**GENERAL SCHEDULE #1 – Non-records**

This Retention and Disposal Schedule revises General Schedule #1 that was approved on November 16, 2004.

This Retention and Disposal Schedule covers materials that are classified as "non-records." These materials are common to most local government agencies. We, the undersigned, believe that the materials described in this schedule have no administrative, legal, fiscal and archival value to the State of Michigan.

4/17/15

Brice Sample, Records Manager
Department of Technology, Management and Budget
Records Management Services

Date

4/30/15

Mark Harvey, State Archivist
Department of Natural Resources
Archives of Michigan

Date

APPROVED

2 2015

6-2-15

State Administrative Board

Date

# State of Michigan
## Department of Technology, Management & Budget - Records Management Services
## Records Retention and Disposal Schedule

*General Schedule #1: Non-record Materials*

| Item Number | Series Title | Agency Retention | Total Retention | State Administrative Board Approval Date |
|---|---|---|---|---|
| GS1 - | **Non-record Materials** | ACT | ACT | |

Non-record materials are recorded information that are in the possession of an agency, but are not needed to document the performance of an official function. An agency's disposition practices needs to include managing non-record materials, because their volume may exceed that of records that do document official functions.

Examples of non-records may include:
--Draft documents that are replaced by new or final versions. Drafts that are not needed to document the development of the final record. Drafts that are not required to be retained by an agency-specific schedule.
--Duplicate copies of a document that are retained for convenience of reference.
--Information that does not document official activities.
--Letters of transmittal (including routing slips) that do not add any information to the transmitted material.
--Notes and recordings that have been transcribed into another format for record retention.
--Publications that are received from outside sources that are retained for reference purposes, such as newsletters, brochures, catalogs, books, professional development materials, etc.
--Mass mailings, notices, flyers, etc. that are received for informational purposes.
--Advertisements, spam and junk mail.
--Tracking documents or tools that are used to ensure that all steps in a business process take place, but are not the official documentation of the action or activity.
--Research and reference materials that are collected from outside sources, but are not needed to document how the final decision is made.

ACT = Non-record materials can be disposed of when they are no longer needed for reference purposes.