

Record Retention

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 requirements. Schedules also authorize the destruction of records, or the transfer of historical records 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:

- **General Schedules** - cover records that are common to a type of government agency. They are published on the RMS website.
- **Agency-Specific Schedules** - cover records that are unique to a particular government agency, and can only be used by the agency named on the schedule.

Local governments must submit schedules to Records Management Services (RMS) for review and routing through the approval process. The instructions and form are available on the RMS website.



State of Michigan
Records Management Services
3400 N. Grand River Ave.
Lansing, MI 48909
517-335-9132

www.michigan.gov/recordsmanagement

State of Michigan

Records
Management
Services
for
Local
Governments

[www.michigan.gov/
recordsmanagement](http://www.michigan.gov/recordsmanagement)

Records Management Training

Records Management Services (RMS) publishes training and guidance documents online for local governments.



Topics covered include:

- Retention and Disposal Schedules
- Organizing and Naming Records
- Email Management
- Digital Imaging/Scanning
- Destruction of Confidential Records
- Disaster Planning
- Records Clean-up

Visit the RMS website to learn about these important recordkeeping topics.



Records Scanning Services

The Records Reproduction Act (MCL 24.401 406) authorizes the reproduction of public records by Michigan government agencies. Agencies that want to destroy original documents and use their digital images as their official record must create their images according to the State of Michigan's standards. These standards, and accompanying best practice documents, are available on the RMS website.



RMS administers a contract with an imaging vendor. The contract was competitively bid, so local governments do not need to seek bids to use these services.

Local governments can contact RMS to request an analysis and cost estimate. If the analysis determines that a document conversion is the best solution for the agency, RMS will work with the vendor to develop a Statement of Work (SOW).

Confidential Records Destruction

Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. Government agencies must ensure that these records are destroyed in a manner that prevents the inappropriate release of the information.

RMS administers a contract with a vendor, Rapid Shred, that complies with the state's requirements for confidential destruction of records. This contract requires the vendor to comply with standards found in IRS Publication 1075 "Tax Information Security guidelines for Federal, State and Local Agencies and Entities." Paper records must be reduced to 1mm x 5mm particle size, and non-paper records must be reduced to dust, which is defined as a 1/35 inch particle size.

Local governments can use this contract (contract #071B7700160) via MiDEAL. Rapid Shred, can be contacted directly at 616-735-2900.

