

Michigan Road Commission Record Retention General Schedule #9

ITEM NO.	RECORD TITLE	RETENTION PERIOD	REV898
1	Accounts Receivable (Pd Statements)	3 years after audits	
2	Adopting & Abandonments (County Roads)	Permanent	
3	Annual Reports to:		
	a. County Road Association	Permanent	
	b. MDOT	Permanent	
	c. County Board of Commissioners	Permanent	
4	Audit Reports		
	a. Auditor General	Permanent	
	b. MDOT	10 years	
	c. Private CPA and Treasury Audits	10 years	
5	Agreements/Contracts		
	a. Road Contracts (all Inclusive)	7 years after final accounting	
	b. Township, Cities & Villages	7 years after final accounting	
	c. Individuals & Corporations	7 years after final accounting	
	d. MDOT	7 years after MDOT audit	
	e. Utilities	7 years after final accounting	
	f. Railroads	7 years after final accounting	
	g. Employees Retirement Income Trust, Pensions, Deferred Comp	7 years after termination of plan	
	h. Union/Employee Contracts	50 years or 3 years after death or termination	
6	Bank		
	a. Deposit Slips	3 years after audits	
	b. Reconciliations	3 years after audits	

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	c. Statements	7 years after audits	
7	Bids - Call for:		
	a. Roads & Bridges	7 years after final accounting	
	b. Equipment	1 year after audits	
	c. Buildings	7 years after acceptance	
	d. Insurances	After policy expiration and audits	
	e. Materials	1 year after audits	
8	Bridges - data cards/inspections	Permanent or disposal of bridge	
9	Budgets - Revenues / Expense	3 years	
10	Condemnation Proceedings	Permanent	
11	Checks (warrants):		
	a. Payroll (cancelled)	7 years after audits	
	b. Accounts Payable (cancelled)	7 years after audits	
	c. Register	7 years after audits	
12	Climatological Observations - Records of	7 years	
13	Centerline Striping Data	7 years	
14	Construction/Heavy Maint. Projects		
	a. Cross Sections	7 years after final	
	b. Diary	Permanent	
	c. Estimates	7 years after final	

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	d. Field Notes	Permanent	
	e. Plans & Tracings	Permanent	
	f. Progress Reports	7 years after final	
	g. Road & Bridge Const. Program	10 years	
	h. Testing Reports	7 years after final	
	i. Inspection Reports	7 years after final	
	j. Hard Surface Mileage Log	Permanent	
	k. Road Traffic Survey (all)	20 years	
	l. Photos & Aerial Maps	Permanent or Transfer	*
	m. Assessment District Rolls	20 years	
15	Correspondence		
	a. Foremen & Employees	3 years	
	b. General	3 years	
	c. Health & Accident	3 years	
	d. Hospitalization	3 years	
	e. Life Insurance	3 years	
	f. Retirement	3 years	
	g. MDOT	10 years	
	h. County Board of Commissioners	10 years	
	i. Townships	10 years	
	j. Unions	3 years	
	k. Policy Matters	10 years	
16	Departmental Receipts:		
	a. County Roads	7 years after audits	
	b. Treasurer	7 years after audits	

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17	Disbursements/Expenditures		
	a. Ledger	20 years	
	b. Vouchers	7 years after audits	
	c. Inventory (County Mtls)	1 year after audit by State	
18	Easements		
	a. Channel Change	After recorded in Register of Deeds	
	b. Ditches	After recorded in Register of Deeds	
	c. General - Road materials, stockpiling, etc.	After recorded in Register of Deeds	
	d. Right-of-Way	After recorded in Register of Deeds	
19	Employees		
	a. Application for employment (Hired)	7 years after termination of employment	
	b. Application for employment (not Hired)	30 days	
	c. Authorization for Payroll Deductions	Current listing	
	d. Daily Time card report/time sheets	1 year after audits	
	e. Record of Employees Earnings & Deductions / Journal	50 years or 3 years after death	
	f. Personnel data cards	7 years after termination of employment	
	g. Retirement/Deferred Compensation Reports	50 year after retirement or termination	
	h. Sick Leave/Vacation/Holiday	4 years	
	i. Social Security (FICA) / Federal and State Quarterly & Yearly Reports	7 years	
	j. Wage Rates	Current listing	
20	Equipment:		
	a. Certificate of Title	Disposal of Equipment	

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	b. Depreciation of - listing of Fixed Assets	1 year after audits	
	c. Expense Data	3 years after audits	
	d. Distribution & Rental Rate Ledger	1 year after audits	
	e. Equipment Questionnaire (County Rd Assoc)	3 years	
	f. Service Policies / Warranties	Expiration	
	g. Specifications	Disposal of Equipment	
	h. Operative Equipment Sheet	1 year after audits	
	i. Equipment Time Sheets	1 year after audits	
	j. Daily Equipment Safety Reports	1 year after disposal of Equipment	
	k. Equipment Expense Summary Ledger	2 years after disposal of Equipment	
21	General Ledger	20 years	
22	General Ledger-Subsidiary Accounts	20 years	
23	Insurance and Non-Revenue Bonds		
	a. Policies	1 year after expiration & audits	
	1. Fleet	1 year after expiration & audits	
	2. Compensation	1 year after expiration & audits	
	3. Buildings and contents	1 year after expiration & audits	
	4. Boilers & Sprinklers	1 year after expiration & audits	
	5. Burglary	1 year after expiration & audits	
	6. General Comprehensive (PL & PD)	Permanent	
	7. Health & Accident	1 year after expiration & audits	
	8. Life	1 year after expiration & audits	
	9. Hospitalization & Medical	1 year after expiration & audits	
	10. Liability	Permanent	
	b. Reports		

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	1. Workers' Compensation		
	a. Personal Injury	10 years	
	b. Compensation Payroll Rpts	10 years	
	c. Audits	10 years	
	2. General Comprehensive Liability and Property Damage	20 years	
	c. Bonds - Non Revenue		
	1. Surety	6 years after expiration of bond term	
	2. Fidelity	6 years after expiration of bond term	
24	Inventory, Parts and Materials		
	a. Receipt Report	1 year after audits	
	b. Requisition Report	1 year after audits	
	c. Physical Inventory Reports	1 year after audits	
	d. Card Register/Computer Journal	1 year after audits	
25	Municipal Finance Commission (Revenue Bonds)		
	a. Correspondence	1 year after final payment of loan	
	b. Application	1 year after final payment of loan	
	c. Coupons/Revenue Bonds/Notes	See PA 56(1962), as amended by PA 130(1963), and amendments thereto - 3 years after final payment	
26	Legal Opinions	Permanent	
27	Court Cases	Permanent	
28	Labor Statistics/EEO	1 year	

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29	Official Proceedings-minutes of meetings	Permanent	
30	Petitions	7 years	
31	Plats	Permanent	
32	Permits		
	a. Construction within Right-of-Way	Permanent	
	b. Oversize/Overweight Loads	1 year	
	c. Michigan Public Utilities	Permanent	
	d. Building Moving	1 year	
	e. Tree Cutting	1 year	
	f. Encroachment	Permanent or until removed	
	g. Driveway	Permanent	
33	Property		
	a. Deeds & Easements	Permanent or disposition of Property	
	b. Abstracts	Permanent or disposition of Property	
	c. Title Insurance	Permanent or disposition of Property	
34	Purchase Orders-County Road Commission	2 years after audits	
35	Receipts Ledger/Journal	20 years	
36	Revenue Vouchers/Transmittal Advice	3 years after audits	
37	Michigan Dept of Transportation		

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	a. Budgets	1 year after audits	
	b. Delivery reports	1 year after audits	
	c. Inventory Disbursements	1 year after audits	
	d. Monthly Maint. Reports (inc. Non-Maint)	1 year after audits	
	e. Payment Vouchers	1 year after audits	
	f. Purchase orders	1 year after audits	
	g. Stores Card Register/Journal	1 year after audits	
	h. Receiving Slips	1 year after audits	
	i. Trunkline Maintenance Atlas	1 year after audits	
	j. Receipts for disbursement MDOT	1 year after audits	
38	Transfer Vouchers	20 years	
39	Transfer Voucher Journal	20 years - in General Ledger	
40	Trial Balance Sheets (monthly General Ledger)	1 year after audits	
41	Weighmasters Reports	1 year	
42	Local Option Materials	All documents used for internal purposes only and not required by any statute or agency regulation may be discarded at the option of the local official concerned.	
43	Any records concerning construction, maintenance and administration by county road commissions, of Airports, Ferries, County Parks, Sewer and Water Systems, etc. not covered somewhere above may be added to this schedule by application of the county road commission concerned.		

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44	Microfilm records in accordance with 1979 A. C., R 18.101, ET. SEQ		

† Notify Michigan Historical Center, Dept. of History, Arts and Libraries, for examination.