

## 0910.05 Disposing of Records

Issued: January 6, 1997  
Revised: May 17, 2012

### PURPOSE

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To instruct state agencies about the proper disposal of records.

### APPLICATION

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

### CONTACT AGENCY

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

Telephone: 517-335-9132

Fax: 517-321-3408

### SUMMARY

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Retention and Disposal Schedules prescribe the length of time an agency must retain its records. As records meet their retention period, they must be disposed of in the proper manner and at the proper time.

### APPLICABLE FORMS

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DTMB-0504 Retention and Disposal Schedule

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

### PROCEDURES

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#### General Information

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- Records, regardless of format and media, shall only be disposed of in accordance with provisions of an approved Retention and Disposal Schedule, per P.A. 271 of 1913.
- “Disposal” means that the record either is destroyed or transferred to the Archives of Michigan for permanent preservation.

## **State Records Center**

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- Periodically reviews the records in the physical custody of the State Records Center and prepares Records Disposal Notices for each agency whose records are due for disposal.
- Periodically reviews electronic records stored in systems managed by Records Management services and prepares Records Disposal Notices for each agency whose records are due for disposal.
- Sends Records Disposal Notices to the Records Management Officer (RMO), or the designated contact, of the agency that owns the records.
- Places a hold on any boxes that cannot be disposed of at the prescribed time, per the agency's written justification.
- Following agency approval, arranges for destruction of the appropriate records or transfers to the Archives of Michigan.

## **Agency**

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- Disposes of records in their possession that have met their required retention periods by destruction or transfer to the Archives of Michigan for permanent preservation (see Administrative Guide Procedure 0910.03).
- RMO secures necessary approvals and returns the Records Disposal Notice to Records Management Services for records storage at the State Records Center or in a system managed by Records Management Services.
- Provides a written justification for any record stored at the State Records Center or in a system managed by Records Management Services which cannot be disposed of at the scheduled time.

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