

0910.11 Departmental Records Management Officers

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PURPOSE

To direct agencies regarding their responsibilities for appointing Records Management Officers (RMO), and how the RMO will engage with DTMB Records Management Services.

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

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Email: recordscenter@michigan.gov

Website: <https://stateofmichigan.sharepoint.com/sites/som-spc-records-management>

SUMMARY

In order for state of Michigan (SOM) government to function administratively, undergo periodic audits, provide for its legal requirements, and document its heritage, it must manage its records properly. MCL 18.1287(3)(f) states that the DTMB Records Management Services “shall issue directives that provide for the establishment of a records management liaison officer in each department to assist in maintaining a records management program.” These procedures define the roles and responsibilities of RMOs.

APPLICABLE FORMS

None.

REFERENCES

[SOM 1340.00.040.01 Audit and Accountability Standard.](#)

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.

Retention and Disposal Schedule – Schedules list the records that are created and maintained by a particular office and identify the period of time that the records need to be retained. Schedules are reviewed and approved by an agency representative, Records Management Services, Archives of Michigan, Attorney General (state agencies only), Auditor General (state agencies only) and the State Administrative Board.

PROCEDURES

Agency

- Each department director, or their designated deputy director, will appoint a RMO to coordinate the records management activities of their department within 60 calendar days of a vacancy.
- Department directors or their designated deputy director will notify Records Management Services (RMS) in writing when a new RMO is appointed.

RMO

- Attends an orientation that is provided by RMS within 60 calendar days of appointment.
- Designates a backup to assist with their duties and will notify RMS.
- Maintains a list of bureau/division-level liaisons for their department to assist with communication and records management activities.
- Authorizes employee access to their department's records in the custody of Records Management Services.
- Reviews periodic audits of user accounts for employees of their department per [SOM 1340.00.040.01 Audit and Accountability Standard](#).
- Assists with any activities that are required to ensure compliance with state or federal laws or regulations regarding recordkeeping or record security.
- Coordinates the review of, and timely response to, records destruction notices and Archives transfer notices for records in the custody of RMS.
- Assists RMS with the maintenance of Retention and Disposal Schedules for their department to ensure that they reflect the current organizational structure and business processes.

- Assists the Archives of Michigan with the identification, classification, and transfer of historical records to be preserved for the people of Michigan.
- Attends the quarterly meetings held by RMS.

Records Management Services

- Maintains and publishes a list of RMOs with their contact information.
- Provides training to new RMOs and their backups, as well as periodic refresher training.
- Hosts quarterly update meetings for RMOs to share information.
- Communicates with RMOs about records management issues that affect state agencies and/or their specific department.
