

## 0910.01 Managing Government Records

Issued: January 1, 1994  
Revised: November 2, 2018

### PURPOSE

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To instruct state agencies how to manage their records in order to provide for the administrative, fiscal, legal and historical needs of state government and to protect the rights and safety of its citizens.

### APPLICATION

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Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
Office of Support Services (OSS)  
Logistics and Operations Support (LOS) Division  
Records Management Services (RMS)  
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### SUMMARY

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State government must manage its records properly in order to function administratively, undergo periodic audit, provide for its legal requirements and document its heritage.

### APPLICABLE FORMS

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None.

### PROCEDURES

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#### Records Management Services

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- Develops, reviews and approves Retention and Disposal Schedules for state government records in accordance with Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules.

- Provides information and training on recordkeeping techniques, rules, regulations, procedures and technologies to all Michigan government employees.
- Conducts recordkeeping system studies and analysis.
- Operates the State Record Center to provide off-site storage services for all state government records.
- Administers enterprise-available (shared) imaging and document management solutions for state government records.
- Administers the state of Michigan's master contracts for various records management services.

## **Agency**

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- Required to have a designated departmental Records Management Officer (RMO) to serve as a liaison between their department and Records Management Services and to assist with records management activities in accordance with Administrative Guide Procedure 0910.11 Departmental Records Management Officers.
  - Encouraged to designate a liaison for the RMO within each division or unit within the department to assist with coordination of records management activities.
- Required to educate employees that records are recorded information in physical or electronic formats, made or received by a Michigan government agency or employee. Records document the performance of government business, and serve as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities.
- Required to have comprehensive and accurate Retention and Disposal Schedules in accordance with Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules.
- Develops and maintains standard operating procedures that define who is authorized to create, modify, access and destroy its state government records.
- Assures that all departmental employees are aware of their records management responsibilities.
- Maintains efficient and cost-effective recordkeeping systems for its state government records.
- Provides adequate security for its state government records that contain confidential or sensitive information.
- Develops and maintains a disaster plan for its vital records. Note: Vital records are records that are needed to resume work activities immediately following a disaster.

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