

State of Michigan
Administrative Guide to State Government

0910.03 Transferring Records to the State Records Center

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PURPOSE

To provide uniform procedures for transferring records to the State Records Center.

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)
State Records Center
3400 N. Grand River Avenue
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-335-9132

Email: recordscenter@michigan.gov

Website: <https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management>

SUMMARY

This procedure outlines the process for transferring records to off-site storage at the State Records Center.

APPLICABLE FORMS

None.

REFERENCES

[Administrative Guide Procedure 0920.02 Records Retention and Disposal Schedules](#)

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.

Records Management Officer (RMO) – The person within a department who is designated by the department director in accordance with MCL 18.1287(3)(f) with the responsibility of coordinating the records management activities of that department.

Retention Period – The length of time a record must be retained to satisfy administrative, legal, financial, audit and historical requirements.

PROCEDURES

General Information

- Records stored in the State Records Center remain under the ownership and legal custody of the originating agency. DTMB State Records Center maintains security and confidentiality over the records in storage. Only persons authorized by the agency owning the records may have access to them.
- When records that are eligible for transfer to the Archives of Michigan have reached the end of their retention period at the Records Center, an Archives Transfer notice is sent to the agency. Once the transfer is approved by the agency and completed, the records can be accessed by contacting the Archives of Michigan.

Agency

- May transfer records to the State Records Center for temporary storage, in accordance with its Retention and Disposal schedule (see [Administrative Guide Procedure 0920.02 Records Retention and Disposal Schedules](#)). Only records listed on a Retention and Disposal Schedule (agency-specific or general) may be transferred.
- Follows the instructions in the [Records Center Operations Manual](#), available from the RMS Intranet, when packing, sealing, submitting descriptive content information, and shipping the containers to the State Records Center.
- The Records Management Officer (RMO) must request a user account for the records management system for anyone needing to submit items to the State Records Center.

Records Center Operations

- Provides the agency with barcode labels to place on each container.

DTMB LOS Delivery Services

- Picks up the containers at the location provided by the agency.
- Delivers the containers to the State Records Center.

Records Center Operations

- Receives delivery of the containers.
- Places the containers into storage in the State Records Center.