0910.10 Electronic Records Management and Storage

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PURPOSE

To inform agencies of their responsibilities for creating, using, managing, destroying and preserving electronic records.

APPLICATION

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

CONTACT AGENCY

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Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
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SUMMARY

Agencies must plan for proper management of electronic records by addressing retention issues during the development and design of electronic recordkeeping systems, especially the need to migrate records to subsequent technology so they remain accessible for the full retention period.

APPLICABLE FORMS

None.

DEFINITIONS

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.)

[Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules](https://www.michigan.gov/documents/dmb/0910.02_182683_7.pdf) (https://www.michigan.gov/documents/dmb/0910.02_182683_7.pdf)

[Administrative Guide Procedure 0910.05 Disposing of Records](https://www.michigan.gov/documents/dmb/0910.05_182687_7.pdf) (https://www.michigan.gov/documents/dmb/0910.05_182687_7.pdf)

[SOM 1345.00.80 Enterprise Architecture Solution Assessment (EASA) Standard](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/policies/IT%20Policies/1345.00.80%20Enterprise%20Architecture%20Solution%20Assessment%20(EASA)%20Standard.pdf) (https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/policies/IT%20Policies/1345.00.80%20Enterprise%20Architecture%20Solution%20Assessment%20(EASA)%20Standard.pdf)

PROCEDURES

Agency

- Lists its public records, regardless of their physical format or storage location, on an approved Retention and Disposal Schedule (see Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules).

- Updates its Retention and Disposal Schedule to include electronic records created, maintained and accessed by computer technology.

- Ensures that all electronic records remain accessible during their entire retention period, as identified on 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.

- Ensures that a destruction process is used for electronic records that have met their retention requirements, per Administrative Guide Procedure 0910.05 Disposing of Records.

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