

0920.01 Management of Records of Permanent Value to the State and Its Citizens

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PURPOSE

To ensure that records remain usable and accessible during their entire administrative, legal, fiscal and archival retention periods. To ensure that records which must be preserved permanently are transferred to the Archives of Michigan at the appropriate time, as defined on approved Record Retention and Disposal Schedules.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

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SUMMARY

The Archives of Michigan is responsible for the identification and permanent preservation of public records that document significant government and cultural activities. These records may be in physical or electronic formats. State agencies are responsible for protecting the records in their custody that must be preserved permanently, and for ensuring that such records are transferred to the Archives of Michigan at the appropriate time, as identified on approved Record Retention and Disposal Schedules.

APPLICABLE FORMS

None.

PROCEDURES

General Information

- In accordance with Administrative Guide Procedure 0910.02, all public records created or maintained by state agencies must be identified on an approved Records Retention and Disposal Schedule. Approved schedules

have the force of law. They are designed to identify how long each public record must be retained to satisfy administrative, fiscal, legal and archival requirements. It is a misdemeanor to destroy any record that is not scheduled for disposal by an approved Records Retention and Disposal Schedule.

- Records which are created or maintained in connection with the transaction of government business belong to the people, rather than to individuals or government agencies. They are in no sense personal property. Employees may not take public records with them when they transfer, retire or otherwise vacate a position.

Agency

- Is required to inventory its records and have them listed on approved Records Retention and Disposal Schedules (see Administrative Guide Procedure 0910.02).
- Ensure that the agency's approved Records Retention and Disposal Schedule accurately reflects the agency's current organizational structure and functions, and that the schedule inventories all records in the custody of the agency, regardless of their physical form or characteristics.
- May store some records at the State Records Center, in accordance with its Retention and Disposal Schedule (see Administrative Guide Procedure 0910.03).
- Ensure that records which must be preserved permanently, as identified on an approved Records Retention and Disposal Schedule, are transferred to the Archives of Michigan at the appropriate time (see Administrative Guide Procedure 0920.02).
- Inform state employees and the public that the Archives of Michigan has custody of the particular public records which they are seeking (see Administrative Guide Procedure 0920.03).

Archives of Michigan

- Appraises government records for their historical value and identifies those records that best document significant government activities in the retention columns of approved Records Retention and Disposal Schedules.
- Informs and educates state agencies about agency responsibilities for keeping records accessible and for transferring archival records to the Archives of Michigan at the appropriate time.

Agency and Archives of Michigan

- Agree about the best possible way to create, maintain and access public records to ensure that they are preserved and usable during their entire administrative, legal, fiscal and archival retention periods.
