

GENERAL SCHEDULE #6 - County Clerks

This Retention and Disposal Schedule replaces General Schedule #6 that was approved on August 18, 1987.

This Retention and Disposal Schedule covers records that are commonly found in **county clerk** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Laurel J. Breuker, President
Michigan Association of County Clerks

02-02-2005
(Date)



David J. Johnson, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

3/30/05
(Date)



Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

3-12-2005
(Date)

APPROVED

State Administrative Board

5-3-2005
(Date)

**GENERAL RETENTION SCHEDULE #6
COUNTY CLERKS
INTRODUCTION**

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed, and when certain records can be sent to the State Archives of Michigan for permanent preservation. Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. There are two types of schedules that government agencies may use:

- A **“general schedule”** will cover records that are common to a particular type of government agency, such as a county clerk. General schedules are approved by the Records Management Services, the State Archives of Michigan, and the State Administrative Board. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.
- Any record that is not covered by a general schedule must be listed on an **“agency-specific schedule”** that will cover records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency. These schedules must be approved by the Records Management Services, the State Archives of Michigan and the State Administrative Board.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services’ website <http://www.michigan.gov/recordsmanagement/>.

State of Michigan
Department of Technology, Management & Budget - Records Management Services
Records Retention and Disposal Schedule

Dept Code Dept Name
 /GS06/ *County Clerks*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0101 -	<u>Cash Receipt Books</u>	CR+6	05/03/2005
6.0102 -	<u>Check Book</u>	CR+6	05/03/2005
	Copies of voucher checks and warrants with attachments.		
6.0103 -	<u>Deeds and Abstracts</u>	ACT	05/03/2005
	County owned property. ACT = Until sold.		
6.0104 -	<u>Deposit Advices</u>	CR+6	05/03/2005
6.0105 -	<u>Disbursement Register (Journal)</u>	CR+1	05/03/2005
6.0106 -	<u>General Ledger</u>	PERM	05/03/2005
	Note: Provided all information is recorded in the General Ledger (see item #6.0106).		
	Balance sheet, revenue accounts, expenditure accounts.		
6.0107 -	<u>General Fund Classification Ledger/Chart</u>	PERM	05/03/2005
	County-specific accounts.		
6.0108 -	<u>Insurance Policies</u>	ACT+1	05/03/2005
	ACT = Until all claims are settled.		

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 SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0109 -	<u>Inventory of General Fixed Assets</u>	ACT+6	05/03/2005
	ACT = Until completion, if a subsequent complete inventory is available.		
6.0110 -	<u>Invoices/Accounts Payable</u>	CR+6	05/03/2005
	Claims records are attached to a copy of the check.		
6.0111 -	<u>Invoices/Accounts Receivable</u>	CR+6	05/03/2005
6.0112 -	<u>Invoices and Vouchers</u>	ACT+2	05/03/2005
	Capital outlay. ACT = Until disposal of property or 6 years after purchase, whichever is later.		
6.0113 -	<u>Journal Vouchers</u>	ACT+6	05/03/2005
	General journal. ACT = Until latest audit or 10 years.		
6.0201 -	<u>Time Records or Cards</u>	CR+3	05/03/2005
	Note: This retention period is sufficient, provided that accrued sick and annual leave entries are in the employee's official file.		
6.0202 -	<u>Payroll Register</u>	CR+10	05/03/2005
	Note: This record does not need to be retained for the full 10 years if the information is entered into the employee's official file.		
6.0203 -	<u>Payroll Checks (Cashed)</u>	CR+6	05/03/2005
	Note: banks are not required to return cashed checks.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0204 -	<u>Individual Earnings Records</u>	CR+30	05/03/2005
6.0205 -	<u>W-4: Federal, State and City</u>	CR+7	05/03/2005
6.0206 -	<u>W-2: Federal, State and City</u>	CR+7	05/03/2005
6.0207 -	<u>1099: Federal, State and City</u>	CR+7	05/03/2005
6.0301 -	<u>Bids</u>	CR+6	05/03/2005
	Accepted and not accepted.		
6.0302 -	<u>Delivery Slips</u>	CR+6	05/03/2005
6.0303 -	<u>Purchase Orders</u>	CR+6	05/03/2005
6.0304 -	<u>Requisitions</u>	CR+6	05/03/2005
6.0305 -	<u>Receipts--Departmental</u>	CR+6	05/03/2005
	Clerk's and Treasurer's official receipts copies.		

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6.0306 -	<u>Receipts Register (Journal)</u>	CR+6	05/03/2005
6.0307 -	<u>Revenue Voucher</u>	CR+6	05/03/2005
	Transmittal advice.		
6.0308 -	<u>Reconciliation Items</u>	CR+6	05/03/2005
	Bank statements, deposit slips, debit memos, and credit memos.		
6.0401 -	<u>Appointments and Oaths of Office</u>	PERM	05/03/2005
	County government officials.		
6.0402 -	<u>Annexation and Detachment Petitions</u>	CR+10	05/03/2005
6.0403 -	<u>Building Authority</u>	PERM	05/03/2005
	Minutes, records, meeting packets and audio or video tapes. Tape recordings may be disposed of after the minutes are approved.		
6.0404 -	<u>Census Reports</u>	CR+20	05/03/2005
6.0405A -	<u>General Correspondence</u>	CR+2	05/03/2005
6.0405B -	<u>Special Correspondence</u>	CR+6	05/03/2005

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0406 -	<u>County Treasurer Bond</u>	ACT+10	05/03/2005
	Many counties have blanket bonds for all officers (MCL 45.319). ACT = Until expiration of the term in office, unless claims arise, then 1 year after all claims are settled.		
6.0407 -	<u>Drain Determination--Final Order</u>	CR+10	05/03/2005
	If not retained by the Drain Commissioner.		
6.0408 -	<u>Elevator Inspection Report</u>	CR+4	05/03/2005
	If not retained by the Building and Grounds Department.		
6.0409 -	<u>Equalization Reports</u>	CR+6	05/03/2005
	Copies--original reports are retained by the Equalization Department.		
6.0410 -	<u>Jail Inspection Reports</u>	CR+10	05/03/2005
	Unless retained by the Sheriff's Department.		
6.0411 -	<u>Labor Leins on Logs</u>	CR+10	05/03/2005
	MCL 426.160, amended 1990		
6.0412 -	<u>Naturalization Records</u>	CR+50	05/03/2005
	Per General Schedule #16, item #13, approved 8/7/2001.		
6.0413 -	<u>Notary Public Bonds</u>	EXP+1	05/03/2005
	EXP = Until expiration of term.		
6.0414 -	<u>Notary Public Index</u>	PERM	05/03/2005

Transfer to the Archives of Michigan

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6.0415A -	<u>Applications for Employment</u> Office copies only--originals retained by Human Resources Department, if appropriate.	CR+0/7	05/03/2005
6.0415B -	<u>Job Descriptions and Salary Schedules</u> Office copies only--originals retained by Human Resources Department, if appropriate.	CR+3	05/03/2005
6.0415C -	<u>Employee Files</u> Human Resources may have the official files. ACT = until termination of employment.	ACT+2	05/03/2005
6.0415D -	<u>Grievance File (Union)</u> Office copies only--originals retained by Human Resources Department, if appropriate. ACT = Until grievance is resolved.	ACT+7	05/03/2005
6.0416 -	<u>Tax Allocation Information</u> MCL 211.206. Budgets to Tax Allocation Board, including all municipalities desiring millage--if separate from the Board of Commissioners, correspondence, session minutes, and notices including preliminary and final allocation.	CR+5	05/03/2005
6.0417 -	<u>Veteran's Discharge Records</u> DD214	PERM	05/03/2005
6.0501 -	<u>Meeting Records--Open Session</u> These records document the meetings of the Boards of Commissioners, and other appointed boards and commissions within the county. The records may include agendas, meeting packets, supporting documentation, approved original minutes (sometimes signed), tape and video recordings. Tape and video recordings may be disposed of after they transcribed minutes are approved.	PERM	05/03/2005 Transfer to the Archives of Michigan

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6.0502 -	<u>Meeting Records--Closed Session</u>	EVT	05/03/2005
	<p>These records document the meetings of the Boards of Commissioners, and other appointed boards and commissions within the county. The records may include agendas, meeting packets, supporting documentation, approved original minutes (sometimes signed), tape and video recordings. The clerk shall seal the records of closed sessions, and shall store them separately from those of open sessions. The sealed package should indicate the name of the body, the meeting date and the be labeled "closed." Audio and video recordings of closed sessions must be retained, even if they are transcribed. EVT = one year and one day from the date that the minutes are approved.</p>		
6.0503 -	<u>Administrative Subject File</u>	ACT+25	05/03/2005
	<p>These files document analysis, planning, procedure development, programmatic activities, and correspondence on specific subjects.</p>		
6.0504 -	<u>Agreements and Contracts</u>	ACT+7	05/03/2005
6.0505 -	<u>Annual Reports--Departmental</u>	PERM	05/03/2005
	<p>Original, if filed with the County Clerk/Board of Commissioners. If not filed, the official version should be retained permanently by the department of origin.</p>		
6.0506 -	<u>Grant and Project Applications</u>	ACT+2	05/03/2005
	<p>ACT = Until project ends.</p>		
6.0507 -	<u>Architectural Plans</u>	ACT	05/03/2005
	<p>County owned buildings. ACT = Life of the building. If the county sells the building, the plans should be transferred to the new owner.</p>		
6.0508 -	<u>Audit Report</u>	PERM	05/03/2005

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6.0509 -	<u>Bid Bonds--Vendor</u>	ACT+1	05/03/2005
	May be retained by the Purchasing Department. ACT = Until bond expires.		
6.0510 -	<u>Budget Data</u>	FY+5	05/03/2005
	Workpapers, final draft and other departmental material (permanent with the creating agency).		
6.0511A -	<u>Certificates (Affidavits) of Publication--Newspaper</u>	CR+10	05/03/2005
	General.		
6.0511B -	<u>Certificates (Affidavits) of Publication--Newspaper</u>	PERM	05/03/2005
	Ordinance (filed in the ordinance book).		
6.0512 -	<u>Complaints</u>	ACT+0/6	05/03/2005
	ACT = Until settled.		
6.0513 -	<u>Standing Committee Minutes</u>	PERM	05/03/2005
6.0514 -	<u>Ad Hoc Committee Minutes</u>	CR+10	05/03/2005
6.0515A -	<u>General Correspondence</u>	CR+2	05/03/2005
6.0515B -	<u>Communications Logs</u>	CR+10	05/03/2005

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6.0515C -	<u>Memoranda Logs</u>	CR+10	05/03/2005
6.0516 -	<u>Photographs</u> Prints and negatives of county buildings, personnel and events. Items should be labeled to identify places, people, dates, etc. ACT = While of value for documenting county activities. Select items may have historical value, and clerks may contact the State Archives of Michigan for assistance with the preservation of these materials.	ACT	05/03/2005
6.0517 -	<u>Policies, Procedures and Directives</u> Including relevant correspondence. ACT = While in effect.	ACT+7	05/03/2005
6.0518 -	<u>Legal Opinions</u> Opinions issued by the Prosecuting Attorney, Corporation or Civil Council.	PERM	05/03/2005
6.0601 -	<u>Annual Reports of Corporations</u> After 50 years these records may be transferred to the State Archives of Michigan for permanent preservation. The State Archives will only retain reports for corporations that did not file these same records with the State of Michigan.	CR+50 Transfer to the Archives of Michigan	05/03/2005
6.0602 -	<u>Articles of Association</u> After 50 years these records may be transferred to the State Archives of Michigan for permanent preservation. The State Archives will only retain records for corporations that did not file these same documents with the State of Michigan.	CR+50 Transfer to the Archives of Michigan	05/03/2005
6.0603 -	<u>Assumed Name Certificates</u>	EXP+6	05/03/2005

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0604 -	<u>Assumed Name/Co-Partnership Index</u>	CR+25	05/03/2005
6.0605 -	<u>Co-Partnership Certificates</u>	EXP+6	05/03/2005
6.0606 -	<u>Dissolutions of Assumed Names and Co-Partnerships</u>	CR+6	05/03/2005
6.0701 -	<u>Affidavits of Identity</u>	ACT+2	05/03/2005
	All elected officials and precinct delegates. ACT = Until the election is held.		
6.0702 -	<u>Affidavits of Identity Register</u>	PERM	05/03/2005
	All elected officials and precinct delegates.		
6.0703 -	<u>Affidavits of Publication (Newspaper)</u>	PERM	05/03/2005
6.0704 -	<u>Affidavits of Constitutional Qualification</u>	ACT+2	05/03/2005
	Judicial candidates. ACT = Until the election is held.		
6.0705 -	<u>Apportionment of Board of Commissioner District Materials</u>	ACT+11	05/03/2005
	General information, correspondence, lawsuits, minutes of apportionment commission, maps, district descriptions. ACT = From the first election that the plan was in effect.		
6.0706 -	<u>Board of County Canvassers Minutes</u>	PERM	05/03/2005

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0707A -	<u>Campaign Finance Reports</u>	ACT+5	05/03/2005
	Committee statements of organization and amendments, campaign finance reports (regular reports during the election cycle and annual reports as required), other statements and reports. ACT = Until the official date of dissolution, unless the committee receives more than \$50,000 in the election cycle, then 15 years.		
6.0707B -	<u>Campaign Finance Reports</u>	ACT	05/03/2005
	Receipt of late filing fees. ACT = Until audit.		
6.0708 -	<u>Candidate Filing Fee Refunds</u>	ACT	05/03/2005
	ACT = Until audit.		
6.0709 -	<u>Certificates of Acceptance</u>	ACT+2	05/03/2005
	School board. ACT = Until election is held.		
6.0710 -	<u>County Election Results</u>	PERM	05/03/2005
	When canvassed by the Board of County Canvassers.		
6.0711 -	<u>Election Commission Minutes</u>	PERM	05/03/2005
6.0712 -	<u>Election Records Supporting County Bond Issues</u>	ACT+11	05/03/2005
	Poll books, tally sheets, statement books, ballot language, and resolution by the Board of Commissioners setting the election. ACT = Until bonds mature.		
6.0713 -	<u>Election Records Supporting County Millages</u>	ACT+6	05/03/2005
	Poll books, tally sheets, statement books, ballot language, and resolution by the Board of Commissioners setting the election. ACT = Until millage expires.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.0714 -	<u>Election Recount Materials</u>	ACT+2	05/03/2005
	Tally sheets, application forms, and record of fees paid. ACT = Until recount is completed.		
6.0715 -	<u>Nominating Petitions</u>	ACT	05/03/2005
	ACT = Until January 1 following the date of the election.		
6.0716 -	<u>Poll Books</u>	ACT+2	05/03/2005
	ACT = Until canvass of the election is completed.		
6.0717 -	<u>Records of Attendance</u>	ACT+2	05/03/2005
	School of instruction. ACT = Until election is held.		
6.0718 -	<u>Special Election Materials</u>	ACT+0/1	05/03/2005
	Ballot language, resolution or petition calling for a special election, certified mail receipts, etc. ACT = Until canvass is completed.		
6.0719 -	<u>Records of Programming ("Burning") Removable Data Storage Devices for Precinct Tablators</u>	ACT+2	05/03/2005
	Required by the Federal Election Commission. ACT = Until election is held.		
6.0720 -	<u>Sample Ballots</u>	ACT+2	05/03/2005
	One of each style in hard copy or electronic media. ACT = Until election is held.		
6.0721 -	<u>Statement Books</u>	ACT+2	05/03/2005
	Paper ballots. ACT = Until election is held.		

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6.0722 -	<u>Tally Sheets/Books</u>	ACT+2	05/03/2005
	Paper ballots, recounts, Board of Canvassers. ACT = Until election is held.		
6.0801A -	<u>Concealed Weapons License Applications</u>	EXP+1	05/03/2005
	MCL 28.425b. Including background checks and fingerprints.		
6.0801B -	<u>Concealed Weapons License Holder Index</u>	PERM	05/03/2005
	MCL 28.452b. Includes name, issue date, expiration date, and license number.		
6.0801C -	<u>Concealed Weapons Licensing Board Minutes</u>	PERM	05/03/2005
	MCL 28.425b.		
6.0802 -	<u>Ferry Licenses Register</u>	EXP+10	05/03/2005
6.0803 -	<u>Veteran Peddler License Register</u>	PERM	05/03/2005
6.0901 -	<u>Birth Records</u>	PERM	05/03/2005
6.0902 -	<u>Birth Record Index</u>	PERM	05/03/2005
6.0903 -	<u>Birth Registration--Delayed</u>	PERM	05/03/2005

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6.0904 -	<u>Burial Records</u> Indigent soldiers. After 50 years, these records may be transferred to the State Archives of Michigan for permanent preservation.	CR+50 Transfer to the Archives of Michigan	05/03/2005
6.0905 -	<u>Death Records</u>	PERM	05/03/2005
6.0906 -	<u>Death Record Index</u>	PERM	05/03/2005
6.0907 -	<u>Marriage Index</u>	PERM	05/03/2005
6.0908 -	<u>Marriage Licenses</u>	PERM	05/03/2005
6.0909 -	<u>Marriage License Affidavit</u>	PERM	05/03/2005
6.0910 -	<u>Records Request Log</u> MCL 333.2861. See 1961 PA 236, section 2137-3 for microfilm and disposal procedure.	CR+1	05/03/2005
6.0911 -	<u>Medical Examiners Reports</u> If filed with the County Clerk.	CR+7	05/03/2005
6.0912 -	<u>Certificate of Records Disposal Form--Obsolete</u> MH-38	PERM	05/03/2005

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
6.1001 -	<u>Zoning Ordinances</u> All copies, if county does zoning.	PERM	05/03/2005
6.1002 -	<u>Zoning Board Minutes</u>	PERM	05/03/2005
6.1003 -	<u>Municipal Zoning Ordinances</u> Copies from municipalities.	PERM	05/03/2005
6.1101 -	<u>Farmland Agreement Applications</u> If filed with the County Clerk.	CR+3	05/03/2005
6.1102 -	<u>Passport Application Transmittal</u>	CR+2	05/03/2005
6.1103 -	<u>Traffic Control Orders</u> State and local. MCL 251.71.	PERM	05/03/2005
6.9000 -	<u>Atlases--Obsolete</u> These records are no longer produced by county clerks. Clerks are encouraged to transfer atlases to the State Archives of Michigan for permanent preservation.	DISP	05/03/2005 Transfer to the Archives of Michigan
6.9001 -	<u>Bonds and Coupons--Obsolete</u> These records are no longer produced by county clerks.	ACT	05/03/2005

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6.9002 -	<u>Log Mark Register--Obsolete</u> These records are no longer produced by county clerks. Clerks are encouraged to transfer log mark registers to the State Archives of Michigan for permanent preservation.	DISP Transfer to the Archives of Michigan	05/03/2005
6.9003 -	<u>Reception Book--Obsolete</u>	CR+6	05/03/2005
6.9004 -	<u>News Clippings--Obsolete</u> ACT = Until no longer needed for reference purposes.	ACT	05/03/2005
6.9005 -	<u>Absentee Ballot Envelopes--Obsolete</u>	DISP	05/03/2005
6.9006 -	<u>Absentee Voter Lists--Obsolete</u>	DISP	05/03/2005
6.9007 -	<u>Application for Absentee Ballots--Obsolete</u>	DISP	05/03/2005
6.9008 -	<u>Application for Ballots--Obsolete</u>	DISP	05/03/2005
6.9009 -	<u>Ballots (all)--Obsolete</u>	DISP	05/03/2005
6.9010 -	<u>Changes of Address--Obsolete</u>	DISP	05/03/2005

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6.9011 -	<u>Election Notices--Obsolete</u> Also known as "Printer's Bills."	DISP	05/03/2005
6.9012 -	<u>Precinct Report of Registered Voters--Obsolete</u>	DISP	05/03/2005
6.9013 -	<u>Voter Registration Cards Returned as Undeliverable--Obsolete</u>	DISP	05/03/2005
6.9014 -	<u>Voter Registration Cards (all)--Obsolete</u>	DISP	05/03/2005
6.9015 -	<u>Marriage Medical Certificates--Obsolete</u>	DISP	05/03/2005
6.9016 -	<u>Medical Professional Registrations--Obsolete</u> Michigan law no longer requires the creation of these records. Dentist Registration Record, Medical Practitioner, Medical Registration Certificates, Nurses Registration Record, Physician Registration Record, Veterinarian Registration Record, etc. Clerks are encouraged to transfer these registration records to the State Archives of Michigan for permanent preservation.	DISP	05/03/2005 Transfer to the Archives of Michigan

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