

# Revised Administrative Guide to State Government Procedures

As part of the Ad Guide Update Project, the following Administrative Guide to State Government documents have been revised and posted on the [State of Michigan website](#):

As part of the Ad Guide Update Project, the following Administrative Guide to State Government documents have been revised and posted on the website:

- Revise 0910 Records Management
- Revise 0910.01 Managing Government Records
- Revise 0910.02 Records Retention and Disposal Schedules
- Revise 0910.03 Transferring Records to the State Records Center and Archives of Michigan
- Revise 0910.04 Retrieval of Records from the State Records Center
- Revise 0910.05 Disposing of Records
- New 0910.06 Destruction of Confidential Records
- Revise 0910.07 Storing Electronic Media
- Revise 0910.08 Quality Standards for Reproducing Records
- New 0910.09 Obtaining Duplicate Copies of Microfilm
- New 0910.10 Electronic Records Management and Storage
- New 1110 Budget Process
- Revise 1210 Accounting
- Revise 2410 Michigan Statutes of General Applicability
- Revise 2410.01 Freedom of Information Act (FOIA)
- Revise 2410.02 Open Meetings Act
- Revise 2410.03 Administrative Procedures Act
- Revise 2510.04 Automated Fingerprint, Palm Print and Latent Print Records

As part of the Ad Guide Update Project, the following Administrative Guide to State Government documents have been rescinded and removed from the website:

- 0340.07 Destruction of Confidential Records
- 1320.04 Criminal History Records (renumbered to 2510.04)

Please make affected staff in your department aware of the revised documents and rescinded procedures.