

0910.07 Storing Electronic Media

Issued: January 1, 1994
Revised: May 17, 2012

PURPOSE

To enable data centers and individual offices to utilize off-site storage for copies of their computer data.

APPLICATION

Executive Branch Departments and Sub-units.

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

Individual offices and data centers which have a need to assure availability of back-up security copies of data they create and store electronically on various electronic media may arrange for off-site storage of these media at the State Records Center.

APPLICABLE FORMS

DTMB-0594 Transmittal of Electronic Media to Off-Site Storage

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

PROCEDURES

Agency

- Completes a Transmittal of Electronic Media to Off-site Storage (DTMB-0594), which can be obtained from Records Management Services (RMS).
- Uses specialized containers for transporting electronic media as needed in order to protect items from damage.
- Sends the media to RMS accompanied by the DTMB-0594.
- Submits a DTMB-0594 to RMS to request retrieval of items.

- May send a representative with proper identification to the State Records Center to pick up any requested items.

Records Management Services

- Receives the items for storage and places them in a secure location.
- Signs and returns a receipt to the agency acknowledging delivery and acceptance of the items.
- Retrieves any items requested on the DTMB-0594.
- Signs and returns a copy of the DTMB-0594 to the agency along with the requested items.
