

GENERAL SCHEDULE #8 - Metadata

This Retention and Disposal Schedule covers **metadata** that is a component of an electronic record. This schedule is deemed necessary (1) for the continued effective operation of state government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

 7/29/10

Thomas Schimpf, Assistant in Charge
Department of Attorney General, State Operations Division (Date)

 8/4/10

Paul Green, Director of Administration
Office of the Auditor General (Date)

 7/12/10

Brice Sample, Acting Director
Department of Technology, Management and Budget, Records Management Services (Date)

 7/22/10

Mark Harvey, State Archivist
Department of Natural Resources and Environment, Archives of Michigan (Date)

APPROVED 9/14/2010

State Administrative Board (Date)

State of Michigan
Department of Technology, Management & Budget - Records Management Services
Records Retention and Disposal Schedule

General Schedule #8--Metadata

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
GS8	- <u>Metadata</u>	CR	CR	09/14/2010

Metadata is broadly defined as "data about data." There are many types of metadata, some of which are created manually, and some of which are created automatically by computer systems. Metadata is not a record in and of itself; it is a component of a record. Metadata does not need to be retained after it is created, and may be destroyed at any time after creation.

CR = Creation Date