

Retention and Disposal Schedules

Records Retention and Disposal Schedules provide a systematic means of controlling the creation, storage and disposal of records. Under Michigan law, no public records may be destroyed without the authorization of an approved Retention and Disposal Schedule. This prohibition prevents the destruction of public information as the result of the opinion of a single employee. Retention and Disposal Schedules must be approved by the creating agency, the Records Management Services, the Auditor General (state agencies only), the Attorney General (state agencies only), the Archives of Michigan, and the State Administrative Board. Approved Retention and Disposal Schedules have the force of law.

There are two types of schedules that government agencies may use:

- **General Schedules** cover records that are common to a particular function or type of government agency.
- **Agency-Specific Schedules** cover unique records that are not listed on a general schedule.

Copies of general schedules are available online at www.michigan.gov/recordsmanagement/.

Please contact Records Management Services to receive a copy of an agency-specific schedule.



State of Michigan
Records Management Services
3400 N. Grand River Ave.
Lansing, Michigan 48909
517-335-9132
www.michigan.gov/recordsmanagement/

Records Management Services



Managing records and information in the most effective, cost-efficient, and legally compliant manner.

www.michigan.gov/recordsmanagement

Records Analysts

Records Management Services **records analysts** provide specialized records management assistance to state and local government agencies, including:

- Retention and Disposal Schedule development
- Business process analysis
- Recordkeeping system design
- Records management guideline development
- Records management training
- Microfilm and document imaging system analysis and design
- Microfilm and document imaging contract administration
- Administration of document management solutions: IRMA and HP TRIM



Microfilm and Document Imaging

Records Management Services (RMS) administers the State of Michigan's master contracts with vendors that provide **microfilming** and **document imaging** services in compliance with state standards. These services are available to both state and local government agencies without re-bidding.

Benefits of these records reproduction services include:

- Reduced storage space requirements
- Efficient retrieval of information
- Disaster preparedness through redundancy
- Preservation of permanent and long-term records using microfilm
- Environmentally-controlled storage for security microfilm

RMS helps agencies conduct needs analyses to determine which technology best meets their needs. RMS will also develop a cost justification and a Statement of Work (SOW) to define each step of the project.

RMS also administers two **document management solutions** (IRMA and HP TRIM) for state agencies.

Records Center Operations

The **State Records Center (SRC)** is responsible for the storage and control of inactive state records (including paper, security microfilm, and backup tapes). Storing records in the SRC is significantly less expensive than using office space. The cost of inactive record storage for state agencies is funded through annual appropriations.

Records can only be retrieved by the creating agency. They are often available within one business day.

All containers in the SRC are linked to their appropriate records Retention and Disposal Schedule using a computer system called Versatile. Versatile is used to control the location of containers, facilitate retrieval and calculate disposition dates. State employees can receive Versatile user accounts and training to submit and retrieve containers from the SRC.