Running Out of Space?

Records Management Services can help!

Did you know ...

30% of records in offices are needed for on-site reference activities.

On average, **40%** of records in offices have met their retention requirements and should be destroyed.

30% of records need to be retained, but are not retrieved regularly, and should be stored off-site.

These statistics are based upon the observations of multiple records management professional studies conducted over many years.

For additional information, visit the RMS website, *www.michigan.gov/recordsmanagement/,* or call 517-335-9132.

Step 1: Analyze the Current Situation

Look at Retention and Disposal Schedules: agency-specific and general → Inventory your offices' records → Destroy records that have already met their retention period → Send records to off-site storage or the Archives of Michigan, per a retention schedule

How: General schedules are available online. Contact RMS for a copy of specific schedules.

How: Confidential destruction bins are available through the vendor. Call 616-735-2900 to order.

How: State agencies use Versatile, and local governments contact the Archives of Michigan.

Step 2: Identify Schedule Revisions

Can the total retention period be reduced?

Have changes in your business process made these records unnecessary?

Can records be sent to off-site storage sooner?

Do you have any records that are not listed on a schedule?

YES to ANY of these questions →

Revise the agency-specific schedule for the office.

How: State agencies should contact their department's RMO. Local governments should follow the online instructions.

Step 3: Evaluate Storage Options

If you answer YES:
- ● = preferred
- ▲ = acceptable
- ✖ = not recommended

Question	Office Filing System (paper)	Active Electronic System (read/write)	Inactive Electronic System (read only)	Microfilm System
Are records retrieved frequently shortly after creation?	●	●	▲	✖
Are records retrieved frequently over their entire retention period?	●	●	●	✖
Are records used by multiple people or used at multiple sites?	✖	●	●	✖
Are copies sent to people outside the office (including FOIA)?	▲	●	●	✖
Does retrieval need to be immediate?	▲	●	▲	✖
Are the records created or received electronically?	✖	●	✖	✖
Do the records have a retention period greater than 50 years?	●	▲	▲	●
Are records retrieved modified after creating or filing?	●	●	✖	✖