

## 0910.06 Destruction of Confidential Records

Issued: May 17, 2012  
Revised:

### PURPOSE

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To provide and administer services necessary to properly destroy confidential records for state agencies.

### 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)  
Records Center Operations  
3400 N. Grand River Avenue  
P.O. Box 30026  
Lansing, MI 48909

Telephone: 517-335-9132

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### 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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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

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#### Methods of Disposal

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- Departments may dispose of confidential records internally, if they comply with the particle size specifications established in the confidential destruction contract.
- Departments must utilize existing contractual services for non-internal destruction of confidential documents.

- Electronic media should be disposed of in accordance with SOM Information Technology Procedure 1340.00.110.04 Secure Disposal of Installed and Removable Digital Media.

### **Records Management Services**

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- Administers contractual services to ensure the proper and efficient destruction of confidential records and media for all state agencies.
- Conducts training on security and destruction of confidential information.
- Verifies that the vendor is properly billing the state of Michigan based on the type and volume of destruction that was performed in accordance with the contract.
- Coordinates compliance verification site visits and audits of the vendor.

### **Agency**

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- Responsible for the protection of records and confidential information until documents are appropriately destroyed onsite or accepted by a contractor who certifies the destruction of documents.
- Maintains appropriate controls on confidential information as required by the Social Security Number Privacy Act, P.A. 454 of 2004 and the Identity Theft Protection Act, P.A. 452 of 2004 and follows any other applicable laws, policies and procedures related to record destruction.
- Arranges for the pick-up of confidential documents with the contracted service provider.
- Provides accounting information and pays for services.
- May request a Certificate of Destruction through Records Management Services.

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