney General. Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.</p>	ACT	ACT+5
GS5.11	<p><u>Publications</u></p> <p>These files include agency-developed publications used as a mechanism to distribute information or publicize agency activities. They include brochures, pamphlets, training materials, fact sheets, books, magazines, newsletters, calendars, cd-roms, maps, posters, public relations materials, etc. By law, 65 copies of each publication intended for an external audience must be transferred to the Library of Michigan. The Library of Michigan will also accept three copies of publications intended for internal audiences. (This series established a retention period of "Active" for the final publication only).</p>	ACT	ACT
GS5.12	<p><u>Publications-Development Records</u></p> <p>Drafts, development materials, correspondence, printing request, mock-ups, etc.</p>	CR+2	CR+2

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**STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule**

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.13	<u>Hazardous Materials Safety Data Sheets</u>	ACT+30	ACT+30
GS5.14	<p><u>Suggestion Awards Files</u></p> <p>These records will include all materials related to each individual suggestion that is submitted and may contain copies of the original suggestion submission form (CS-747), attachments, evaluations and related correspondence. They should be maintained until the suggestion is either adopted or declined, plus one additional year. The official Suggestion Award records are maintained by the Department of Management and Budget.</p>	ACT+1	ACT+1
GS5.15	<p><u>Administrative Rule Promulgation Records</u></p> <p>These records may contain public notices, drafts of rules, meeting notes, correspondence, and any other supporting documentation created during the formal rule promulgation process. Pursuant to Act 306 of 1969 as amended, a party may contest a rule within two years of its effective date. The retention period is applied from the effective date of the rule or the last date of revision, which ever is later (EVT).</p>	EVT+2	EVT+2

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**STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule**

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.16	<p><u>Forms History Record</u></p> <p>This record will contain a complete history of each form used by a state agency and may include past revisions, printing plates, negatives and correspondence. The records will be retained until a form is considered obsolete (ACT).</p>	ACT	ACT
GS5.17	<p><u>Press Releases</u></p> <p>This record may contain documentation pertaining to the development of a press release. Files may include, but may not be limited to, work requests, drafts, approved distribution lists, and official press releases. The State Archives of Michigan will preserve the official press release and any related topical indexes. Agencies are encouraged to destroy other documentation prior to transferring the official press release to the custody of the State Archives.</p>	CR+1 Transfer to State Archives	CR+5
GS5.18	<p><u>News Service Clippings and Indexes</u></p> <p>This record will contain news articles and indexes documenting issues relevant to the functions and operations of a state agency. The articles are usually collected by a news service vendor and are submitted to a state agency.</p>	CR+1	CR+5

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STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.19	<p><u>Photographs</u></p> <p>Photographs and negatives may be created by state agencies to document training, agency accomplishments, initiatives, personnel, and other activities of general interest. These records should be transferred to the State Archives of Michigan for permanent preservation. The State of Archives of Michigan will review these records and retain select photographs that have historical value. Agencies are encouraged to label their photographs, in pencil, to identify people, places, and dates.</p>	<p>CR+10</p> <p>Transfer to State Archives</p>	<p>CR+10</p>
GS5.20	<p><u>State Agency Newsletters (Internal)</u></p> <p>This record will document official department newsletters that are published for internal distribution to department staff. Three copies of each newsletter should be transferred to the Library of Michigan for permanent preservation.</p>	<p>CR+10</p>	<p>CR+10</p>
GS5.21	<p><u>Policy Development Records</u></p> <p>These records may include memos, copies of legal decisions, statutes, bulletins, newspaper clippings, drafts, revisions, copies of policies and procedures, and other supporting documentation used in the development and promulgation of official policies and procedures. The retention period is applied from the effective date of the policy/procedure or the last date of revision, which ever is later (EVT).</p>	<p>EVT+2</p>	<p>EVT+2</p>

**STATE OF MICHIGAN RECORDS & FORMS MGT.
Records Retention and Disposal Schedule**

Item Number	Title and Description	Retain at Agency	Total Retention (in years)
GS5.22	<p><u>Year 2000 Records</u></p> <p>These records may include financial documents, contracts, test plans, test strategies, program status documents, quality assurance forms including user sign off, implementation plans, reports of datasets and files, "before" database descriptions, "after" database descriptions, etc., which were created to document Y2K compliance of automated systems and services for the State of Michigan.</p>	ACT	ACT+7

09/18/00

List of Administrative Subject Files to be Transferred to the State Archives of Michigan

APPENDIX A

General Schedule #5.02—Administrative Subject Files

The offices listed below should transfer their subject file materials to the State Archives of Michigan for permanent preservation five years after topics become inactive.

AGRICULTURE

Agency Director
Deputy Director

ATTORNEY GENERAL

Attorney General
Deputy Attorney General
Litigation Coordinator
Division Coordinator

CAREER DEVELOPMENT

Director

CIVIL RIGHTS

Director
Deputy Directors

CIVIL SERVICE

State Personnel Director

COMMUNITY HEALTH

Director
Deputy Director for Mental Health and Substance Abuse Services
Director, Bureau of Community and Hospital Services
Directors of the following mental health facilities: Kalamazoo Psychiatric Hospital, Caro Center, Ionia State Hospital (closed), Oakdale Center for Developmental Disabilities (closed), Traverse City State Hospital (closed), Ypsilanti State Hospital (closed), Lafayette Clinic (closed), Clinton Valley Center (closed), Coldwater State Home and Training School (closed), Newberry State Hospital (closed), Howell State Hospital (closed), Gaylord State Home (closed)

Chief Executive/Medical Officer/Deputy Director/Chief Medical Executive
Director, Office of Services to the Aging
Deputy Director for Community Living, Children and Families Administration

CONSUMER AND INDUSTRY SERVICES

Director
Deputy Directors

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CORRECTIONS

Director

Deputy Director, Field Operations Administration

Deputy Director, Correctional Facilities Administration

Wardens of the following prisons: Florence Crane Women's Facility, Ionia Maximum
Correctional Facility, Michigan Reformatory, State Prison of Southern Michigan,
Marquette Branch Prison

EDUCATION

Superintendent of Public Instruction

Deputy Superintendent for Administrative and Support Services

Deputy Superintendent for Education Services

Deputy Superintendent for Innovation and Community Services

ENVIRONMENTAL QUALITY

Director

Deputy Directors

Director, Geological Survey Division

Director, Office of the Great Lakes

FAMILY INDEPENDENCE AGENCY

Director

Deputy Director

Director, Family Independence Services

Director, Child and Family Services

Director, Office of Adult Services

Director, Office of Children's Services

Director, Office of Juvenile Justice

MANAGEMENT AND BUDGET

Director

State Budget Director

Chief Information Officer

Office of the State Employer

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Chief Executive Officer/President

Chief Operating Officer

MILITARY AND VETERANS AFFAIRS

Director/Adjutant General

Assistant AG, Army Guard

Assistant AG, Air Guard

Assistant AG, Veterans Affairs

Judge Advocate General

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NATURAL RESOURCES

Director
Executive Assistant
Director, Parks and Recreation Division
Director, Wildlife Division
Director, Fisheries Division

SECRETARY OF STATE

Secretary of State
Deputy, Department Services Administration
Deputy, Regulatory Services Administration
Deputy, Service Delivery Administration
Director, Michigan Historical Center

STATE POLICE

Director
Deputy Director for Administrative Services
Deputy Director for Uniform Services
Deputy Director for Investigative Services

TRANSPORTATION

Director
Deputy Director, Bureau of Aeronautics
Deputy Director, Bureau of Urban and Public Transportation
Deputy Director, Bureau of Highway Operations
Deputy Director, Bureau of Transportation Planning

TREASURY

State Treasurer
Chief Deputy Treasurer
Deputy Treasurer, Tax Administration and Oversight
Deputy Treasurer, Bureau of Investments

LOTTERY

Commissioner

MICHIGAN GAMING CONTROL BOARD

Executive Director

SUPREME COURT

Clerk
State Court Administrator

COURT OF APPEALS

Clerk

HOUSE OF REPRESENTATIVES

Clerk of the House

09/18/00

SENATE

Secretary of the Senate

LEGISLATIVE SERVICES

Auditor General

Legislative Council Administrator

State Librarian