

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.

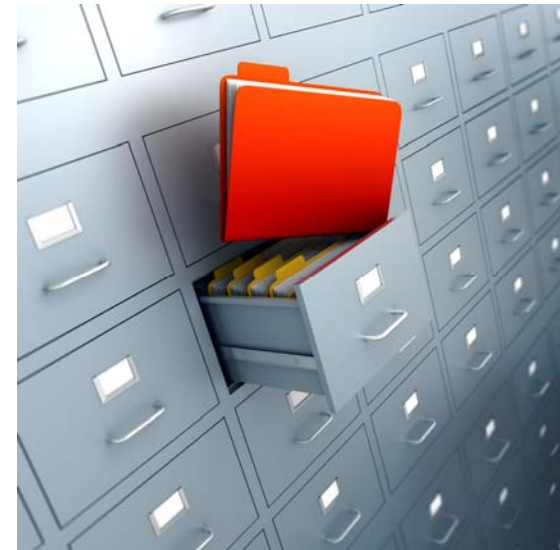
There are two types of schedules that government agencies may use:

- *General Schedules* cover records that are common to a particular function or type of government agency. Copies of general schedules are available online at www.michigan.gov/recordsmanagement/.
- *Agency-Specific Schedules* cover unique records that are not listed on a general schedule. Please contact your department's Records Management Officer (RMO) to get a copy of an agency-specific schedule.

State of Michigan
Records Management Services
3400 N. Grand River Ave.
Lansing, Michigan 48909
517-335-9132
www.michigan.gov/recordsmanagement/



Records Management Services



Recordkeeping Information for Retiring Employees

www.michigan.gov/recordsmanagement

Government Records

Thank you for your service to the State of Michigan. We hope you enjoy your retirement. As you prepare to leave employment you will probably be cleaning your workspace and sorting records, both paper and electronic.

Records Management Services (RMS) wants to remind you that all **records** that document the work you performed as a state employee are the property of the people of the State of Michigan, not personal property. As a result, these records must be maintained in accordance with approved **Retention and Disposal Schedules**.

Please work with your supervisor to ensure that all records in your office files, e-mail account, network drive account, etc. are retained appropriately, so they are accessible to employees who work in the office.



Clean-up Tips

The following tips will help you clean-up your office.

- Refer to Retention and Disposal Schedules to identify the approved retention period for the records.
- Dispose of records that have met their retention period, or transfer them to the Archives of Michigan, per the schedule's instructions.
- Destroy physical records in a confidential destruction bin, if they contain confidential or sensitive information.
- Verify that records are not needed for FOIA, litigation or audit before purging.
- Reference and duplicate documents should be destroyed.
- Return closed or inactive files to the central filing system (paper or electronic), especially if they are currently stored on your individual network drive (H:\ drive) or in your e-mail account.
- External storage devices are not personal property, return them to your supervisor.