

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/16/2019	NUMBER 01.04.140
SUBJECT RECORDS RETENTION		SUPERSEDES NEW	
		AUTHORITY MCL 791.203, MCL 399.809-812	
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POLICY STATEMENT:

The Michigan Department of Corrections (MDOC) shall retain all documents in accordance with this policy.

RELATED POLICY:

01.04.130 Prisoner Commitment Files

POLICY:

DEFINITIONS

- A. Agency Specific Record Retention Schedule: A record retention schedule prepared specifically for an individual agency that identifies the unique records the agency is responsible for maintaining.
- B. Criminal Justice Information (CJI): Information obtained from LEIN or any of its integrated system of databases in any form including, but not limited to: actual printouts or copies of printouts, data in electronic form (e.g., OMNI) data copied and pasted to other programs or applications. Verbal and written information obtained from an offender or independently verified by a MDOC employee is not CJI.
- C. General Record Retention Schedule: A record retention schedule that identifies records that are commonly found in multiple offices such as administrative, accounting, and personnel records.
- D. Record: A writing 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. This includes all logbooks, papers, maps, photographs, or other documentary materials, regardless of physical form (e.g., paper, electronic, film) created or received by the MDOC.

GENERAL INFORMATION

- E. Each Executive Policy Team (EPT) member shall ensure a Records Retention Liaison is designated for each site in their respective area. The Records Retention Liaison shall develop local procedures related to the management, accountability, and disposal of official records.
- F. The general record retention schedule and agency specific record retention schedule are available in the Document Access System (DAS). The agency specific record retention schedule shall be searched to find a record. If the record is not found in the agency specific record retention schedule, staff shall check for the record in the general record retention schedule.
- G. A record shall not be destroyed and shall be directed to the Records Administrator if it is not in the agency specific or general record retention schedule.
- H. No record shall be destroyed as long as there are pending legal cases, claims, actions, or audits. Questions or issues involving the retention of records having historical value, legal significance, or administrative value shall be directed to the Records Administrator.

RECORD MAINTENANCE

- I. All records that are to be destroyed shall be shredded at the worksite or disposed of by a Department

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vendor. All CJI must be cross-cut shredded or disposed of by an approved vendor.

FIVE YEAR REVIEW

- J. Each EPT member shall ensure a review is conducted at least every five years of all retention schedules that directly affects their operations or responsibilities to identify those in need of substantive revision. If the retention schedule is determined to be in need of substantive revision a request to revise the retention schedule shall be sent to the Records Manager Officer.
- K. Each EPT member shall submit a written confirmation of the completion of the five-year review to the Director no later than 30 days after the review.

PROCEDURES

- L. If necessary, to implement requirements set forth in this policy directive, EPT members shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- M. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy, pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 11/02/2019