

GENERAL SCHEDULE #6 - County Clerks

This Retention and Disposal Schedule replaces General Schedule #6 that was approved on May 3, 2005.

This Retention and Disposal Schedule covers records that are commonly found in **county clerk** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan 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.

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November 20, 2017

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GENERAL RETENTION SCHEDULE #6 COUNTY CLERKS

INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a county clerk. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Unofficial Documents

The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule #31. As a result, other departments are not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only (see General Schedule #1). If another department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

[General Schedule #1](#) addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained.

Other Relevant General Schedules

A full listing of the general schedules that are approved for use by Michigan’s local governments is available [online](#). In particular, clerks should refer to:

- County Registers of Deeds - General Schedule #3
- Circuit Court Records - General Schedule #15
- Elections Records - General Schedule #23
- Local Government Human Resources - General Schedule #26
- Local Government Financial Records - General Schedule #31

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. Relevant records may exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.). Failure to cease the destruction of relevant records could result in penalties.

Additional Assistance is Available

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, free records management training for local governments, etc.

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Item Number	Series Title and Description	Total Retention
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General Administrative

6.100 Subject Files (supersedes item #6.0503) ACT+5

These records document various topics, issues, projects or activities that an agency/employee is involved in. **Subject files are generally organized alphabetically by topic.** Subject files include topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, etc. Document types may include: topical correspondence, memoranda, reports, research, articles, meeting notes, related background materials, etc. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.

ACT = subject files should be retained in the office while the topic is still considered to be of ongoing interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. *Note: some topical files may have historical value and should be preserved permanently.*

6.101 General Correspondence (supersedes item #6.0405, 6.0512, 6.0515A-C) CR+2

These records do not pertain to a specific business process and are **often organized chronologically or by correspondent's name.** General correspondence may include referral correspondence and complaints. If the correspondence does pertain to a specific business process it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

6.102 Transitory Records ACT

These records document the activities of an agency, but have temporary value, and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research.

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	They may also include requests to order supplies, reminders for an upcoming meeting, etc. ACT = until activity is completed.	
6.103	<u>Rosters, Mailing and Contact Lists</u>	SUP
	These lists, which may exist in paper and/or electronic form, contain the contact information for individuals or organizations with whom the agency communicates. They may be used to generate labels or other documents. They may contain name, e-mail address, mailing address, phone numbers and other contact information. SUP = retain only current information about individuals or organizations who need to remain on the list. Retain the list while it is relevant to current activities.	
6.104	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1
	These records document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, billing information, etc. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each county is required by the FOIA to designate a FOIA Coordinator. This is not automatically the clerk, but it may be the clerk or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.	
6.105	<u>Planners/Calendars</u>	CR+2
	These records document an individual staff member's work-related meetings, assignments, and tasks. They may include electronic or manual planners and calendars. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	
6.106	<u>Staff and Project Meeting Records</u>	CR+2
	These records document staff meetings, meetings with other government agencies, etc. These records do not include county commission meetings and other official boards, committees or commissions. They may include meeting minutes, agendas, distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.	
6.107	<u>Grant Files (supersedes item #6.0506)</u>	ACT

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	<p>These records document the administration of grants that are applied for by the office from state, federal and private agencies. They may include applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes, or until the application is denied. Final reports and products of the grant may be kept longer for use and reference purposes.</p>	
6.108	<u>Clerk's Office Budget</u>	CR+5
	<p>These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the clerk's office. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. This is not the official county budget.</p>	
6.109	<u>Policies, Procedures and Directives (supersedes item #6.0517)</u>	SUP
	<p>These records document the policies procedures of the clerk's office. They may include an administrative manual of all county functions. SUP = only the current document must be retained. Superseded versions may be destroyed.</p>	
6.110	<u>Periodic Activity Reports</u>	CR+5
	<p>These records document employee or departmental activity and progress. They are prepared periodically (monthly, weekly, etc.). They may contain narrative and/or statistical information about duties and activities.</p>	
6.111	<u>Publications</u>	ACT
	<p>These records document information that is published for clients or the general public. They may include press releases, brochures, newsletters, annual reports, etc. ACT = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.</p>	

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Item Number	Series Title and Description	Total Retention
6.112	<u>Memorabilia</u>	ACT
	<p>These records document events and activities of the office. They may include photographs, news clippings, certificates, awards, etc. ACT = while of reference value to the office. <i>Offices are strongly encouraged to retain select items permanently for historical purposes.</i></p>	
6.113	<u>Press Releases</u>	ACT
	<p>These records document the development of press releases. They may include work requests, drafts, approved distribution lists, official press releases, etc. ACT = while of reference value to the office. <i>Offices are strongly encouraged to keep one copy of the official press release permanently for historical purposes.</i></p>	
6.114	<u>Audio-Visual Materials (supersedes item #6.0516)</u>	ACT
	<p>These records document general program activities, facilities, people, etc. They may include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. These materials do not include recordings of public meetings, photographs taken for specific business processes (such as investigations and construction), etc., because those records must be addressed by other Retention and Disposal Schedules. ACT = while of reference value. <i>Note: some of these materials may have permanent historical value. Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i></p>	
6.115	<u>Training Materials-Curriculum</u>	ACT
	<p>These records document the content of training, education and information programs offered by the county clerk, as well as speeches and presentations delivered by employees of the clerk's office. These programs may include workshops, seminars, conferences, symposiums, informational meetings, online training, etc. The records may include presentations (paper and electronic), training videos, handouts, class exercises, speaker notes, user instructions, online content, etc. The records may be developed by the clerk's office or they may be acquired from an outside source. ACT = until revised and replaced by new content or until deemed obsolete. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, local governments should comply with those laws and regulations.</i></p>	

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6.116	<u>Event Logistical Records</u>	CR+2
	<p>These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, etc. They may include registration forms, attendance sheets, correspondence, copies of receipts and contracts, planning notes, evaluations, etc. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, local governments should comply with those laws and regulations.</i></p>	
6.117	<u>Visitor Logs/Registers (supersedes item #6.9003)</u>	CR+2
	<p>These records document who visited the clerk's office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.</p>	
6.118	<u>Employee In/Out Logs</u>	CR+1
	<p>These logs document the time/date when staff arrive and depart throughout each day.</p>	
6.119	<u>Overtime Equalization Reports</u>	ACT
	<p>These reports are produced in accordance with the terms of union contracts. They are used by supervisors to adjust overtime assignments of staff to balance the number of hours worked. ACT = while the relevant union contract is in effect.</p>	
6.120	<u>Material Safety Data Sheets</u>	ACT+30
	<p>These records document hazardous chemicals to which employees may be exposed. They contain safety and health information about the chemicals. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information. ACT = while the material is in use or stored on the property.</p>	

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County Commission		
6.200	<u>Meeting Records--Open Sessions (supersedes item #6.0501, 6.0513, 6.0514)</u>	PERM
	<p>These records document the proceedings of the county commission and any subcommittees or advisory committees (standing and ad hoc). They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #6.204), bulletins, clippings, citizen requests (see item #6.205) or documentation of meeting-related expenditures. <i>Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i></p>	
6.201	<u>Meeting Notes and Audio or Video Recordings</u>	ACT
	<p>These records document the proceedings of the county commission and any subcommittees or advisory committees (standing and ad hoc). They are used to prepare the minutes. They may include notes, audio recordings, video recordings, etc. ACT = one day after the date that the meeting minutes are approved. (MCL 15.269).</p>	
6.202	<u>Meeting Records--Closed Session (supersedes item #6.0502)</u>	ACT
	<p>These records document the closed proceedings of the county commission, and any subcommittees or advisory committees (standing and ad hoc). They may include minutes taken during a closed session of the county commission, audio or visual recordings, etc. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. ACT = closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.</p>	
6.203	<u>Meeting Records--Official Boards, Committees, Authorities and Commissions (supersedes item #6.0403, 6.0801C, 6.1002)</u>	PERM
	<p>These records document the proceedings of the official boards, committees, authorities and commissions (such as an historical commission, arts commission, development authority, board of review, civil service board, zoning board, concealed weapons licensing board,</p>	

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	<p>etc.). Members of these boards are appointed by the county commission. These records include the approved minutes and agenda packets, containing any materials that are distributed to members for review and action. In some counties, each of these bodies are responsible for providing the clerk with the official copy of the approved minutes and agenda packets. In some counties, these records are maintained separately by the public body. Regardless, of where they are maintained, this retention period applies. <i>Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i></p>	
6.204	<u>Posted Notices of a Public Meeting</u>	CR+1
	<p>The Open Meetings Act (MCL 15.265) requires that notices of public meetings be posted. Specifically, the annual schedule must be posted at the beginning of the year, any changes to the annual schedule must be posted within 3 days of the change, and any special meeting must be posted at least 18 hours in advance. This series covers copies of the posted notices of any meeting, including annual schedules and special meetings.</p>	
6.205	<u>Citizen Requests</u>	CR+1
	<p>These records document requests that are received from citizens who want to be heard by the county commission. They may relate to events, street closings, contract protests, complaints, requests for hearings, investigations, rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another county department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the county commission (with or without conditions).</p>	
6.206	<u>Member Files</u>	ACT
	<p>These records document people who served on the county commission and appointees to other official boards, committees and commissions. They may include applications, biographical information, petitions, conference/training requests, correspondence, etc. ACT = while individual is serving as a member.</p>	
6.207	<u>Member Applications</u>	CR+2
	<p>These records document applications from residents who are interested in serving on a county board, committee, commission, etc. If they are</p>	

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	appointed, this record will become part of the member file (see item #6.206).	
6.208	<u>Rosters</u>	PERM
	These records list who served on a particular board, committee, commission, etc., and the dates of their term as a member of the public body.	
6.209	<u>Appointments and Oaths of Office (supersedes item #6.0401)</u>	PERM
	These records document public officials who are required to sign an oath of office. They identify if officials are appointed, and whether they signed an oath.	
6.210	<u>County Treasurer Bonds (supersedes item #6.0406)</u>	ACT+10
	These records document individual bonds acquired by officers before entering upon the duties of office, per MCL 45.319. The bond is required to be deposited with the treasurer. Each treasurer required by a county board of commissioners to give an individual bond before entering upon the duties of office is required to deposit his or her bond with the county clerk. ACT = until expiration of the term in office, unless claims arise, then 1 year after all claims are settled.	
6.211	<u>Charter</u>	PERM
	These records document the legal framework for operations of the county's government. It defines boundaries, how the county operates on a daily basis, the responsibilities and authority of various public officials, and regulations that are adopted by the county commission. The document is revised over time, however superseded versions will be retained permanently as an historical record.	
6.212	<u>Ordinances</u>	PERM
	These records document all codified ordinances enacted by the county commission. They may include the text of the ordinance, public notices and vote sheets. A copy of these records may be compiled into a published codebook and database. <i>Note: if the approved ordinance is retained in the agenda packet (see item #6.200), separate ordinance files do not need to be retained in addition.</i>	
6.213	<u>Resolutions</u>	PERM

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	<p>These records document resolutions that are adopted by the county commission. They may include the language of the resolution, supporting documentation, etc.</p>	
6.214	<u>Budget</u>	PERM
	<p>These records document the budget that is approved by the county commission. It contains revenues, expenditures and allocations for each department. They may include the final version and supplemental versions, revisions or amendments that are approved for each fiscal year. <i>Note: if the approved budget is retained in the agenda packet (see item #6.200), separate budget files do not need to be retained in addition.</i></p>	
6.215	<u>Annual Reports (supersedes item #6.0505)</u>	PERM
	<p>These records document annual reports prepared by departments that are submitted to the county administrative office for compilation into a single annual report of the county's activities. The official copy of the departmental reports, as well as the compiled report, are maintained by the clerk for the board of commissioners. If a department prepares an annual report, but does not submit it, that report must be retained permanently by the department. <i>Note: if the annual report is retained in the agenda packet (see item #6.200), separate reports do not need to be retained in addition.</i></p>	
6.216	<u>Published Public Notices (supersedes item #6.0511A-B)</u>	CR+1
	<p>These records document public notices that may be required to be published by statute, local ordinance or grant requirement. These records serve as evidence that the county provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. They may include Affidavits of Publication, clippings, copies of the printer's bill/invoice, etc. The county's finance/accounting office is the official record keeper for the billing records. These records may be retained with the other records that pertain to the event listed in the public notice.</p>	

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Item Number	Series Title and Description	Total Retention
Licensing, Permits and Corporations		
6.300	<u>Labor Liens on Logs (supersedes item #6.0411)</u> If logs floating down a waterway end up on land and the landowner incurs expenses to remove the logs, all damages incurred by the landowner shall be a lien upon the logs. If the logs are sold by a court officer, the officer files a certificate and sworn statement regarding the sale of the logs with the county clerk where the sale occurred. MCL 426.160 (10).	CR+10
6.301	<u>Notary Public Bonds (supersedes item #6.0413)</u> These records document surety bonds obtained by individuals applying to become a notary public. EXP = until expiration of term.	EXP+1
6.302	<u>Notary Public Index (supersedes item #6.0414)</u> These records document individuals who applied to become a notary public. The Office of the Great Seal maintains notary public records permanently.	CR+50
6.303	<u>Concealed Pistol License Applications (supersedes item #6.0801A-B)</u> These records document individuals who apply for a concealed pistol license, per MCL 28.425.	EXP+1
6.304	<u>Ferry Licenses Register (supersedes item #6.0802)</u> These records document companies that operate ferries.	EXP+10
6.305	<u>Passport Application Transmittal (supersedes item #6.1102)</u> These records document applications for a passport that are sent by the county clerk to the passport agency.	CR+2
6.306	<u>Assumed Name Certificates (supersedes item #6.0603)</u> These records document people who own, conduct or transact business, or maintain an office or place of business in the county under a name, designation or style other than their legal name, per MCL 445.1 - 445.5. They are used to verify that the assumed name is not already used for another business.	EXP+6
6.307	<u>Co-Partnership Certificates (supersedes item #6.0605)</u>	EXP+6

ACT = Active
EXP = Until Expiration

CR = Creation Date
PERM = Permanent

DISP = Immediate Disposal
SUP = Until Superseded

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These records document people who are joined in co-partnership in the county under a specific name, designation or style.

6.309 Dissolutions of Assumed Names/Co-Partnerships (supersedes item #6.0606) CR+6

These records document the dissolution of a co-partnership or business under an assumed name.

6.310 Assumed Name/Co-Partnership Index (supersedes item #6.0604) CR+25

These records list the people with businesses under an assumed name or a co-partnership.

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Item Number	Series Title and Description	Total Retention
Land and Property		
6.400	<u>Cemetery Records</u>	ACT Transfer to the Archives of Michigan
	<p>These records document county-owned cemeteries. They identify purchasers and occupiers of lots and burials. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. ACT = while cemetery is operated by the county.</p>	
6.401	<u>Property Records (supersedes item #6.0103, 6.0402)</u>	PERM
	<p>These records document the ownership of county property. They include rights of way, easements, deeds, restrictive covenants, vacated properties, warranty deeds, quit claim deeds, annexations, detachments, interlocal agreements, incorporations, etc. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. The county register of deeds will maintain copies of some of these records.</p>	
6.402	<u>Tax Credits (supersedes item #6.1101)</u>	CR+3
	<p>These records document property owners who are eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. These files may include applications, legal property descriptions, indexes, etc.</p>	
6.403	<u>Tax Allocation Information (supersedes item #6.0416)</u>	CR+5
	<p>These records document the allocation of millage funds by the County Tax Allocation Board, unless it has been established by a vote of the people (called a fixed millage rate or a separate tax limitation issue). These records include the budgets that are reviewed and approved by the board, including all municipalities desiring millage--if separate from the Board of Commissioners, correspondence, session minutes, and notices including preliminary and final allocation (per MCL 211.206).</p>	
6.404	<u>County Zoning Ordinances (supersedes item #6.1001)</u>	PERM

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These records document how property inside a geographic zone may be used, how infractions are handled, how variances are granted and how appeals are heard.

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Legal		
6.500	<u>Agreements and Contracts (supersedes item #6.0504)</u> These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, leases, correspondence with the vendor, warranties, copies of purchase orders, etc.	EXP+6
6.501	<u>Litigation</u> These files document any litigation to which the county is a party. The legal/general counsel will maintain the official and complete set of these documents. If the legal counsel is contracted by the county, the county may agree to be the official record keeper. These files may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.	ACT+5
6.502	<u>Legal Opinions (supersedes item #6.0518)</u> These records document legal opinions issued by the county's legal counsel.	PERM
6.503	<u>Vehicle Files</u> These files document all vehicles owned by the county. They may include the registration, title, repair orders, documentation of all maintenance work that is performed, inspections, etc. ACT = while vehicle is owned by the county.	ACT
6.504	<u>Traffic Control Orders (supersedes item #6.1103)</u> These records document the location of traffic control devices and traffic control signals. They may address speed limits, parking, signs, etc. They are issued by the Michigan Department of Transportation and/or county road commissions in compliance with MCL 257.71.	SUP

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Vital Records and Veterans		
6.600	<u>Vital Records (supersedes item #6.0901, 6.0902, 6.0903, 6.0905, 6.0906, 6.0907, 6.0908, 6.0909)</u>	PERM
	County clerks serve as the local registrar for vital records (births and deaths), and are obligated to receive, file and retain vital records for that purpose. These records include indexes and other access tools. (MCL 333.2814-333.2815) Counties are encouraged to contact the Department of Health and Human Services for assistance if they cannot retain these records permanently.	
6.601	<u>Vital Records Request Logs (supersedes item #6.0910)</u>	CR+1
	These record document requests to receive a certified copy of a vital record. They may include signed releases, applications, face sheets, payment and refund documentation, notarized confirmations, etc.	
6.602	<u>Census Reports (supersedes item #6.0404)</u>	CR+20
	These records document a special census that was conducted by the county or local entities within the county.	Transfer to the Archives of Michigan
6.603	<u>Naturalization Records (supersedes item #6.0412)</u>	DISP
	These records document the process by which immigrants become naturalized citizens of the United States. See also, General Schedule #15.315.	Transfer to the Archives of Michigan
6.304	<u>Veteran Peddler License Register (supersedes item #6.0803)</u>	EXP+1
	These records document veterans who received a peddler license.	
6.605	<u>Veteran's Discharge Records (supersedes item #6.0417)</u>	PERM
	The Report of Separation from the Armed Forces of the United States (DD-214) is used to document the dates of active service and the character of the release for individual veterans. Counties are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.	

**General Retention Schedule #6
County Clerks**

Item Number	Series Title and Description	Total Retention
6.606	<u>Veteran's Burial Records (supersedes item #6.0904)</u>	CR+50
	Transfer to the Archives of Michigan	

These records document the burial arrangements for indigent veterans who die within the county.

**General Retention Schedule #6
County Clerks**

Item Number	Series Title and Description	Total Retention
Obsolete Records <i>(These records are no longer created, but some clerks may still have these records in their possession.)</i>		
6.900	<u>Annual Reports of Corporations (supersedes item #6.0601)</u> These records document the annual activity of corporations operating within the county. <i>Note: these records need to be sent to the Michigan Department of Licensing and Regulatory Affairs, Corporations Division.</i>	CR+50
6.901	<u>Articles of Association (supersedes item #6.0602)</u> These records document the formation of corporations operating within the county. <i>Note: these records need to be sent to the Michigan Department of Licensing and Regulatory Affairs, Corporations Division.</i>	CR+50
6.902	<u>Atlases (supersedes item #6.9000)</u> These records document property owners within a locality.	DISP Transfer to the Archives of Michigan
6.903	<u>Equalization Reports (supersedes item #6.0409)</u> These records document the analysis of property in the county to determine if they have been equally and uniformly assessed. These are copies, and the original reports are retained by the Equalization Department. ACT = confirm the Equalization Department has the original, and if not give them the records.	ACT
6.904	<u>Log Mark Register (supersedes item #6.9002)</u> These records document marks that were used by logging companies to brand their property and declare ownership.	DISP Transfer to the Archives of Michigan
6.905	<u>Marriage Medical Certificates (supersedes item #6.9015)</u> These records document medical information supplied by couples prior to obtaining a marriage license. Michigan law no longer requires the creation of these records. They may be attached to the marriage application.	DISP
6.906	<u>Medical Professional Registrations (supersedes item #6.9016)</u> These records document medical information supplied by couples prior to obtaining a marriage license. Michigan law no longer requires the creation of these records. They may be attached to the marriage application.	DISP Transfer to the Archives of Michigan

**General Retention Schedule #6
County Clerks**

Item Number	Series Title and Description	Total Retention
	<p>These records document the registration of medical professionals to practice within the county. They may include a Dentist Registration Record, Medical Practitioner, Medical Registration Certificates, Nurses Registration Record, Physician Registration Record, Veterinarian Registration Record, etc.</p>	
6.907	<u>News Clippings (supersedes item #6.9004)</u>	ACT
	<p>These records document news articles about the county or the clerk's office. The articles may be collected by a news service vendor. They may include clippings and indexes. ACT = until no longer needed for reference purposes.</p>	
6.908	<u>Record Disposal Documents (supersedes item #6.0912)</u>	CR+50
	<p>These records document which non-court records the county destroyed and when they were destroyed. They confirm that destruction was authorized by an approved Retention and Disposal Schedule. Certificates of Records Disposal were submitted to the Archives of Michigan for review and approval until May 13, 2004. However, this is no longer required. Destruction of court records maintained by the clerk still must be authorized by an order signed by the chief judge pursuant to MCR 8.119(K). These records may include certificates, orders, logs, supporting documentation, etc.</p>	