

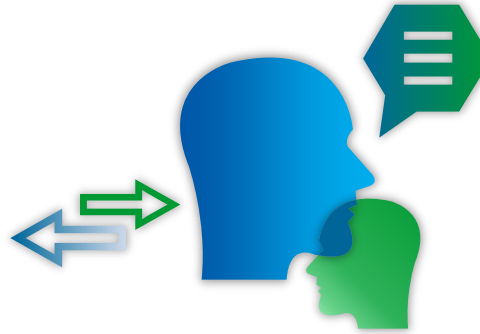
Retention and Disposal Schedules

Records **Retention and Disposal Schedules** authorize the destruction of records in compliance with Michigan law. Retention and Disposal Schedules are approved by the creating agency, Records Management Services, Archives of Michigan, Attorney General, Auditor General, 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 particular function or type of government agency. Available online at:
http://www.michigan.gov/dtmb/0,5552,7-150-9141_21738_31548-62562--,00.html
- **Agency-Specific Schedules** cover unique records that are not listed on a general schedule. Available online at:
<https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/Pages/schedules.aspx>

As a new employee, you should ask your supervisor to identify the Retention and Disposal Schedules that are applicable to your job duties so you can develop good recordkeeping habits as you learn your job.



Managing Records

Good recordkeeping practices help employees find and retrieve records quickly and easily. **Records Management Services (RMS)** offers a variety of tools that support good recordkeeping. Including document imaging services, **electronic document management systems**, online recordkeeping guides and recordkeeping consulting services. Agencies that need assistance can contact RMS.



RECORDS MANAGEMENT SERVICES

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517-335-9132

<https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/>



Recordkeeping Information for New Employees





Government Records

Welcome to employment with the State of Michigan. **Records Management Services (RMS)** wants you to be aware that all records (regardless of format) that document the work you do as a state employee are the property of the people of the State of Michigan. As a result, these records must be maintained in accordance with approved Retention and Disposal Schedules. Personal records should not be retained using government resources.

Records Management Training

RMS assists government agencies with managing their records and information in the most effective, cost-efficient, and legally compliant manner. RMS offers training about a variety of recordkeeping topics. Please visit the RMS website to view the training calendar, register for classes, and access online courses:



<https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/Pages/rmtraining.aspx>

Records Management Officers

Michigan law requires each department to have a Records Management Officer (RMO) who will coordinate the records management activities for their department. Please visit the RMS website to find out who the RMO is for your department: www.michigan.gov/dtmb/0,5552,7-150-9141_21738_31546-60442--00.html



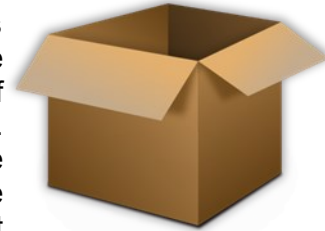
Confidential Destruction of Records

Records that contain **confidential** or sensitive information need to be disposed of in a manner that prevents inappropriate access to the information. The State of Michigan employs a vendor to provide confidential destruction services for records. If you are disposing of confidential records, please be sure to use the secure bins provided by the vendor. Please remember that trash and recycling bins do not protect confidential records.



Records Storage

The **State Records Center (SRC)** is responsible for the storage and control of inactive state records. Records stored at the SRC need to be retained, but are not frequently accessed. Storing them off-site makes better use of office space.



All containers in the SRC are linked to their appropriate records Retention and Disposal Schedule using a computer system called Versatile. Versatile is used to control the location of containers, facilitate retrieval and calculate disposition dates. State employees can receive Versatile user accounts and training to submit and retrieve containers from the SRC. Please contact your department's RMO for assistance.

FOIA and Litigation

Government records are subject to the Freedom of Information Act (FOIA), and may be released to the public, if they do not contain confidential information. All records could potentially be released to other parties, if they are needed as evidence in litigation. Government employees should have no expectation of privacy when creating and storing records using government resources. Upon receiving a FOIA request or litigation hold notice, employees must immediately cease destruction of relevant records. Good records management practices can help your agency **mitigate the risks** associated with these types of events.

