

## **0910.03 Transferring Records to the State Records Center and the Archives of Michigan**

Issued: January 1, 1994  
Revised: May 17, 2012

### **PURPOSE**

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To provide uniform procedures for transferring records to the State Records Center and the Archives of Michigan.

### **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)  
Records Management Services (RMS)  
State Records Center  
3400 N. Grand River Avenue  
P.O. Box 30026  
Lansing, MI 48909

Department of Natural Resources (DNR)  
Michigan Historical Center (MHC)  
Archives of Michigan  
Michigan Library and Historical Center Building  
702 W. Kalamazoo Street  
Lansing, MI 48915

Telephone: 517-335-9132 (RMS)  
517-373-1408 (Archives of Michigan)

Fax: 517-321-3408 (RMS)  
517-241-1658 (Archives of Michigan)

### **SUMMARY**

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This procedure outlines the process for transferring records to off-site storage at the State Records Center. Once records with historical value have fulfilled their active and inactive retention periods, it is necessary to transfer them to the Archives of Michigan for permanent preservation.

### **APPLICABLE FORMS**

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DTMB-0948 Requisition for Freight Services

DTMB-3523 State Records Center Transmittal (available upon request)

## MH-85 Direct Records Transmittal

See the [Records Management Services website](https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement) (https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement) or the [Archives of Michigan website](http://www.michigan.gov/archivesofmi) (www.michigan.gov/archivesofmi) for more information.

## PROCEDURES

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### General Information

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- Records stored in the State Records Center remain under the ownership and legal custody of the originating agency. DTMB State Records Center maintains security and confidentiality over the records in storage. Only persons authorized by the agency owning the records may have access to them.
- The Archives of Michigan takes both legal and physical custody of records that are transferred to permanent preservation. These records are accessible to government agencies and the public unless they are legally confidential. Procedures are established for confidential records to ensure that they are only accessed by authorized individuals. The Archives of Michigan does not permit anyone to remove archival records from its physical custody.

### Agency

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- May transfer records to the State Records Center for temporary storage or the Archives of Michigan for permanent preservation, in accordance with its Retention and Disposal schedule (see Administrative Guide Procedure 0920.02). Only records listed on a Retention and Disposal Schedule (agency-specific or general) may be transferred.
- Follows the instructions in the Records Center Operations Manual, available from the RMS Intranet, when packing, sealing, submitting descriptive content information, and shipping the containers to the State Records Center or the Archives of Michigan.
- Completes and submits a Requisition for Freight Services (DTMB-0948) to DTMB Mail and Delivery Services.
- The Records Management Officer (RMO) must request a user account for the records management system for anyone needing to submit items to the State Records Center or the Archives of Michigan.
- Agencies that cannot access the records management system are authorized to submit the State Records Center Transmittal (DTMB-3523) to the State Records Center and the Direct Records Transmittal (MH-85) to the Archives of Michigan. The State Records Center or the Archives of Michigan will enter information from the form into the records management system on the agency's behalf.

### State Records Center or Archives of Michigan

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- Provides the agency with barcode labels to place on each container.

### **DTMB Mail and Delivery Services**

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- Receives the DTMB-0948.
- Picks up the containers at the location provided by the agency.
- Delivers the containers to the State Records Center or the Archives of Michigan.

### **State Records Center or Archives of Michigan**

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- Receives delivery of records.
- Places approved records into storage in the State Records Center or the Archives of Michigan.

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