

State of Michigan
Administrative Guide to State Government

0910.01 Managing Government Records

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PURPOSE

To instruct state agencies how to manage their records in order to provide for the administrative, fiscal, legal and historical needs of state government and to protect the rights and safety of its citizens.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
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Website: <https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management>

SUMMARY

State government must manage its records properly in order to function administratively, undergo periodic audit, provide for its legal requirements and document its heritage.

APPLICABLE FORMS

None.

REFERENCES

[Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules](#)

[Administrative Guide Procedure 0910.11 Departmental Records Management Officers](#)

DEFINITIONS

Records – Recorded information in physical or electronic formats, made or received by a Michigan government agency or employee. Records document the performance of government business, and serve as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities.

PROCEDURES

Records Management Services

- Develops, reviews, and approves Retention and Disposal Schedules for state government records in accordance with [Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules](#).
- Provides information and training on recordkeeping techniques, rules, regulations, procedures, and technologies to all Michigan government employees.
- Conducts recordkeeping system studies and analysis and provides advice and assistance to agencies about recordkeeping.
- Operates the State Record Center to provide off-site storage services for all state government records.
- Administers enterprise-available (shared) imaging and document management solutions for government records.
- Administers the state of Michigan's master contracts for various records management services.

Agency

- Required to have a designated departmental Records Management Officer (RMO) to serve as a liaison between their department and Records Management Services and to assist with records management activities in accordance with [Administrative Guide Procedure 0910.11 Departmental Records Management Officers](#).
 - Encouraged to designate a liaison for the RMO within each division or unit within the department to assist with coordination of records management activities.
- Required to educate its employees about their recordkeeping responsibilities.
- Required to have comprehensive and accurate Retention and Disposal Schedules in accordance with [Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules](#).
- Develops and maintains standard operating procedures that define who is authorized to create, modify, access, and destroy its government records.
- Shall create records that are necessary to support the effective operation of the agency and be able to provide adequate and proper documentation of agency activities and transactions for as long as the information is needed. This timeframe is the retention

period that is approved in the agency's Retention and Disposal Schedule. (MCL 18.1285).

- Shall maintain records that are reliable, have integrity, and are authentic. A record is considered reliable if it ensures a full and accurate representation of the transactions or activities, and if it can be depended upon in the course of subsequent transactions or activities. A record is considered to have integrity if it is complete and protected from unauthorized addition, deletion, alteration, use, and concealment. An authentic record is considered authoritative evidence of a transaction or event if they are what they claim to be, and if they are created or sent by the entity claiming to have created or sent it.

Shall ensure that agency records remain usable and accessible for their full retention period, regardless of their format or storage location.

- Maintains efficient and cost-effective recordkeeping systems for its government records.
- Provides adequate security for its government records that contain confidential or sensitive information.
- Develops and maintains a disaster plan for its vital records. (Note: Vital records are "considered to be critically essential to the continued operation of state government or necessary to the protection of the rights and privileges of its citizens, or both" (MCL 18.1287(2)(c)).
