State of Michigan
Administrative Guide to State Government

0910.05 Disposing of Records

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PURPOSE

To instruct state agencies about the proper disposal of records.

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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SUMMARY

Retention and Disposal Schedules prescribe the length of time an agency must retain its records. As records meet their retention period, they must be disposed of in the proper manner and at the proper time.

APPLICABLE FORMS

None.

REFERENCES

Administrative Guide Procedure 0920.02 Direct Transfer of Archival Records to the Archives of Michigan

SOM 1345.00.80 Enterprise Architecture Solution Assessment (EASA) Standard

DEFINITIONS

Data Custodian – An individual or organization that has responsibility delegated by a data owner for maintenance and technological management of data and systems.

Data Owner – An individual or organization – usually a member of senior management of an organization – who is ultimately responsible for ensuring the protection and use of data.

Malicious Records and Data – Any records and data created or received that pose a threat to the operation of offices or IT applications and systems, or the security of information maintained by the State of Michigan.

Records Disposal or Disposition – The process of either destroying records or transferring records to the Archives of Michigan for permanent preservation at the end of their retention period in compliance with an approved Retention and Disposal Schedule.

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.

System of Record – A system that is used to store, maintain, and provide for the retrieval of records and data of a business function, and serves as the primary source for said records. (A system is not a system of record if it is used only to process information.)

PROCEDURES

General Information

- Records, regardless of format or storage location, shall only be disposed of in accordance with an approved Retention and Disposal Schedule, per MCL 18.1284-1292.

Records Management Services

- Periodically reviews the records in the physical custody of the State Records Center and prepares Records Destruction Notices or Archives Transfer Notices for each agency whose records are due for disposal.
- Periodically reviews electronic records stored in systems managed by Records Management Services and prepares Records Destruction Notices or Archives Transfer Notices for each agency whose records are due for disposal.
- Sends Records Destruction Notices or Archives Transfer Notices to the Records Management Officer (RMO), or the designated contact, of the agency that owns the records.

- Suspends disposal of any records that cannot be disposed of at the prescribed time, per the agency's written justification.
- Following agency approval, arranges for destruction of the appropriate records, or transfer of the appropriate records to the Archives of Michigan.

Agency

- Disposes of records in their possession that have met their required retention periods by destruction or transfer to the Archives of Michigan for permanent preservation (see Administrative Guide Procedure 0920.02 Direct Transfer of Archival Records to the Archives of Michigan).
- RMO secures necessary approvals and returns the Records Destruction Notice or Archives Transfer Notice to Records Management Services for records stored at the State Records Center or in a system managed by Records Management Services by the specified timeline.
- Provides a written justification for any record stored at the State Records Center or in a system managed by Records Management Services which cannot be destroyed or transferred to the Archives of Michigan at the scheduled time.
- Ensures that records owned by the agency, but in the possession of a service provider, are disposed of in accordance with an approved Retention and Disposal Schedule.
- Ensures that records created in a system that does not have disposition capabilities are transferred to a system of record approved by DTMB in accordance with SOM 1345.00.80 Enterprise Architecture Solution Assessment (EASA) Standard.

Data Custodian

- In the event that data or a message is identified and confirmed or reasonably suspected to contain malicious code, phishing content, or any other material posing a threat to State of Michigan systems, the data or message may be deleted from all storage locations without prior notice to the recipient or data owner (per GS-SAFE-0909).

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