

0920.03 Access to Records in the Custody of the Archives of Michigan

Issued: January 1, 1994
Updated: March 6, 2012

PURPOSE

To instruct all state agencies about the process for gaining access to and using records in the custody of the Archives of Michigan.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

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Archives of Michigan
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SUMMARY

The Archives of Michigan makes public records available to state employees and the public for examination and research. This procedure explains how public records may be accessed at the Archives of Michigan, and who may have access to these records. All records in the custody of the Archives of Michigan must be viewed in the Archives of Michigan Reading Room.

APPLICABLE FORMS

None.

PROCEDURES

Agency

- For records which were transferred directly to the Archives of Michigan, provides as much of the following information as possible to assist the Archives of Michigan in efficiently locating the records:
 - Accession number.
 - Records series title(s).
 - Inclusive dates of records.

- Name of transferring agency.
- Approximate date of transfer to the Archives of Michigan.
- Container identifications; i.e., box, roll, reel number, etc.
- For records which were transferred to the Archives of Michigan via the State Records Center (DTMB), provides as much of the following information as possible to assist the Archives of Michigan in efficiently locating the records:
 - Records series title(s).
 - Inclusive dates of records.
 - Name of transferring agency.
 - Records Center/agency lot number.
 - Container identification; e.g., box, roll, reel number, etc.
 - Approximate date of transfer to the Archives of Michigan.
- For records which are confidential under law, obtains written authorization to access the records from the agency of origin and brings identification and proof of employment to the Archives of Michigan.
- When possible, contacts the Archives of Michigan prior to visiting the Reading Room, so the reference staff can retrieve records in advance. This will also help the state employee confirm that the Archives of Michigan has the records in question and will help determine the amount of time needed to review the records.
- May access information about the records at the Archives of Michigan through the [Archives of Michigan website](http://www.michigan.gov/archivesofmi) (www.michigan.gov/archivesofmi).
- Agrees to comply with and complete the researcher registration procedure when visiting the Archives of Michigan in person.

Archives of Michigan

- Develops access tools for identifying records in the custody of the Archives of Michigan.
- Assists state agencies with locating public records in the custody of the Archives of Michigan.
- Protects records in the custody of the Archives of Michigan from physical damage, degradation, theft and in appropriate access.
- Assists with the acquisition of permission to access legally confidential records in the custody of the Archives of Michigan.
- Provides on-site physical or electronic copying of records for state agencies for a fee (fee schedule available at Archives of Michigan website). Only physically stable records may be copied in this manner. The Archives of Michigan will attempt to arrange alternative reproduction methods for physically unstable records that will not damage the record.
- Processes orders for the reproduction of records, photographs, maps, architectural drawings and microfilm.

- Public records in the custody of the Archives of Michigan are the property of the people of the state of Michigan. Records may be examined in the Archives of Michigan Reading Room, and may not be removed from the Archives of Michigan facility. Therefore, they will not be returned or loaned to an agency. If records are subpoenaed, Archives of Michigan staff must accompany records at all times to ensure authenticity.
