

0910.05 Disposing of Records

Issued: January 6, 1997
Revised: November 2, 2018

PURPOSE

To instruct state agencies about the proper disposal of records.

APPLICATION

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

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
3400 N. Grand River Avenue
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-335-9132

Email: recordscenter@michigan.gov

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

SUMMARY

Retention and Disposal Schedules prescribe the length of time an agency must retain its records. As records meet their retention period, they must be disposed of in the proper manner and at the proper time.

APPLICABLE FORMS

None.

PROCEDURES

General Information

- Records, regardless of format or storage location, shall only be disposed of in accordance with an approved Retention and Disposal Schedule, per MCL 18.1284-1292.
- “Disposal” means that the record either is destroyed or transferred to the Archives of Michigan for permanent preservation.

Records Management Services

- Periodically reviews the records in the physical custody of Records Center Operations and prepares Records Disposal Notices for each agency whose records are due for disposal.
- Periodically reviews electronic records stored in systems managed by Records Management Services and prepares Records Disposal Notices for each agency whose records are due for disposal.
- Sends Records Disposal Notices to the Records Management Officer (RMO), or the designated contact, of the agency that owns the records.
- Places a hold on any records that cannot be disposed of at the prescribed time, per the agency's written justification.
- Following agency approval, arranges for destruction of the appropriate records, or transfer of the appropriate records to the Archives of Michigan.

Agency

- Disposes of records in their possession that have met their required retention periods by destruction or transfer to the Archives of Michigan for permanent preservation (see Administrative Guide Procedure 0920.02 Direct Transfer of Archival Records to the Archives of Michigan).
- RMO secures necessary approvals and returns the Records Disposal Notice to Records Management Services for records stored at the State Records Center or in a system managed by Records Management Services by the specified timeline.
- Provides a written justification for any record stored at the State Records Center or in a system managed by Records Management Services which cannot be disposed of at the scheduled time.
- Ensures that records owned by the agency, but in the possession of a service provider, are disposed of in accordance with an approved Retention and Disposal Schedule.
