

## 0910.06 Confidential Destruction of Records

Issued: May 17, 2012  
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### PURPOSE

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To provide and administer services necessary to confidentially destroy records in physical formats for state agencies.

### 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)  
Records Center Services  
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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Confidential destruction protects the privacy and security of records. Confidential destruction methods ensure that physical records cannot be reconstructed, and that the information cannot be released to unauthorized individuals.

### APPLICABLE FORMS

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None.

### PROCEDURES

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#### General Information

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- The State of Michigan uses four data classification levels to protect the confidentiality, integrity and availability of records. Those levels are Public, Internal, Confidential and Restricted. See the SOM Information Technology 1340.00.150.02 Data Classification Standard for additional information.

## **Methods of Disposal**

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- Agencies that do not require contractual confidential destruction services, but need to employ confidential destruction methods for physical records, must comply with the standards found in IRS Publication 1075 "Tax Information Security guidelines for Federal, State and Local Agencies and Entities," and National Institute of Standards and Technology (NIST) Publication 800-88 "Guidelines for Media Sanitation."
- Agencies requiring contractual confidential destruction services for physical records must use the existing contractual services managed by Records Management Services.
- Electronic media should be disposed of in accordance with SOM Information Technology 1340.00.110.04 Secure Disposal of Installed and Removable Digital Media Standard.

## **Records Management Services**

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- Administers contractual services to ensure the confidential destruction of physical records for all state agencies.
- Conducts training about confidential destruction services.
- Verifies that the vendor is properly billing the state of Michigan based on the type and volume of destruction that was performed in accordance with the contract.
- Coordinates compliance verification site visits and audits of the vendor.
- While in the possession of Records Management Services or its contractors, maintains appropriate controls on records submitted for confidential destruction, as required by any applicable laws, policies, and procedures related to record destruction.

## **Agency**

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- Responsible for the protection of records and information until documents are appropriately destroyed onsite, or accepted by a contractor who confidentially destroys the documents, when applicable.
- While in the possession of the agency, maintains appropriate controls on records and information, as required by any applicable laws, policies and procedures related to record destruction.
- Arranges for the pick-up of records with the contracted confidential destruction service provider, when applicable.
- Provides accounting information and pays for services.

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