

## 0910.10 Electronic Records Management and Storage

Issued: May 17, 2012  
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### PURPOSE

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

### APPLICATION

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

### CONTACT AGENCY

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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

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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

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None.

### REFERENCES

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

[Administrative Guide Procedure 0910.05 Disposing of Records](#)

[SOM 1345.00.80 Enterprise Architecture Solution Assessment \(EASA\) Standard](#)

## DEFINITIONS

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**Public Record** – A writing 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 (M.C.L. 15.231 – 15.232).

**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.

**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

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### Agency

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- 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 and usable 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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