

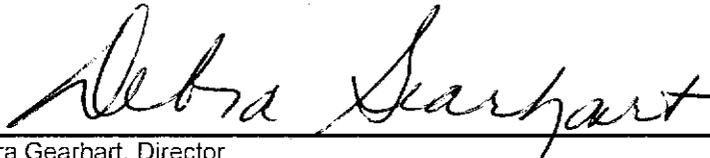
**GENERAL SCHEDULE #19 – Prosecuting Attorneys**

This Retention and Disposal Schedule covers records that are commonly found in **prosecuting attorney offices**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



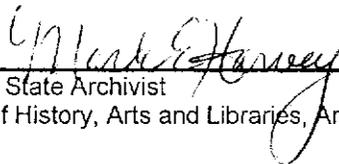
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3-27-07  
(Date)



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**APPROVED**

State Administrative Board

5/1/07  
(Date)

## GENERAL RETENTION SCHEDULE #19 PROSECUTING ATTORNEYS INTRODUCTION

### Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

### Retention and Disposal Schedules

Michigan law (MCL [399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a prosecuting attorney’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

### Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

## Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

## Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

## HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
<b>General Administrative</b>		
100	<u>Subject Files</u>	ACT+5
	<p>These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <b>Subject files are generally organized alphabetically by topic.</b> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration.</p>	
101	<u>General Correspondence</u>	CR+2
	<p>General correspondence does not pertain to a specific issue and it <b>is often organized chronologically or by correspondent's name.</b> General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.</p>	
102	<u>Transitory Correspondence</u>	CR+30 days
	<p>Transitory correspondence is any form of written communication with a short-term interest that has no documentary value and need not be retained more than 30 days. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <b>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</b> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.</p>	

**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
103	<u>Freedom of Information Act (FOIA) Requests</u>  This file will document any requests for information or public records maintained by the prosecutor's office. They may include requests for information, correspondence, a copy of the information released, and billing information.	CR+1
104	<u>Planners/Calendars</u>  These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	CR+2
105	<u>Meeting Records</u>  These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.	CR+2
106	<u>Budget</u>  These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	CR+5
107	<u>Reimbursements</u>  These records document when the prosecutor's office is reimbursed for expenses by other parties, such as the Prosecuting Attorneys Coordinating Council, the Department of Human Services or the Secretary of State. These records are used to verify the accuracy of the reimbursement. The actual payments are handled by the county's accounting/business office.	FY+7
108	<u>Grants</u>  These files are used to administer grants that are applied for by the office from state, federal and private agencies. Examples of grants include victims rights projects, child support projects, training programs, etc. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits,	ACT

**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
	periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	
109	<u>Publications</u>	ACT
	These records may include press releases, brochures, newsletters, annual reports and other items that are published by the office. ACT = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.	
110	<u>Policies, Procedures and Directives</u>	SUP
	These records document office policies, procedures, etc.	
111	<u>Speeches</u>	ACT
	These files document official presentations conducted by the Prosecuting Attorney and staff. They may contain electronic presentations, speaker notes, formal papers, etc. ACT = while of reference value for preparing future presentations, or for documenting significant events.	
112	<u>Memorabilia</u>	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the office. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.	
113	<u>Grievances</u>	ACT
	Grievances may be filed against an attorney for malpractice. These cases are investigated by the Attorney Grievance Commission. There records may include accusations, responses, judgments, correspondence, copies of case documents, etc. ACT = until the case is resolved or attorney's employment with the office ends, whichever is later.	

**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
<b>Litigation</b>		
200	<u>Denied Cases</u>	CR+1
	<p>Warrant requests may be received from police agencies, the Department of Human Services, businesses and the Department of Attorney General. These records represent cases that were reviewed by prosecuting attorney and were denied. They may include warrant requests, investigative reports, photographs, 911 recordings, medical records, lab reports, etc. The prosecutor's office may return these documents to another agency for recordkeeping purposes.</p>	
201	<u>Misdemeanor Cases</u>	ACT+1
	<p>These records document the prosecution of misdemeanor cases (any crime with a potential sentence of less than 2 years) at a District Court. These files may include police reports, notices, complaints, correspondence, appearances, subpoenas, motions, 911 recordings, photographs, video recordings, medical records, lab reports, victim impact statements, forensic reports, extraditions, LEIN information (removed from the file after the case is closed), case notes, etc. ACT = until final disposition of the case.</p>	
202	<u>Civil Infraction Cases</u>	ACT+30 days
	<p>These records document the prosecution of civil infraction cases (generally traffic citations) at a District Court. These files may include the ticket, notices, LEIN information, case notes, etc. ACT = until final disposition of the case.</p>	
203	<u>Felony Cases</u>	ACT+2
	<p>These records document the prosecution of felony cases (any crime with a potential sentence of more than 2 years). These files may include police reports, bench warrants, writs, line ups, grand jury investigations (sealed), notices, complaints, correspondence, appearances, subpoenas, motions, victim impact statements, lab reports, transcripts, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, extraditions, judgment of sentence, pre-sentence investigation, restitution, LEIN information, OTIS information, exhibits, evidence release forms, case notes, etc. These cases originate at the District Court, but may be appealed to higher courts. Appealed cases will also contain briefs. ACT = until final disposition of the case.</p>	

**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
204	<u>Capital Offense Cases</u>	ACT
	<p>These records document the prosecution of capital offense cases (any crime with a life sentence). These files may include police reports, bench warrants, writs, line ups, grand jury investigations (sealed), notices, complaints, correspondence, appearances, subpoenas, motions, victim impact statements, lab reports, transcripts, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, extraditions, judgment of sentence, pre-sentence investigation, restitution, LEIN information, OTIS information, exhibits, evidence release forms, case notes, etc. These cases originate at the District Court, but may be appealed to higher courts. Appealed cases will also contain briefs. ACT = until final disposition of the case plus 50 years, or the felon dies, whichever is sooner.</p>	
205	<u>Personal Protection Order Violations</u>	CR+1
	<p>These records document the prosecution of offenders who deny that they have violated a personal protection order. These files may include the personal protection order, violation police report, LEIN information, subpoena, etc.</p>	
206	<u>Driver License Restoration</u>	ACT+30 days
	<p>Prosecuting attorneys will represent the Secretary of State in court when supporting or rejecting a request to restore a driver's license. If the court denies the request, the prosecutor's office will produce the order for the court. These files may include a report received from the Secretary of State, driving record, appearance, transcripts, etc. These files are returned to the Secretary of State after the hearing is completed. ACT = until final disposition of the case.</p>	
207	<u>Juvenile Delinquency Cases</u>	ACT+2
	<p>These records document the prosecution of juveniles (up to age 16) for any offense (misdemeanors, felonies, civil infractions and status offenses). Juveniles are prosecuted in their county of residence, not the county in which the crime was committed. These files may include police reports, bench warrants, writs, petitions, correspondence, notices, appearances, subpoenas, motions, orders, transcripts, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, school records, pre-sentence investigation, pre-disposition reports, restitution, probation reports, LEIN information, OTIS information, exhibits, evidence release forms, case notes, etc. These cases originate at</p>	

**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
	the Probate Court, but may be appealed to higher courts. Appealed cases will also contain briefs. ACT = until final disposition of the case, and the juvenile turns 18 years old.	
208	<u>Neglect and Abuse Cases</u>	ACT+2
	These records document the prosecution of parents or guardians for child abuse or neglect. These files may include allegation reports prepared by the Department of Human Services, police reports, petitions, summons, orders, notices, motions, subpoenas, appearances, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, proof of service, school records, briefs, LEIN information, OTIS information, newspaper notices, correspondence, case notes, etc. These cases originate at the Probate Court, but may be appealed to higher courts. ACT = until the 19 <sup>th</sup> birthday of the youngest child.	
209	<u>Mentally Ill and Developmentally Disabled Cases</u>	CR+2
	The prosecuting attorney represents the family member(s) or guardian(s) in Probate Court when they file a commitment order for a mentally ill or developmentally disabled individual. These files may include the order, hospital/physician reports, subpoenas, motions, notices, correspondence, case notes, etc. These records will be retained by the county of origin, which may not be the county that represents the case in court.	
210	<u>Child Support Cases</u>	ACT+2
	The prosecuting attorney will represent the child on behalf of the Circuit Court, Family Division to establish paternity and/or child support. The Friend of the Court will monitor and enforce payments after the order is issued. These files may include support and/or paternity orders, parental information, employment information, income information, DNA testing reimbursement, requests from the Department of Human Services, case notes, etc. ACT = until entry of the order of support.	
211	<u>Drug Forfeiture Cases</u>	ACT+2
	These records document when respondent's property is seized in a drug related case and a civil suit is filed. These files may contain police reports, property inventory, pleadings, notices, criminal history, case notes, etc. ACT = until final disposition of the case.	

**General Retention Schedule #19**  
**Prosecuting Attorneys**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
212	<u>County Civil Cases</u>	ACT+10

These records document the prosecution of violations of county ordinances in civil court. These files may include a copy of the ordinance, orders, motions, correspondence, etc. ACT = until final disposition of the case.

**General Retention Schedule #19**  
**Prosecuting Attorneys**

Item Number	Series Title and Description	Total Retention
<b>Case File Indexing and Tracking</b>		
300	<u>PACC/PAAM Adult Case Tracking System</u>	CR+50
	<p>This database is used to generate warrants, check court schedules, generate statistical reports, and to track the status (events) of all adult cases handled by the prosecutor's office. Data may include case tracking number, defendant information, police information, incident information, charges, witness information, event schedules, sentencing information, probation information, disposition information, diversion information, case notes, etc.</p>	
301	<u>PACC/PAAM Juvenile Case Tracking System</u>	ACT
	<p>This database is used to generate warrants, check court schedules, generate statistical reports, and to track the status (events) of all juvenile cases handled by the prosecutor's office. Data may include case tracking number, defendant information, police information, incident information, charges, witness information, event schedules, sentencing information, probation information, disposition information, diversion information, parent/guardian information, tribal information, school information, DHS information, gang information, case notes, etc. ACT = until final disposition of the case, and the juvenile turns 18 years old.</p>	
302	<u>Case File Index</u>	CR+50
	<p>This index is used to keep track of all cases, regardless of case type or court. Indexes may be in the form of cards, logs, spreadsheets, databases, etc. It may contain the defendant's name, address, birth date, case number, attorney name, police agency, charge, date of offense, disposition, etc.</p>	
303	<u>Review Only Log</u>	CR+1
	<p>This log tracks when a police agency requests the prosecutor to review a case prior to decided whether to file charges. A complaint review form is completed by the attorney and is returned to the police agency. The log may contain the date received, police agency, suspect's name, attorney, date returned, etc.</p>	
304	<u>Complaint and Warrant Log</u>	CR+2
	<p>This log is used to register new warrant requests and to keep track of the request until charged are authorized or denied by the prosecuting attorney.</p>	

**General Retention Schedule #19**  
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Item Number	Series Title and Description	Total Retention
	It may contain the date received, police agency, defendant name, charge(s), issued/authorized/denied date, attorney, typist, date of assignment, etc.	
305	<u>Neglect and Abuse Index</u>	ACT
	This index is used to keep track of all neglect and abuse cases. Indexes may be in the form of cards, logs, spreadsheets, databases, etc. It may contain the parent/guardian's name, name(s) of child(ren), birth dates, etc. ACT = until the youngest child's 19 <sup>th</sup> birthday.	
306	<u>Neglect/Abuse Log</u>	CR+5
	This log is used to register new neglect and abuse cases. It may contain the date received, case number, children's names, parent's names, Department of Human Services case worker, attorney, etc.	
307	<u>Juvenile Log</u>	CR+5
	This log is used to register new juvenile delinquency cases. It may contain the date received, case number, juvenile's name, attorney, police agency, charge, transfer note (if the juvenile resides in another county the case will be transferred to that county), etc.	
308	<u>Appeal Log</u>	CR+10
	This log is used to track when briefs are received for review and response by the office. It may contain the date received, attorney, due date, response date, case tracking number, charges, etc.	
309	<u>Statistical Tracking and Reports</u>	CR+10
	Caseload statistics are tracked to generate reports on a monthly, annual and ad hoc basis. Statistics may be tracked in logs, spreadsheets, databases, etc. These records may contain authorization dates, offense dates, defendant's name, charge(s), charge code, attorney, etc.	

**Michigan Department of History, Arts and Libraries**  
**Records Management Services**

**Frequently Asked Questions**  
**About General Schedules**

**Q: What is a public record?**

**A:** The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**Q: Are all records considered to be “official” records?**

**A:** No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

**Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?**

**A:** Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

**Q: Does my government agency have to follow a general schedule?**

**A:** Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

**Q: What is an agency-specific schedule?**

**A:** Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What should my government agency do if we create a record that is not listed on the general schedule?**

**A:** The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

**Q: What should my government agency do if we do not create a record that is listed on the general schedule?**

**A:** Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

**Q: What do the codes in the Total Retention column mean?**

**A:** The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What do the numbers in the Total Retention column represent?**

**A:** In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

**Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?**

**A:** Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

**Q: Do the general schedules cover e-mail?**

**A:** Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

**Q: Can records be microfilmed or digitally imaged?**

**A:** Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical

standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?**

**A:** Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

**Q: Is there an appropriate way to destroy records that contain confidential information?**

**A:** Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

**Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?**

**A:** The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

**Q: What should I do if I have suggestions for revising a general schedule?**

**A: Contact the Records Management Services at (517) 335-9132.**

