

STATE OF MICHIGAN
Records Management Services
General Schedule #6 - County Clerks

Section	Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
General Administrative	6.100	Subject Files (supersedes item #6.0503)	<p>These records document various topics, issues, projects or activities that an agency or employee is involved in. Subject files are generally organized alphabetically by topic. Subject files include topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, etc. Document types may include: topical correspondence, memoranda, reports, research, articles, meeting notes, related background materials, etc. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.</p> <p>Subject files should be retained in the office while the topic is still considered to be of ongoing interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. <i>Note: some topical files may have historical value and should be preserved permanently.</i></p>	RETAIN UNTIL: Topic is no longer of ongoing interest PLUS: 5 years THEN: Destroy	2/6/2018
General Administrative	6.101	General Correspondence (supersedes item #6.0405, 6.0512, 6.0515A-C)	<p>These records do not pertain to a specific business process and are often organized chronologically or by correspondent's name. General correspondence may include referral correspondence and complaints. If the correspondence does pertain to a specific business process 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>	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
General Administrative	6.102	Transitory Records	<p>These records document the activities of an agency, but have temporary value, and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research. They may also include requests to order supplies, reminders for an upcoming meeting, etc.</p>	RETAIN UNTIL: Activity is completed THEN: Destroy	2/6/2018

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General Administrative	6.103	Rosters, Mailing and Contact Lists	These lists, which may exist in paper and/or electronic form, contain the contact information for individuals or organizations with whom the agency communicates. They may be used to generate labels or other documents. They may contain name, e-mail address, mailing address, phone numbers and other contact information.	RETAIN UNTIL: Superseded THEN: Destroy	2/6/2018
General Administrative	6.104	Freedom of Information Act (FOIA) Request	These records document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, billing information, etc. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each county is required by the FOIA to designate a FOIA Coordinator. This is not automatically the clerk, but it may be the clerk or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	2/6/2018
General Administrative	6.105	Planners and Calendars	These records document an individual staff member's work-related meetings, assignments, and tasks. They may include electronic or manual planners and calendars. Individual employees are responsible for retaining their planners and calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
General Administrative	6.106	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. These records do not include county commission meetings and other official boards, committees or commissions. They may include meeting minutes, agendas, distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
General Administrative	6.107	Grant File (supersedes item #6.0506)	These records document the administration of grants that are applied for by the office from state, federal and private agencies. They may include applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, periodic progress reports, etc.	RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes, or until the application is denied. Final reports and products of the grant may be kept longer for use and reference purposes. THEN: Destroy	2/6/2018

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General Administrative	6.108	Clerk's Office Budget	These records document the amount of money that is appropriated for each account and line item for the current and previous fiscal years for the clerk's office. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. This is not the official county budget.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	2/6/2018
General Administrative	6.109	Policies, Procedures and Directives (supersedes item #6.0517)	These records document the policies procedures of the clerk's office. They may include an administrative manual of all county functions.	RETAIN UNTIL: Superseded by new version THEN: Destroy	2/6/2018
General Administrative	6.110	Periodic Activity Reports	These records document employee or departmental activity and progress. They are prepared periodically (monthly, weekly, etc.). They may contain narrative and/or statistical information about duties and activities.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	2/6/2018
General Administrative	6.111	Publications	These records document information that is published for clients or the general public. They may include press releases, brochures, newsletters, annual reports, etc. <i>Offices are strongly encouraged to keep one copy permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	2/6/2018
General Administrative	6.112	Memorabilia	These records document events and activities of the office. They may include photographs, news clippings, certificates, awards, etc. <i>Offices are strongly encouraged to retain select items permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	2/6/2018
General Administrative	6.113	Press Releases	These records document the development of press releases. They may include work requests, drafts, approved distribution lists, official press releases, etc. <i>Offices are strongly encouraged to keep one copy of the official press release permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	2/6/2018
General Administrative	6.114	Audio-Visual Materials (supersedes item #6.0516)	These records document general program activities, facilities, people, etc. They may include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. These materials do not include recordings of public meetings, photographs taken for specific business processes (such as investigations and construction), etc., because those records must be addressed by other Retention and Disposal Schedules. <i>Note: some of these materials may have permanent historical value. Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	2/6/2018

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General Administrative	6.115	Training Materials - Curriculum	<p>These records document the content of training, education and information programs offered by the county clerk, as well as speeches and presentations delivered by employees of the clerk's office. These programs may include workshops, seminars, conferences, symposiums, informational meetings, online training, etc. The records may include presentations (paper and electronic), training videos, handouts, class exercises, speaker notes, user instructions, online content, etc. The records may be developed by the clerk's office or they may be acquired from an outside source.</p> <p><i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, local governments should comply with those laws and regulations.</i></p>	RETAIN UNTIL: Revised and replaced by new content or until deemed obsolete THEN: Destroy	2/6/2018
General Administrative	6.116	Event Logistical Records	<p>These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, etc. They may include registration forms, attendance sheets, correspondence, copies of receipts and contracts, planning notes, evaluations, etc. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, local governments should comply with those laws and regulations.</i></p>	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
General Administrative	6.117	Visitor Logs and Registers (supersedes item #6.9003)	<p>These records document who visited the clerk's office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.</p>	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
General Administrative	6.118	Employee In/Out Logs	<p>These logs document the time and date when staff arrive and depart throughout each day.</p>	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	2/6/2018
General Administrative	6.119	Overtime Equalization Reports	<p>These reports are produced in accordance with the terms of union contracts. They are used by supervisors to adjust overtime assignments of staff to balance the number of hours worked.</p>	RETAIN UNTIL: Relevant union contract is no longer in effect. THEN: Destroy	2/6/2018
General Administrative	6.120	Material Safety Data Sheets	<p>These records document hazardous chemicals to which employees may be exposed. They contain safety and health information about the chemicals. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information.</p>	RETAIN UNTIL: Hazardous material is not in use nor stored on the property PLUS: 30 years THEN: Destroy	2/6/2018

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County Commission	6.200	Meeting Records - Open Sessions (supersedes item #6.0501, 6.0513, 6.0514)	These records document the proceedings of the county commission and any subcommittees or advisory committees (standing and ad hoc). They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc.). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #6.204), bulletins, clippings, citizen requests (see item #6.205) or documentation of meeting-related expenditures. <i>Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	PERMANENT	2/6/2018
County Commission	6.201	Meeting Notes and Audio or Video Recordings	These records document the proceedings of the county commission and any subcommittees or advisory committees (standing and ad hoc). They are used to prepare the minutes. They may include notes, audio recordings, video recordings, etc.	RETAIN UNTIL: Meeting minutes are approved per MCL 15.269 PLUS: 1 day THEN: Destroy	2/6/2018
County Commission	6.202	Meeting Records - Closed Session (supersedes item #6.0502)	These records document the closed proceedings of the county commission, and any subcommittees or advisory committees (standing and ad hoc). They may include minutes taken during a closed session of the county commission, audio or visual recordings, etc. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act.	RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session occurred PLUS: 1 year and 1 day THEN: Destroy	2/6/2018
County Commission	6.203	Meeting Records - Official Boards, Committees, Authorities and Commissions (supersedes item #6.0403, 6.0801C, 6.1002)	These records document the proceedings of the official boards, committees, authorities and commissions (such as an historical commission, arts commission, development authority, board of review, civil service board, zoning board, concealed weapons licensing board, etc.). Members of these boards are appointed by the county commission. These records include the approved minutes and agenda packets, containing any materials that are distributed to members for review and action. In some counties, each of these bodies are responsible for providing the clerk with the official copy of the approved minutes and agenda packets. In some counties, these records are maintained separately by the public body. Regardless, of where they are maintained, this retention period applies. <i>Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	PERMANENT	2/6/2018

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County Commission	6.204	Posted Notices of a Public Meeting	The Open Meetings Act (MCL 15.265) requires that notices of public meetings be posted. Specifically, the annual schedule must be posted at the beginning of the year, any changes to the annual schedule must be posted within 3 days of the change, and any special meeting must be posted at least 18 hours in advance. This series covers copies of the posted notices of any meeting, including annual schedules and special meetings.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	2/6/2018
County Commission	6.205	Citizen Requests	These records document requests that are received from citizens who want to be heard by the county commission. They may relate to events, street closings, contract protests, complaints, requests for hearings, investigations, rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another county department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the county commission (with or without conditions).	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	2/6/2018
County Commission	6.206	Member Files	These records document people who served on the county commission and appointees to other official boards, committees and commissions. They may include applications, biographical information, petitions, conference and training requests, correspondence, etc.	RETAIN UNTIL: Individual is no longer serving as a member THEN: Destroy	2/6/2018
County Commission	6.207	Member Applications	These records document applications from residents who are interested in serving on a county board, committee, commission, etc. If they are appointed, this record will become part of the member file (see item #6.206).	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
County Commission	6.208	Rosters	These records list who served on a particular board, committee, commission, etc., and the dates of their term as a member of the public body.	PERMANENT	2/6/2018
County Commission	6.209	Appointments and Oaths of Office (supersedes item #6.0401)	These records document public officials who are required to sign an oath of office. They identify if officials are appointed, and whether they signed an oath.	PERMANENT	2/6/2018
County Commission	6.210	County Treasurer Bonds (supersedes item #6.0406)	These records document individual bonds acquired by officers before entering upon the duties of office, per MCL 45.319. The bond is required to be deposited with the treasurer. Each treasurer required by a county board of commissioners to give an individual bond before entering upon the duties of office is required to deposit his or her bond with the county clerk.	RETAIN UNTIL: Expiration of the term in office, unless claims arise, then 1 year after all claims are settled. PLUS: 10 years THEN: Destroy	2/6/2018

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County Commission	6.211	Charter	These records document the legal framework for operations of the county's government. It defines boundaries, how the county operates on a daily basis, the responsibilities and authority of various public officials, and regulations that are adopted by the county commission. The document is revised over time, however superseded versions will be retained permanently as an historical record.	PERMANENT	2/6/2018
County Commission	6.212	Ordinances	These records document all codified ordinances enacted by the county commission. They may include the text of the ordinance, public notices and vote sheets. A copy of these records may be compiled into a published codebook and database. <i>Note: if the approved ordinance is retained in the agenda packet (see item #6.200), separate ordinance files do not need to be retained in addition.</i>	PERMANENT	2/6/2018
County Commission	6.213	Resolutions	These records document resolutions that are adopted by the county commission. They may include the language of the resolution, supporting documentation, etc.	PERMANENT	2/6/2018
County Commission	6.214	Budget	These records document the budget that is approved by the county commission. It contains revenues, expenditures and allocations for each department. They may include the final version and supplemental versions, revisions or amendments that are approved for each fiscal year. <i>Note: if the approved budget is retained in the agenda packet (see item #6.200), separate budget files do not need to be retained in addition.</i>	PERMANENT	2/6/2018
County Commission	6.215	Annual Reports (supersedes item #6.0505)	These records document annual reports prepared by departments that are submitted to the county administrative office for compilation into a single annual report of the county's activities. The official copy of the departmental reports, as well as the compiled report, are maintained by the clerk for the board of commissioners. If a department prepares an annual report, but does not submit it, that report must be retained permanently by the department. <i>Note: if the annual report is retained in the agenda packet (see item #6.200), separate reports do not need to be retained in addition.</i>	PERMANENT	2/6/2018

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County Commission	6.216	Published Public Notices (supersedes item #6.0511A-B)	These records document public notices that may be required to be published by statute, local ordinance or grant requirement. These records serve as evidence that the county provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. They may include Affidavits of Publication, clippings, copies of the printer's bill/invoice, etc. The county's finance or accounting office is the official record keeper for the billing records. These records may be retained with the other records that pertain to the event listed in the public notice.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.300	Labor Liens on Logs (supersedes item #6.0411)	If logs floating down a waterway end up on land and the landowner incurs expenses to remove the logs, all damages incurred by the landowner shall be a lien upon the logs. If the logs are sold by a court officer, the officer files a certificate and sworn statement regarding the sale of the logs with the county clerk where the sale occurred. MCL 426.160 (10).	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.301	Notary Public Bonds (supersedes item #6.0413)	These records document surety bonds obtained by individuals applying to become a notary public.	RETAIN UNTIL: Expiration of term PLUS: 1 year THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.302	Notary Public Index (supersedes item #6.0414)	These records document individuals who applied to become a notary public. The Office of the Great Seal maintains notary public records permanently.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.303	Concealed Pistol License Applications (supersedes item #6.0801A-B)	These records document individuals who apply for a concealed pistol license, per MCL 28.425.	RETAIN UNTIL: Expiration PLUS: 1 year THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.304	Ferry Licenses Register (supersedes item #6.0802)	These records document companies that operate ferries.	RETAIN UNTIL: Expiration PLUS: 10 years THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.305	Passport Application Transmittal (supersedes item #6.1102)	These records document applications for a passport that are sent by the county clerk to the passport agency.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.306	Assumed Name Certificates (supersedes item #6.0603)	These records document people who own, conduct or transact business, or maintain an office or place of business in the county under a name, designation or style other than their legal name, per MCL 445.1 - 445.5. They are used to verify that the assumed name is not already used for another business.	RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.307	Co-Partnership Certificates (supersedes item #6.0605)	These records document people who are joined in co-partnership in the county under a specific name, designation or style.	RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy	2/6/2018
Licensing, Permits and Corporations	6.309	Dissolutions of Assumed Names and Co-Partnerships (supersedes item #6.0606)	These records document the dissolution of a co-partnership or business under an assumed name.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	2/6/2018

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Licensing, Permits and Corporations	6.310	Assumed Name and Co-Partnership Index (supersedes item #6.0604)	These records list the people with businesses under an assumed name or a co-partnership.	RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	2/6/2018
Land and Property	6.400	Cemetery Records	These records document county-owned cemeteries. They identify purchasers and occupiers of lots and burials. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc.	RETAIN UNTIL: Cemetery is no longer operated by the county THEN: Transfer to the Archives of Michigan	2/6/2018
Land and Property	6.401	Property Records (supersedes item #6.0103, 6.0402)	These records document the ownership of county property. They include rights of way, easements, deeds, restrictive covenants, vacated properties, warranty deeds, quit claim deeds, annexations, detachments, interlocal agreements, incorporations, etc. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. The county register of deeds will maintain copies of some of these records.	PERMANENT	2/6/2018
Land and Property	6.402	Tax Credits (supersedes item #6.1101)	These records document property owners who are eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. These files may include applications, legal property descriptions, indexes, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	2/6/2018
Land and Property	6.403	Tax Allocation Information (supersedes item #6.0416)	These records document the allocation of millage funds by the County Tax Allocation Board, unless it has been established by a vote of the people (called a fixed millage rate or a separate tax limitation issue). These records include the budgets that are reviewed and approved by the board, including all municipalities desiring millage-if separate from the Board of Commissioners, correspondence, session minutes, and notices including preliminary and final allocation (per MCL 211.206).	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	2/6/2018
Land and Property	6.404	County Zoning Ordinances (supersedes item #6.1001)	These records document how property inside a geographic zone may be used, how infractions are handled, how variances are granted and how appeals are heard.	PERMANENT	2/6/2018
Legal	6.500	Agreements and Contracts (supersedes item #6.0504)	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, leases, correspondence with the vendor, warranties, copies of purchase orders, etc.	RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy	2/6/2018

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Legal	6.501	Litigation	These files document any litigation to which the county is a party. The legal or general counsel will maintain the official and complete set of these documents. If the legal counsel is contracted by the county, the county may agree to be the official record keeper. These files may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy	2/6/2018
Legal	6.502	Legal Opinions (supersedes item #6.0518)	These records document legal opinions issued by the county's legal counsel.	PERMANENT	2/6/2018
Legal	6.503	Vehicle Files	These files document all vehicles owned by the county. They may include the registration, title, repair orders, documentation of all maintenance work that is performed, inspections, etc.	RETAIN UNTIL: Vehicle is no longer owned by the county THEN: Destroy	2/6/2018
Legal	6.504	Traffic Control Orders (supersedes item #6.1103)	These records document the location of traffic control devices and traffic control signals. They may address speed limits, parking, signs, etc. They are issued by the Michigan Department of Transportation and/or county road commissions in compliance with MCL 257.71.	RETAIN UNTIL: Superseded THEN: Destroy	2/6/2018
Vital Records and Veterans	6.600	Vital Records (supersedes item #6.0901, 6.0902, 6.0903, 6.0905, 6.0906, 6.0907, 6.0908, 6.0909)	County clerks serve as the local registrar for vital records (births and deaths), and are obligated to receive, file and retain vital records for that purpose. These records include indexes and other access tools. (MCL 333.2814-333.2815). <i>Counties are encouraged to contact the Department of Health and Human Services for assistance if they cannot retain these records permanently.</i>	PERMANENT	2/6/2018
Vital Records and Veterans	6.601	Vital Records Request Logs (supersedes item #6.0910)	These record document requests to receive a certified copy of a vital record. They may include signed releases, applications, face sheets, payment and refund documentation, notarized confirmations, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	2/6/2018
Vital Records and Veterans	6.602	Census Reports (supersedes item #6.0404)	These records document a special census that was conducted by the county or local entities within the county.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Transfer to the Archives of Michigan	2/6/2018
Vital Records and Veterans	6.603	Naturalization Records (supersedes item #6.0412)	These records document the process by which immigrants become naturalized citizens of the United States. See also, General Schedule #15.315	Transfer to the Archives of Michigan	2/6/2018
Vital Records and Veterans	6.604	Veteran Peddler License Register (supersedes item #6.0803)	These records document veterans who received a peddler license.	RETAIN UNTIL: Expiration PLUS: 1 year THEN: Destroy	2/6/2018

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Vital Records and Veterans	6.605	Veteran's Discharge Records (supersedes item #6.0417)	The Report of Separation from the Armed Forces of the United States (DD-214) is used to document the dates of active service and the character of the release for individual veterans. <i>Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	PERMANENT	2/6/2018
Vital Records and Veterans	6.606	Veteran's Burial Records (supersedes item #6.0904)	These records document the burial arrangements for indigent veterans who die within the county.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Transfer to the Archives of Michigan	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.900	Annual Reports of Corporations (supersedes item #6.0601)	These records document the annual activity of corporations operating within the county. <i>Note: these records need to be sent to the Michigan Department of Licensing and Regulatory Affairs, Corporations Division.</i>	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.901	Articles of Association (supersedes item #6.0602)	These records document the formation of corporations operating within the county. <i>Note: these records need to be sent to the Michigan Department of Licensing and Regulatory Affairs, Corporations Division.</i>	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.902	Atlases (supersedes item #6.9000)	These records document property owners within a locality.	Immediate Transfer to the Archives of Michigan	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.903	Equalization Reports (supersedes item #6.0409)	These records document the analysis of property in the county to determine if they have been equally and uniformly assessed. These are copies, and the original reports are retained by the Equalization Department.	RETAIN UNTIL: Equalization Department has all original documents THEN: Destroy duplicates	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.904	Log Mark Register (supersedes item #6.9002)	These records document marks that were used by logging companies to brand their property and declare ownership.	Immediate Transfer to the Archives of Michigan	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.905	Marriage Medical Certificates (supersedes item #6.9015)	These records document medical information supplied by couples prior to obtaining a marriage license. Michigan law no longer requires the creation of these records. They may be attached to the marriage application.	Immediate Destruction	2/6/2018

STATE OF MICHIGAN
Records Management Services
General Schedule #6 - County Clerks

Section	Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.906	Medical Professional Registrations (supersedes item #6.9016)	These records document the registration of medical professionals to practice within the county. They may include a Dentist Registration Record, Medical Practitioner, Medical Registration Certificates, Nurses Registration Record, Physician Registration Record, Veterinarian Registration Record, etc.	Immediate Transfer to the Archives of Michigan	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.907	News Clippings (supersedes item #6.9004)	These records document news articles about the county or the clerk's office. The articles may be collected by a news service vendor. They may include clippings and indexes.	RETAIN UNTIL: No longer of reference value THEN: Destroy	2/6/2018
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>	6.908	Record Disposal Documents (supersedes item #6.0912)	These records document which non-court records the county destroyed and when they were destroyed. They confirm that destruction was authorized by an approved Retention and Disposal Schedule. Certificates of Records Disposal were submitted to the Archives of Michigan for review and approval until May 13, 2004. However, this is no longer required. Destruction of court records maintained by the clerk still must be authorized by an order signed by the chief judge pursuant to MCR 8.119(K). These records may include certificates, orders, logs, supporting documentation, etc.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	2/6/2018