

## 0920.04 Preservation of Electronic Records

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### PURPOSE

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To direct agencies regarding their responsibilities for creating, using, managing, destroying and preserving electronic records.

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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

Telephone: 517-373-1414

E-mail: [archives@michigan.gov](mailto:archives@michigan.gov)

### SUMMARY

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In order for state government to function administratively, undergo periodic audits, provide for its legal requirements and document its heritage, it must manage its records properly. Records in electronic formats are increasingly created and used in place of traditional paper records. Records in electronic formats are created and stored using technology that changes rapidly.

Agencies must plan for these changes. All records, especially those in electronic formats must be properly managed. Proper management of records includes retention and disposition scheduling and long-term record preservation planning.

### APPLICABLE FORMS

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DTMB-0504 Retention and Disposal Schedule

### PROCEDURES

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#### **DTMB Records Management Services**

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- Inventory agency records, regardless of physical form or characteristics, and prepare Retention and Disposal Schedules.
- Submit a proposed Retention and Disposal Schedule for approval by the necessary authorities, which includes the respective agency, the Auditor

General, the Attorney General, the Michigan History Center of the Department of Natural Resources (DNR), and the State Administrative Board.

- Conducts recordkeeping system studies and analyses.
- Reviews and approves agency recordkeeping methods, procedures, equipment and technologies.
- Makes available, to staff of all agencies, information and training on recordkeeping techniques, rules, regulations, procedures and technologies.

### **Agency**

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- Is required to have its records, regardless of physical form or characteristics, listed on a Retention and Disposal Schedule. Electronic records are required to be listed on a Retention and Disposal Schedule.
- Must review, approve and sign its Retention and Disposal Schedule.
- Must select technology which can store records and make them accessible throughout their retention period.
- Must monitor technology changes, which affect its recordkeeping systems, and ensure that technology changes do not make the information inaccessible.
- If the technology is upgraded, the agency must convert records which must be retained at the time of conversion in an electronic format to the new system, and therefore not abandon any records with continuing value (according to the Retention and Disposal Schedule) in an obsolete technology format.
- Must preserve their records which must be retained permanently according to standards established by the Archives of Michigan or enter into an agreement with the Archives of Michigan to transfer custody of the records to the Archives of Michigan once they have fulfilled their retention periods in the agency.
- Must transfer records directly to the Archives of Michigan at the appropriate time, according to the agency's Retention and Disposal Schedule.

### **DNR Archives of Michigan**

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- Analyzes Retention and Disposal Schedules and indicates which records are to be transferred to the Archives of Michigan once they have fulfilled their retention periods in the agency.
- Conducts recordkeeping system studies and analysis.
- Reviews and approves agency recordkeeping methods, procedures, equipment and technologies.
- Makes available, to staff of all agencies, information and training on recordkeeping and preservation techniques, rules, regulations, procedures and technologies.

- Ensures that all agencies are using appropriate technology for their recordkeeping needs and for archival preservation purposes.
- Accepts transfers of electronic records with historical value and ingests them into an approved preservation and access system.

#### **Auditor General**

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- Reviews and approves Retention and Disposal Schedules

#### **Attorney General**

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- Reviews and approves Retention and Disposal Schedules.

#### **State Administrative Board**

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- Reviews and approves Retention and Disposal Schedules.

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