

0910.01 Managing Government Records

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PURPOSE

To instruct state agencies how to manage their records in order to provide for the administrative, fiscal, legal and historical needs of state government and to protect the rights and safety of its citizens.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Records Management Services (RMS)
3400 N. Grand River Avenue
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-335-9132
Fax: 517-321-3408

SUMMARY

State government must manage its records properly in order to function administratively, undergo periodic audit, provide for its legal requirements and document its heritage.

APPLICABLE FORMS

None.

See the [Records Management Services website](https://stateofmichigan.sharepoint.com/teams/insidemichigan/recordsmanagement/) (<https://stateofmichigan.sharepoint.com/teams/insidemichigan/recordsmanagement/>) for more information.

PROCEDURES

Records Management Services

- Develops, reviews and approves Retention and Disposal Schedules for state government records in accordance with Administrative Guide Procedure 0910.02.
- Provides information and training on recordkeeping techniques, rules, regulations, procedures and technologies to all Michigan government employees.

- Conducts recordkeeping system studies and analysis.
- Operates the State Record Center to provide off-site storage services for all state government records.
- Administers enterprise-available (shared) imaging and document management solutions for state government records.
- Administers the state of Michigan's master contracts for various records management services.
- Provides disaster preparedness and response assistance for state government records.

Agency

- Required to have a designated departmental Records Management Officer (RMO) to serve as a liaison between their department and Records Management Services and to assist with records management activities.
 - Encouraged to designate a liaison for the RMO within each division or unit within the department to assist with coordination of records management activities.
- Required to have comprehensive and accurate Retention and Disposal Schedules in accordance with Administrative Guide Procedure 0910.02.
- Develops and maintains standard operating procedures that define who is authorized to create, modify, access and destroy it state government records.
- Assures that all departmental employees are aware of their records management responsibilities.
- Maintains efficient and cost-effective recordkeeping systems for its state government records.
- Provides adequate security for its state government records that contain confidential or sensitive information.
- Develops and maintains a disaster plan for its vital records. Note: Vital records are records that are needed to resume work activities immediately following a disaster.
