

## 0910.03 Transferring Records to the State Records Center

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

### PURPOSE

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To provide uniform procedures for transferring records to the State Records Center.

### 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)  
State Records Center  
3400 N. Grand River Avenue  
P.O. Box 30026  
Lansing, MI 48909

Telephone: 517-335-9132

Email: [recordscenter@michigan.gov](mailto:recordscenter@michigan.gov)

Website: <https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/>

### SUMMARY

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This procedure outlines the process for transferring records to off-site storage at the State Records Center.

### APPLICABLE FORMS

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None.

### 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.
- When records that are eligible for transfer to the Archives of Michigan have reached the end of their retention period at the Records Center, an Archives

Transfer notice is sent to the agency. Once the transfer is approved by the agency and completed, the records can be accessed by contacting the Archives of Michigan.

### **Agency**

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- May transfer records to the State Records Center for temporary storage, 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.
- 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.

### **Records Center Operations**

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

### **DTMB LOS Delivery Services**

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- Picks up the containers at the location provided by the agency.
- Delivers the containers to the State Records Center.

### **Records Center Operations**

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

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