

Introduction to Records Management

Records Management Services
State of Michigan

Overview

- ◆ Records Management Introduction
- ◆ Retention and Disposal Schedules
- ◆ Record Maintenance
- ◆ Preservation of Historical Records
- ◆ Additional Resources

Origins

- 1913: Michigan Historical Commission
- 1950: Little Hoover Commission
- 1951: State Office Building Fire
- 1952: Records Management Legislation
- 1954: State Records Center Opens
- 2001-2010: Re-organizations
- Current: Archives of Michigan, DNR
Records Management Services, DTMB

Out of the Ashes...

February
1951
State
Office
Building
Burns for
3 Days



Damage Done

- ♦ Injured 15 firefighters
- ♦ Over 8000 cubic feet of records and books destroyed
- ♦ \$3 million damage
- ♦ Top floor destroyed



Laws

- ♦ M.C.L. 15.231-15.232
Freedom of Information Act, Definitions
- ♦ M.C.L. 18.1284-1292
Management and Budget Act, Records Management
- ♦ M.C.L. 399.1-10
Historical Commission Act
- ♦ M.C.L. 750.491
Penal Code, Public Records



- ♦ Note: The Michigan Compiled Laws are available online at <http://www.legislature.mi.gov/>.

Records Management Services

- ◆ Retention and Disposal Schedule development, review and approval
- ◆ Recordkeeping system consulting
- ◆ Imaging and document management services
- ◆ Education and training
- ◆ Records Center operations

Our Customers

- ◆ Executive Branch
- ◆ Legislative Branch
- ◆ Judicial Branch
- ◆ Local Governments



Records Management Principles

- ♦ If the information is recorded it is a record
- ♦ Public records are evidence of government activities
- ♦ Destruction must be authorized by an approved Retention and Disposal Schedule
- ♦ Records supporting the same business process should be stored together
- ♦ Records must remain accessible and usable for the entire retention period
- ♦ Every employee who creates, receives or maintains official records is responsible for records retention

Public Records

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended), 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.”

Privacy

- ◆ FOIA and other laws authorize some public records to be exempt from public disclosure
- ◆ These public records must still be retained in accordance with record retention laws
- ◆ Information is available from the Department of Attorney General
http://www.michigan.gov/ag/0,1607,7-164-17337_18160---,00.html

Retention and Disposal Schedules

- ◆ Inventory of **records series** created and maintained by an agency
- ◆ Identify how long records will be kept
- ◆ Identify records with permanent value
- ◆ Identify when certain records can be destroyed
- ◆ Legal documents
- ◆ Cover all records, in all formats
 - ◆ Including records that do not go to the State Records Center for storage

Did you know that Retention and Disposal Schedules provide the only legal authorization to destroy records?

Determining Retention Periods

- ◆ Keep records as long as they have:
 - ◆ Operational/Administrative Value
 - ◆ Fiscal Value
 - ◆ Legal Value
 - ◆ Historical/Archival Value
- ◆ Destroy records when their value ceases to exist

Schedule Approval Process

- ◆ Approved schedules have the force of law
- ◆ Schedules are approved by:
 - ◆ Agency representative
 - ◆ Records Management Services
 - ◆ Archives of Michigan
 - ◆ Attorney General
 - ◆ Auditor General
 - ◆ State Administrative Board

General Schedules

- ◆ Identify records that are common to a particular function or type of agency
- ◆ Promote consistent retention practices
- ◆ Reduce duplication of effort
- ◆ Public records not listed on a general schedule must be listed on an agency-specific schedule

General Schedules

- ◆ Do not mandate that records be created
- ◆ Establish retention periods for common records in case they are created
- ◆ Retention periods are minimums
 - ◆ Unique situations may require that records be kept longer than the minimum
- ◆ Do not specify the format of the record (paper, microfilm, electronic, etc.)

General Schedules

- ◆ General Schedule #1--NonRecords. Approved December 15, 1998.
- ◆ General Schedule #5--Administrative Records. Approved October 19, 2010.
- ◆ General Schedule #6--Accounting and Purchasing Records. Approved March 20, 2001.
- ◆ General Schedule #7--Human Resource Records. Approved September 15, 2011.
- ◆ General Schedule #8--Metadata. Approved September 14, 2010.

Nonrecord Material

- ◆ Full definition in General Schedule #1.
- ◆ Includes drafts, duplicates, convenience copies, publications and other materials that do not document agency activities.
- ◆ Can be disposed of when they have served their intended purpose.
- ◆ If nonrecord materials are still in an agency's possession when a FOIA request or discovery hold is received, it needs to be retained.
- ◆ Sometimes multiple offices possess copies of the same record. Only the "office of record" is responsible for following the retention period that is specified. Duplicates do not need to be retained.

Agency-Specific Schedules

- ◆ Cover records not listed on general schedules
- ◆ Records are unique to the agency
 - > 900 schedules covering > 15,000 record series
- ◆ Specific schedules always override general schedules
- ◆ Retention periods are absolute minimums and maximums
- ◆ RMS Records Analysts inventory and describe the records
 - ◆ Survey filing systems: paper, microfilm and electronic
 - ◆ Analyze business processes and applicable laws
- ◆ Agency reviews draft prior to approval

Records Management Officers

- ◆ Each department has a RMO
- ◆ RMOs are appointed by a department director
- ◆ Coordinate records management activities of department
- ◆ Agency's contact person for questions and assistance
- ◆ List of RMOs on the RMS website

Records Analyst Services

- ◆ Liaisons for RMOs and agency staff
- ◆ Each analyst is assigned several departments that they assist with all records management activities
- ◆ Develop Retention and Disposal Schedules
- ◆ Assist with the development of traditional filing, document management, digital imaging, electronic records and micrographic systems

Why Follow a Retention Schedule?

- ◆ Risks with keeping records too long
 - ◆ Wastes space
 - ◆ Harder to find records you need
 - ◆ Records must be reviewed for FOIA and litigation
- ◆ Risks with destroying records too soon
 - ◆ Violation of Michigan law
 - ◆ Exposes agency to liability if the records are requested via FOIA or litigation
- ◆ Avoid random record purging by establishing a routine within the normal course of business

Record Maintenance

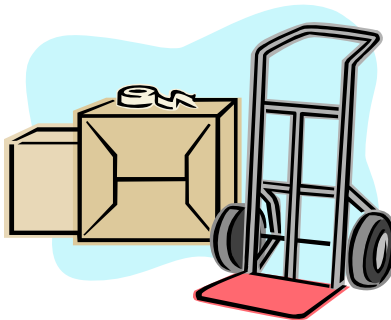
Cost Effective and Efficient



Record Maintenance

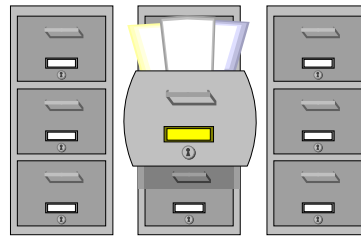
- ◆ As a general rule, in most offices
 - ◆ 30% of records need to be retained but are not retrieved regularly, and should be moved off-site to low-cost storage
 - ◆ 40% of records have met their retention requirements and should be destroyed
 - ◆ 30% of records are needed on-site for active reference and retrieval
- ◆ When was the last time your office reviewed its recordkeeping practices?

Move 30% off-site



Storage Options

- ◆ Transfer records to the State Records Center for temporary storage
- ◆ Agency retains records for the full retention period in its offices
- ◆ Transfer records to the Archives of Michigan for permanent preservation
- ◆ Microfilm
- ◆ Imaging
- ◆ IRMA
- ◆ TRIM



State Records Center

- ◆ Provides for the temporary storage of inactive records
- ◆ Fire and theft protection
- ◆ Records remain the property of creating agency
- ◆ Records can only be accessed by agency staff
- ◆ Agency may provide written permission for other state employees (with SOM ID) to access records
 - ◆ Agency should retrieve records to their office when providing access to the public
 - ◆ Records Center staff will not monitor user activities when they visit



Records Center Boxes

- ◆ Records Center shelves are designed to hold specific boxes
- ◆ Boxes can be ordered from Office Max
- ◆ **Standard Boxes:** used for legal and letter-sized files, binders, etc.
(15" x 12" x 9.75")
#P758302520 (71385)
- ◆ **Long Boxes:** used for rolled items, such as plans
Note: do not use for regular files.
(26" x 12" x 9.75")
#P758307040 (71387)
- ◆ **Packing Boxes**
 - ◆ Do not over-stuff boxes
 - ◆ Fold and seal the boxes properly (instructions are in the Versatile manual)
 - ◆ Maintain the original order of the files

Versatile

- ◆ User accounts are requested by RMOs (do not share user accounts)
- ◆ Submit records to Records Center and Archives of Michigan
- ◆ Retrieve records from Records Center
- ◆ Boxes and files are barcoded
- ◆ Containers are linked to Retention and Disposal Schedules
- ◆ Generates disposal notices



Sending New Boxes to the Records Center

1. Check your Retention and Disposal Schedule
2. Order boxes from Office Max
3. Assemble boxes
4. Put files in the boxes
5. Enter the boxes into Versatile
 - ◆ Itemize files, if necessary
6. Receive box labels, and put them on the boxes
7. Seal the boxes
8. Submit DMB-0948 form via e-mail
9. DTMB, Mail and Delivery picks up the boxes

Retrieving Records from the Records Center

- ◆ Search for the boxes or files in Versatile
- ◆ Select the records that you need to retrieve
- ◆ Submit the request to retrieve using Versatile
 - ◆ Identify priority of the request
 - ◆ Provide special instructions, if necessary
- ◆ DTMB, Mail and Delivery picks up records at the Records Center throughout the day for return to agencies

Returning Records to the Records Center

- ◆ Boxes
 - ◆ Complete DTMB-0948 form and e-mail to DTMB, Mail and Delivery for box pick-up
 - ◆ <http://inside.michigan.gov/wr/SOM-WR-Docs/DTMB-0948.aspx>
 - ◆ List the barcode numbers or number range for the boxes you are shipping, so we can ensure we receive all of them
- ◆ Returning files or interfiles
 - ◆ Send by ID mail in an envelope or wrapper
 - ◆ Fill out DTMB-0040 form and include it in the envelope or wrapper so Records Center staff know what container to place the item in when it arrives
[\[http://inside.michigan.gov/wr/SOM-WR-Docs/DTMB-0040.pdf\]](http://inside.michigan.gov/wr/SOM-WR-Docs/DTMB-0040.pdf)

Destroy 40%



Suspending Destruction

- ◆ **Litigation, Audit, Investigation, FOIA**
- ◆ Immediately cease the destruction of all relevant records (even if destruction is authorized by a retention schedule)
- ◆ If relevant records exist in electronic formats, notify information technology staff
- ◆ Failure to cease the destruction of relevant records could result in penalties

Destruction Methods

- ◆ Trash
- ◆ Recycling
- ◆ Confidential Destruction



Trash

- ◆ Trash bins and dumpsters are not secured
 - ◆ Not locked to prevent access by “dumpster divers”
 - ◆ Exposed to the environment
 - ◆ Contents can be scattered when transferred to a truck and while travelling
 - ◆ Truck drivers do not have to go through security screenings
- ◆ Trash is taken to an open landfill
 - ◆ Landfill could be in another state or country
 - ◆ No control: information could be accessed by anyone
- ◆ **DO NOT PUT RECORDS IN THE TRASH!**



Trash Landfill



ETMB Technology,
Management &
Budget

Recycling



ETMB Technology,
Management &
Budget

Recycling

- ◆ Bins are not locked
- ◆ Materials are taken to an open warehouse for processing and baling
 - ◆ Contents could be scattered when transferred to a truck and while travelling
 - ◆ Truck drivers and handlers do not have to go through security screenings
- ◆ Information in the records is not destroyed
 - ◆ Recycled materials probably will be sent to another state or country for re-purposing
 - ◆ Information could be accessed by anyone throughout the process until they are actually re-purposed
- ◆ **DO NOT RECYCLE CONFIDENTIAL RECORDS!**



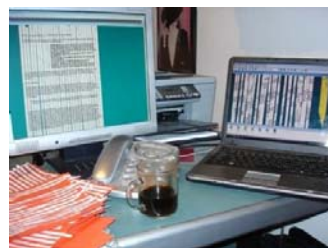
Bales of Recycled Material



recycled materials are not destroyed until they are re-purposed, and information can be accessed by anyone

Shredding May Not Be Good Enough

- ♦ Strip cut shreds can still reveal full lines of text
- ♦ Shredded records can be reconstructed
- ♦ Be aware of how the shreds will be disposed of to prevent reconstruction



Not All Shreds are Equal



strip cut shred compared to grinder shred



comparing different particle sizes

Confidential Destruction

- ◆ Prevents reconstruction of materials
- ◆ Prevents inappropriate release of information
- ◆ State of Michigan contract requirements
 - ◆ Paper: 5/16 inch particle size
 - ◆ Can be accomplished with pulverization or grinding
 - ◆ Material is recycled
 - ◆ Film, computer hard drives and disks: 1/35 inch particle size
 - ◆ Accomplished with grinding
 - ◆ Meets IRS requirements
- ◆ **SECURELY DESTROY ALL CONFIDENTIAL RECORDS**



Rapid Shred

- ◆ Statewide Confidential Destruction Contract Vendor
 - ◆ Locked bins are available in many office buildings for storing records until they are picked up
 - ◆ Employees are bonded and have background checks
 - ◆ Must destroy records within 24 hours of pickup
 - ◆ Transportation and processing areas are secured
 - ◆ Flexible scheduling for pickup of materials
 - ◆ Inter account billing via MAIN
- ◆ Contact:
 - ◆ Scott Dennis
 - ◆ 616-735-2900

Confidential Destruction Process



DTMB Technology,
Management &
Budget

Destroy Records Appropriately

- ◆ Trash—used for materials that are not records
 - ◆ Material is sent to an open landfill
- ◆ Recycling—used for records that do not contain confidential or sensitive information
 - ◆ Material is not destroyed until it is re-purposed
- ◆ Confidential Destruction—used to prevent inappropriate release or re-construction of material
 - ◆ Material is ground to 5/16 inch particle size



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Management &
Budget

Records Center Disposal

- ◆ Disposal notices issued twice each year, based on retention schedule
- ◆ Agency reviews and approves disposal notice
- ◆ Exceptions must be justified
 - ◆ Litigation hold
 - ◆ Audit
 - ◆ Investigation
 - ◆ Retention period needs to be revised on schedule
- ◆ Records are destroyed using the confidential destruction contract



Maintain 30% on-site



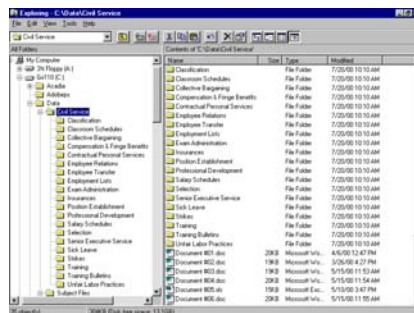
Benefits of Being Organized

- ◆ Effective management does not happen by accident
- ◆ Result of careful planning and implementation
- ◆ Goal is more efficient retrieval of information to save time and money--ability to find files days, weeks, months or years after they are created
- ◆ Easier to share files with co-workers, especially if everyone in the office follows the same rules
- ◆ Saves storage space
- ◆ Recordkeeping is an on-going process



Best Practices for Filing Records

Sign up for this separate course!
Best practices for organizing paper and electronic records.



Records Management is Risk Management

- ◆ Understand your agency's level of risk
 - ◆ Disaster (fire, flood, etc)
 - ◆ Intentional and illegal destruction or alteration
 - ◆ Security breach (theft, misuse or fraud)
 - ◆ System backup process failed
 - ◆ Human error
 - ◆ Technology obsolescence
 - ◆ Deterioration
 - ◆ Pests (rodents, insects, etc.)
 - ◆ Misfiled/lost records
 - ◆ Frequent FOIA requests
 - ◆ Litigation discovery holds



What is Negative Impact?

- ◆ Financial loss
- ◆ Lost opportunity
- ◆ Litigation/audit/investigation
- ◆ System repair/recovery costs
- ◆ Customer inconvenience
- ◆ Lost time/productivity
- ◆ Public embarrassment or scrutiny



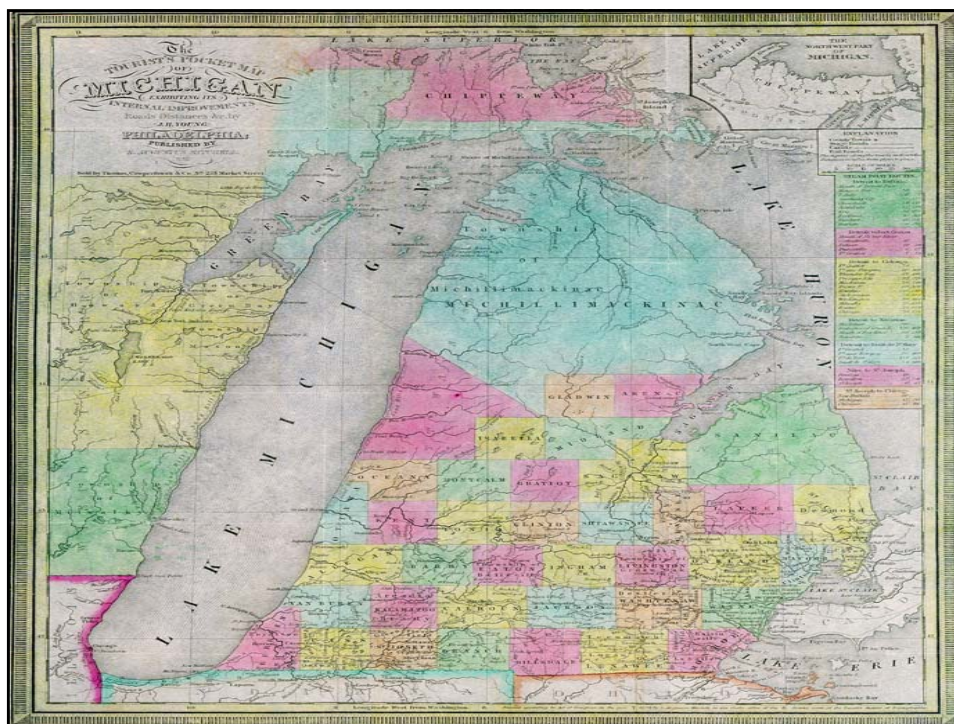
How to Mitigate Risk?

- ◆ Select appropriate recordkeeping systems (efficient and effective retrieval)
- ◆ Policies, procedures, documentation
- ◆ Security (inappropriate use or alteration, protect private information)
- ◆ System backup
- ◆ Redundancy
- ◆ Disaster plan
- ◆ Implement retention routinely in accordance with an approved schedule
- ◆ Maintain proper storage conditions



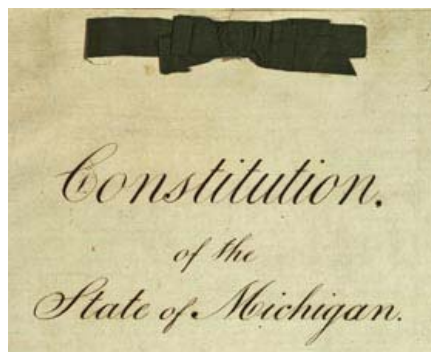
Preservation of Historical Records

Archives of Michigan
Department of Natural Resources



Mission

- ♦ The [Archives of Michigan](#) identifies and permanently preserves public and private records that document significant government activities and historic eras/events.
- ♦ Historically significant public records:
 - ♦ Document how government operates
 - ♦ Protect the rights of citizens
 - ♦ Document society or important events



Michigan's first constitution, 1835

Examples of Archival Records

- ◆ Natural Resources Commission Meeting Materials (minutes, agendas)
- ◆ Department of Community Health, Director's Administrative Records
- ◆ Index Cards for Every Prisoner to Enter a State Prison
- ◆ Election Results
- ◆ Transportation Maps and Engineering Drawings



The screenshot shows a web browser window titled "Michigan Elections Database - Microsoft Internet Explorer". The address bar shows "http://www.jungleball.net/IntSearch.html". The page content includes the "Archives of Michigan Elections Results Database" header, a map of Michigan, and several sections: "Instructions" with four numbered steps, "Election Results Database" with a paragraph about the data's origin and availability, "Additional Links" with three bullet points, and a search interface with "Select Election:" (set to "2004 General") and "Select County:" (set to "-All Counties-"). The status bar at the bottom shows "http://www.mi.gov/archivesofmi" and "Internet".

Archival Records are Unique

- ◆ Original (sometimes signed) recorded information
- ◆ Evidence of activities, decision-making, progress and change
- ◆ Less than 5% of public records have historical value
- ◆ All agencies have potential to produce historically-significant records

Administrative Subject Files

- ◆ Arranged alphabetically by topic
- ◆ May include: monthly reports, project reports, speeches, plans, correspondence about specific projects, etc.
- ◆ Should NOT include: personnel records (see GS 7), financial records (see GS 6), general correspondence (see GS 5.01), budget records (see GS 5.07), legislative files (see GS 5.09), litigation records (see GS 5.10), organization charts (see GS 5.24)

Meeting Records

- ◆ Arranged chronologically
- ◆ Include: agendas, minutes, supporting documentation, photos (labeled), tape/video recordings (unless they are transcribed)
- ◆ Archives preserves the original (sometimes signed) copy maintained by the office for recordkeeping purposes

Policies and Procedures

- ◆ Master set maintained by a department's central policy office should be transferred to the Archives when they are superseded
- ◆ Copies maintained by individual program areas/staff can be destroyed when they are superseded (GS 1)
- ◆ Policy development documentation can be destroyed (GS 5.21)

Public Relations

- ◆ Each department has a central public information office
- ◆ Examples of historical records:
 - ◆ Press Releases (GS 5.17)
 - ◆ Photos (GS 5.19)
 - ◆ Videos (GS 5.19)
 - ◆ Newsletters (GS 5.20)
 - ◆ Publications (GS 5.11)

Documenting Government Programs

- ◆ Most offices are responsible for conducting specific activities (such as issuing licenses, protecting surface water quality, enforcing the law, etc.)
- ◆ Archives evaluates all program activities to identify the most valuable historical records that should be preserved
- ◆ Documentation about people, places and things in Michigan

Historical Records in Your Office

- ◆ Retention and Disposal Schedules indicate which records should be transferred to the Archives for permanent preservation
 - ◆ Records that are designated as archival on a schedule cannot be destroyed without revising the schedule
- ◆ Historical records should be transferred to the Archives when they are no longer needed to support agency activities
- ◆ Agencies can contact the Archives if they need assistance

Transferring Records to the Archives

- ◆ Records Center transfers designated records to the Archives annually—agency receives a transfer notice
- ◆ Direct Transfer: enter the boxes into Versatile
 - ◆ Do not itemize files--use the description field to identify the contents of each box
- ◆ Archives will send agency blue barcode labels
- ◆ DTMB, Mail and Delivery Services will deliver the boxes to Archives

Tips for Transferring Records

- ◆ Establish a routine for pulling inactive records from the filing system
 - ◆ For example, annually transferring records that became eligible during the past year (calendar or fiscal)
- ◆ May need to wait until the box is full
- ◆ Keep records in order
- ◆ Describe records sufficiently for retrieval

Benefits of the Archives

- ◆ Records are made available to public in [variety of ways](#)
- ◆ Acid-free storage containers
- ◆ Environmentally-controlled storage area
- ◆ Fire and theft prevention
- ◆ Records are preserved permanently



Using Records at the Archives

- ◆ Monday - Friday (1:00 - 5:00 p.m.)
- ◆ Closed state holidays
- ◆ All records are open to the public, unless they are confidential
- ◆ Researchers must show picture ID and will be issued a user card
- ◆ Records are used in a monitored reading room, and cannot leave the Archives' facility
- ◆ Questions answered by phone, e-mail, letter and on-site visit
- ◆ [Some items available online](#)



Archives of Michigan

702 West Kalamazoo Street
Lansing, Michigan 48909-8240
(517) 373-1408

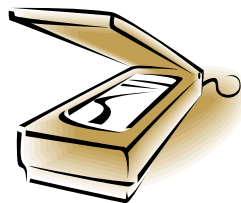
archives@michigan.gov

<http://www.michigan.gov/archivesofmi/>

Additional Education Resources and Services

Records Reproduction Act

- ◆ MCL 24.401 - 24.406
- ◆ Authorizes the reproduction of public records by Michigan government agencies at all levels
- ◆ Requires that certain technical standards be promulgated to regulate quality



Imaging and Microfilming Standards

- ◆ Reproductions cannot be used as official records if they were not created according to SOM standards
- ◆ Standards were promulgated August 2005:
 - ◆ Conversion of Paper or Microfilm to Digital Images
 - ◆ Conversion of Paper to Microfilm
 - ◆ Conversion of Digital Images to Microfilm
- ◆ “Best Practice” documents explain how and why these technologies should be used

Imaging and Microfilming Services

- ◆ RMS administers the SOM master contracts for:
 - ◆ Microfilm conversion (from paper or images)
 - ◆ Imaging conversion (from paper or microfilm)
 - ◆ Microfilm storage
 - ◆ Microfilm inspection and repair



IRMA

- ◆ Image Repository for Michigan Agencies
- ◆ Storage and retrieval for static electronic records (primarily digital images)
- ◆ Accessed via SOM intranet with secure log-in
- ◆ Administered by DTMB-RMS and maintained by DTMB-IT
- ◆ Benefits
 - ◆ SOM Enterprise Solution: no procurement process
 - ◆ Fast and simple implementation
 - ◆ Affordable



HP TRIM

- ◆ Total Records and Information Management
- ◆ Features:
 - ◆ Image Management
 - ◆ Document Management
 - ◆ Workflow
 - ◆ Records Management
- ◆ SOM enterprise solution: no procurement process
- ◆ Can be administered at the program level by agency staff
- ◆ Centrally manages all state records, from the point of creation to final disposition, regardless of format
- ◆ Functions out of the box, no custom code or programming
- ◆ Integrates with Outlook, GroupWise, Word, Excel, PowerPoint and SharePoint



Imaging and Document Management Solutions

- ◆ This course will:
 - ◆ Help agencies identify which technology will really meet their needs and lower costs
 - ◆ Discuss the solutions that are available
 - ◆ Cover the steps involved in moving to a digital environment
 - ◆ Introduce the new technologies that will be available in the near future
- ◆ Space is available, sign up now!

E-mail Retention Training

- ◆ Free web-based user training
- ◆ Course takes 30 minutes to complete
- ◆ Available at:
<http://www.quickknowledge.com/>
- ◆ Flyer on website provides instructions for accessing the class



Versatile Assistance

- ◆ “Records Center Operations Manual and Versatile User Instructions” are available online at:
 - ◆ <http://inside.michigan.gov/wr/records>
 - ◆ Records Center procedures
 - ◆ Versatile user instructions
- ◆ *Sign up for the Introduction to Records Management and Versatile class*

Confidential Destruction of Records

- ◆ Web-based class under development
- ◆ Will be accessible from RMS intranet site when it is available





Michigan DNR
natural resources & environment



MICHIGAN.GOV
Michigan's Official Web Site

Michigan.gov Home

Michigan Historical Center

- Archives of Michigan
- Photographs of Michigan
- Collections & Services
- Commissions
- Event Calendars
- Join Us!
- Michigan Facts & History
- Michigan Historical Museum System
- Michigan History Education Fund
- MH Foundation & the Friends of Michigan History
- The Museum Store
- Publications
- Student Activities and Resources
- Teaching Michigan History
- Thunder Bay Nat'l Marine Sanctuary
- Vintage Base Ball
- Hunting & Trapping
- Fishing
- Recreation & Camping
- Law Enforcement
- Forests, Land & Water
- Inside the DNR

Archives of Michigan



Image of the Month (March 2010)
One of Michigan's most celebrated historical figures is Sara Emma Edmonds Seelye. Sara's courageous story begins with her desire to help the Union cause in the Civil War.

Genealogy

Select a genealogy resource

Photographs & Photographic Services

Select a photographic resource

Services

Select a service

Forms and Guides

Select an Archives of Michigan form

Spotlight on Archives

- Visit Archives of Michigan Digital Collections! Access Michigan digital collections at <http://seekingmichigan.org>
- Archives of Michigan Workshops - October 2009 See what work shops and programs are available.
- Visitor Information (Location, Parking & Hours) Coming to the Archives of Michigan for the first time? Here's what to expect and how we can help you.
- Archives of Michigan Online Finding Aids Finding aids for archival records and manuscript collections at the Archives of Michigan.
- Emergency Preparedness and Conservation In observance of May Day, the Archives of Michigan launches an expanded Emergency Preparedness and Conservation Site. The site provides links of resources for cultural-based institutions.
- State Archivist's Blog! News from Mark Harvey, State Archivist
- Michigan Elections Results Database Results of elections in Michigan. Currently, data for 1992-2004 is available online.

Search

MI Business One Stop

- Departments/Agencies
- Online Services
- Surveys
- RSS Feeds
- Quick Links
- Accessible Recreation
- Ecosystem-Based Management
- Citizens Committee for State Parks
- Land Use Permits
- Grants
- Recreational Safety Classes
- Natural Resources Commission
- Press Releases
- Waterways Commission
- Land Consolidation Strategy
- Laws and Legislation

MACKINAC STATE HISTORIC PARKS

DNR Stories and Photos



Find us on Facebook

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PURE MICHIGAN



Michigan Department of Technology, Management & Budget

Management

MICHIGAN.GOV
Michigan's Official Web Site

Michigan.gov Home

Agency Services

- Print & Mail Consulting Services
- Mail & Delivery Services
- Printing
- Records Management**
- General Information
- Retention and Disposal Schedules
- Services
- State and Federal Surplus Programs
- Travel
- Vehicle Services
- Warehousing
- Design & Construction
- Financial Services
- Organization & News
- Real Estate Services
- State Building Authority
- State Facilities & Parking
- Office of State Budget
- Office of Retirement Services



Records Management Services



Michigan's Records Management Services provides expertise and assistance to state and local government agencies with managing records and information in the most effective, cost efficient, and legally compliant manner.

Please add our website to your list of favorites so you can visit us often.

<http://www.michigan.gov/recordsmanagement/>

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- **General Information**
Information about the Records Management Services, the analyst services, and records management.
- **Retention and Disposal Schedules**
Information about general schedules and agency-specific schedules for state and local government.
- **Services**
Information about services provided to state and local government, including microfilming, document imaging and Records Center Operations.
- **Policies, Standards and Guidelines**
Information for state and local government agencies about e-mail retention, microfilming, document imaging record storage, and more.

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Records Management Services
3400 N. Grand River Ave.
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517-335-9132

RMS Internet Site
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[Records Center Storage and Retrieval](#): Versatile User Manual, forms, record destruction information, etc.

[Electronic Document Management](#): Information about enterprise available systems IRMA and TRIM.

[Imaging and Micrographic Services](#): Contracted scanning and microfilm services, scanner rental and purchase information and more.

[E-mail Retention](#): Applying record retention schedules to e-mail can be confusing. These guides will help you figure it out.

[General Information](#): RMS contact information, RMO list, and more.

[Retention and Disposal Schedules](#): General Schedules for records produced by Executive Branch agencies.

[Records Management Training](#): Class descriptions, class calendars and registration information.

We can help!

Records Management Services

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<http://www.michigan.gov/recordsmanagement/>

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