

State of Michigan
Records Management Services
General Schedule #35 – Local Government Administrative Records

This Retention and Disposal Schedule covers **administrative records** that are commonly maintained by counties, cities, townships, villages, public schools, local authorities, public colleges, and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal, and archival requirements of the State of Michigan.

Brice Sample, Records Manager
Department of Technology, Management and Budget, Records Management Services

Mark Harvey, State Archivist
Department of Natural Resources and Environment, Archives of Michigan

State Administrative Board

Approval Date

State of Michigan
Records Management Services
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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|----------------------------------|---|---|---------------|
| 100 | Administrative Subject Files | <p>These records document various topics, issues, projects, or activities that a local government agency or employee is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials.</p> | <p>RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy</p> | |
| 101 | Calendars and Planners | <p>These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners.</p> | <p>RETAIN UNTIL: Event date PLUS: 2 years OR RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy</p> | |
| 102 | Correspondence Records - General | <p>These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the local government. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools.</p> | <p>RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy</p> | |
| 103 | Delegation of Authority Records | <p>These records document when an individual or entity delegates its authority to conduct or approve an action or activity to another individual or entity. They may include, but may not be limited to, correspondence and supporting documentation.</p> | <p>RETAIN UNTIL: Delegation of authority expires, is replaced, or is revoked PLUS: 10 years THEN: Destroy</p> | |

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| 104 | Department Budget Records | These records document the amount of money that is appropriated for each account or line item for the current and previous fiscal years for the department. They may include, but may not be limited to, budget requests, statistics, budget amendments, budget summaries, and balance sheets. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy | |
| 105 | Event Logistical Records | These records document the planning and logistics for events (routine or special), training, workshops, seminars, conferences, symposiums, informational meetings, etc. They may document arrangements with speakers, facilities, catering, registrations, participant feedback, etc. They may include, but may not be limited to, registration forms, attendance sheets, correspondence, planning notes, and participant surveys and evaluations. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, agencies should comply with those laws and regulations.</i> | RETAIN UNTIL: Event date PLUS: 2 years THEN: Destroy | |
| 106 | Forms History Records | These records document each form or template used by an agency. They may include, but may not be limited to, approved versions of the forms and templates, and requests to create or revised forms and templates. | RETAIN UNTIL: Document is replaced by a new version PLUS: 5 years THEN: Destroy | |
| 107 | Freedom of Information Act (FOIA) Request Records | These records document requests for information and public records maintained by local government agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation. (MCL 15.233 (2)) | RETAIN UNTIL: Response is sent, or request is denied PLUS: 1 year THEN: Destroy | |
| 108 | Grant Application Files - Denied | These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may | RETAIN UNTIL: Grant application is denied or withdrawn | |

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| | | include, but may not be limited to, application forms, budget proposals, letters of support, narrative plans, and supporting documentation. | PLUS: 1 year THEN: Destroy | |
| 109 | Grant Files - Received | These records document grants that are received by the office from state, federal and private agencies. They may include applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, and periodic progress reports. | RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes PLUS: 7 years THEN: Destroy | |
| 110 | Legislative Records | These records document local government agency involvement in the legislative process both at the local, state, and federal levels. They may include, but may not be limited to, copies of proposed local ordinances or resolutions, copies of proposed House and Senate bills, analyses, program bulletins, and correspondence. They do not include the records maintained by the governing body. | RETAIN UNTIL: Legislation is passed or abandoned PLUS: 5 years THEN: Destroy | |
| 111 | Litigation Files | These records document litigation that the local government is a party to. They may include, but may not be limited to, pleadings and filings made with courts, decisions from courts, correspondence and communications, discovery materials, transcripts, legal holds, and memoranda. They do not include the official litigation files maintained by the local government's legal counsel. | RETAIN UNTIL: Case is closed, including all appeals PLUS: 5 years THEN: Destroy | |
| 112 | Meeting Records - Audio and Video Recordings | These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act. They may include, but may not be limited to, audio and video recordings of meetings of a public body. (MCL 15.269) | RETAIN UNTIL: Meeting minutes are approved PLUS: 1 day THEN: Destroy | |
| 113 | Meeting Records - Internal Agency Staff, | These records document meetings of employees that are internal to local | RETAIN UNTIL: Meeting date | |

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| | Project, and Committees | government. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials. | PLUS: 2 years THEN: Destroy | |
| 114 | Meeting Records - Posted Notices of a Public Meeting | These records document the posting of notices that a public meeting will be held in compliance with the Open Meetings Act (MCL 15.265). They may include, but may not be limited to, posted notices of any meeting, including annual schedules and special meetings. | RETAIN UNTIL: Meeting is held or cancelled PLUS: 1 year THEN: Destroy | |
| 115 | Meeting Records - Public Body Closed Meetings | These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). They may include, but may not be limited to, approved meeting minutes, agendas, audio and video recordings, and other supporting documentation related to closed meeting sessions only. | RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session occurred, per MCL 15.267(2) PLUS: 1 year and 1 day THEN: Destroy | |
| 116 | Meeting Records - Public Body Open Meetings | These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). They may include, but may not be limited to, approved meeting minutes, agendas, and other supporting documentation. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record. | Permanent | |
| 117 | Periodic Activity Reporting Records | These records document periodic progress reports (narrative and/or statistical) that are prepared by employees or offices about their duties and activities, and that are submitted to supervisors or managers. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | |

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| 118 | Policy and Procedure Records | These records document local government agency expectations for employee conduct and customer interaction, public conduct when receiving services, roles and responsibilities, standards for operation, procedures, and activities of an office, etc. They may include, but may not be limited to, policies, procedures, orders, regulations, circulars, policy memos, information sheets, standards, instructions, user manuals, process maps and analyses, and supporting documentation. | RETAIN UNTIL: Document is revised and superseded by a new version, or until the document is deemed obsolete THEN: Destroy | |
| 119 | Public Body Member Files – Elected or Appointed | These records document individuals who are elected, selected, or appointed to serve as a member of a public body (such as a board, council, or commission). They may include, but may not be limited to, appointment letters, resumes, biographies, photographs, correspondence, disclosure documents, and supporting documentation. | RETAIN UNTIL: Individual is no longer a member of the public body PLUS: 2 years THEN: Destroy | |
| 120 | Publications | These records document publications that are developed by local governments that are used to distribute information to the public or publicize local government activities. They may include, but may not be limited to, brochures, pamphlets, training materials, reports, fact sheets, books, magazines, newsletters, calendars, maps, posters, and public relations materials. | RETAIN UNTIL: No longer possesses ongoing administrative or reference value THEN: Destroy | |
| 121 | Rosters, Mailing Lists, and Contact Lists | These records document contact information for individuals or organizations with whom the local government agency communicates. They may be used to generate labels or other documents. They may contain name, email address, mailing address, phone numbers and other contact information. | RETAIN UNTIL: Updated or obsolete THEN: Destroy | |
| 122 | Special Event and Activity Records | These records document events and activities of the government agency. They may include, but may not be limited to, photographs, audio-video recordings, news clippings, certificates, awards, and | RETAIN UNTIL: No longer possesses ongoing administrative or reference value | |

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| | | memorabilia. | THEN: Destroy | |
| 123 | Surveillance Camera Recordings | These records document the surveillance of property for security purposes. They may include, but may not be limited to, video recordings. | RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy | |
| 124 | Training Records - Curriculum | These records document the content of training, education and information programs offered by local government agencies, as well as speeches and presentations delivered by local government employees. These programs may include workshops, seminars, conferences, symposiums, informational meetings, online training, etc. The records may include, but may not be limited to, presentations, audio-video content, manuals, guidance documents, tip sheets, handouts, class exercises, speaker notes, and user instructions. <i>Note: specific state or federal laws or regulations may require that these records be kept longer to document compliance with education requirements about certain topics. If so, agencies should comply with those laws and regulations.</i> | RETAIN UNTIL: Revised and replaced by new content, or until deemed obsolete THEN: Destroy | |
| 125 | Transitory Records | These records document local government activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. They may include, but may not be limited to, routine requests for information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders. | RETAIN UNTIL: Activity is completed THEN: Destroy | |
| 126 | Visitor Logs and Registers | These records document who visited a particular office, what entity that person represented, which employee or office was visited, when they arrived, and when they left. They may be used to track visitor statistics and/or for security purposes. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | |



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| RMS Preparer Sam Beland |
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STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
 Michigan Department of Technology, Management and Budget
 Records Management Services

DTMB-0504 Revised 8/17/2020

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

| DEPARTMENT | DIVISION AND CODE |
|------------------------------------|--|
| Technology, Management, and Budget | CSS - Michigan Public Safety Communications System (MPSCS) |

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
2. To constitute an adequate and proper recording of its activities; and
3. To protect the legal rights of the government of the State of Michigan and of the people.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

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| Agency Representative | Department of Attorney General |
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| Records Management Services | Office of the Auditor General |
| | Approval Date: |
| Archives of Michigan | State Administrative Board |

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DTMB Department of Technology, Management and Budget
MPSCS CSS - Michigan Public Safety Communications System

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|------------|--------------|---|------------------|---------------|
| 00000 - | Introduction | The Michigan Public Safety Communications System (MPSCS) provides a stable, secure framework for interoperable communications among local, state, federal, tribal and private first responders. This standards-based public safety communication system supports first responders in their service to citizens. Through its employees, MPSCS handles the second-largest trunked communication system in the world, including administration of a statewide 800/700 MHz digital trunked radio communication network. The system provides rapid response and facilitates cooperation of emergency personnel through statewide coverage and advanced technology. System operation is monitored 24 hours a day to ensure its readiness to assist Michigan's first responders. | | |

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>.

**STATE OF MICHIGAN
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DTMB Department of Technology, Management and Budget
MPSCS CSS - Michigan Public Safety Communications System

| Item # | Series Title | Series Description | Retention Period | Approval Date |
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| 41165 - | Site Acquisition Files | These records document the acquisition of real estate for radio communication sites for the Michigan State Police. An agreement delegates the responsibility for capitol outlay and real estate activities to DTMB. The files may include, but may not be limited to, correspondence, laws, option to purchase with acceptance letter, vouchers, appraisal and appraisal reviews, deeds, surveys, topographical and legal descriptions, instruction letter to title company, and title commitments. Bonds are issued for a period of 10 years, until the State Building Authority deeds the property back to the State of Michigan. Original deeds are located in the Office of the Great Seal. | RETAIN UNTIL: MPSCS no longer exists THEN: Transfer real property files to DTMB Real Estate Division | |
| 41166 - | Rebanding Files | These records document the rebanding of the 800 MHz reconfiguration program. The transition authority and the external auditors may review the documentation supporting the costs incurred for periods beyond the closing of your reconfiguration. They may include, but may not be limited to, legal documents, technical documents, and working documents with configuration information. | RETAIN UNTIL: Closing of the Planning Funding Agreement (PFA) or the Frequency Reconfiguration Agreement (FRA) PLUS: 2 years THEN: Destroy | |

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| 41167 - | Co-Location Agreement Files | These records document co-location license agreements between the State of Michigan, county, local, federal, private and commercial entities. These agreements allow these entities to place antennas and equipment on MPSCS towers and property. The files may include, but may not be limited to, agreements, approvals, and correspondence. | RETAIN UNTIL: Agreement expires and the final payment is made PLUS: 6 years THEN: Destroy | |
| 41168 - | MPSCS Membership Agreement Files | These records document legal agreements for new members who are integrating into the MPSCS. They may include, but may not be limited to, agreements, and correspondence. | RETAIN UNTIL: Agreement expires and the final payment is made PLUS: 6 years THEN: Destroy | |
| 41169 - | Buildout Files | These records document the original construction of MPSCS. They may include, but may not be limited to, buildout documents, microwave documents, tower structure documentation, and master site documentation per phase. | RETAIN UNTIL: MPSCS no longer exists PLUS: 7 years THEN: Destroy | |
| 41170 - | MPSCS Talkgroup Request Files | These records document special event talkgroups that are assigned an available channel to communicate between agencies. They may include, but may not be limited to, requests that are received from any agency on the MPSCS radio system. | RETAIN UNTIL: Date received PLUS: 3 years THEN: Destroy | |

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| 41171 - | MPSCS Integrations and Project Files | These records document integration agreements between the State of Michigan and county, local, or federal co-location agencies that allow them to integrate into the MPSCS system. They may include, but may not be limited to, agreements, technical information, project plans, notes, and supporting documentation. | RETAIN UNTIL: Agreement expires and the final payment is made PLUS: 6 years THEN: Destroy | |
| 41172 - | System Tracking Files | These records document the current system configurations. A new file is created with a new revision number for each change to the configuration. The files may include, but may not be limited to, system configuration documents. | RETAIN UNTIL: Revision is replaced by a new version PLUS: 5 years THEN: Destroy | |
| 41173 - | FCC License Files | These records document the Federal Communications Commission (FCC) licenses that are administered by the MPSCS. | RETAIN UNTIL: License is no longer active PLUS: 2 years THEN: Destroy | |
| 41174 - | Operation Management System (OMS) Data | These records document the management of assets and work orders. They may include, but may not be limited to, asset history data, status data, work history data, and issue reporting and resolution data. | RETAIN UNTIL: Asset is retired or issue is resolved PLUS: 7 years THEN: Destroy | |
| 41179 - | Computer Aided Dispatch (CAD) Data | These records document the dispatch of MPSCS staff for incidents and alarms. They may include, but may not be limited to, incident type, who responded, incident number generated, and date and time. | RETAIN UNTIL: Date of incident PLUS: 3 years THEN: Destroy | |

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DTMB Department of Technology, Management and Budget
MPSCS CSS - Michigan Public Safety Communications System

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| 41755 - | MPSCS Radio Management Records | These records document the management of on-boarding requests (OBR) from MPSCS customers for subscriber radio programming. They may include, but may not be limited to, asset history data, status data, and on-boarding request data. | RETAIN UNTIL: On-boarding request is closed PLUS: 3 years THEN: Destroy | |
| 41756 - | NCC Call Recording and Monitoring – Audio Recordings | These records document all calls to the MPSCS Network Communications Center (NCC) that are used for staff training and coaching. They may include, but may not be limited to, audio recordings of all calls from local, federal, tribal, and state employees for support of the MPSCS Radio System and its' connected systems and devices. | RETAIN UNTIL: Date created PLUS: 90 days THEN: Destroy | |
| 43055 | MPSCS Radio Programming Unit (RPU)/ Template Design Unit (TDU) Radio Template "Master" Files | These records document the current radio information for radios that are used on the MPSCS radio system to communicate between agencies. Templates, sometimes referred to as "masters," may include, but may not be limited to, MPSCS P25 trunking information, customer preferred user ergonomics, encryption information including Over the Air ReKey (OTAR), talkgroup information and may contain other non MPSCS system information. | RETAIN UNTIL: Superseded, updated, or radio is no longer supported on System THEN: Destroy | |

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**STATE OF MICHIGAN
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DTMB Department of Technology, Management and Budget
MPSCS CSS - Michigan Public Safety Communications System

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|--------|--|--|--|---------------|
| 43056 | MPSCS Radio Programming Unit (RPU)/ Template Design Unit (TDU) Radio Serialized Archive/Codeplug Files | These records document the current radio information for radios that are used on the MPSCS radio system to communicate between agencies. These are the "serialized specific" file for a unique serial numbered devices. They may include, but may not be limited to, MPSCS P25 trunking information, customer preferred user ergonomics, encryption information including Over the Air ReKey (OTAR), talkgroup information and may contain other non MPSCS system information. | RETAIN UNTIL: Date created or updated PLUS: 2 years THEN: Destroy | |

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| RMS Preparer Sam Beland |
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 Michigan Department of Technology, Management and Budget
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DTMB-0504 Revised 8/17/2020

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SECTION 1. DEPARTMENT

| DEPARTMENT | DIVISION AND CODE |
|------------------------------------|---------------------------------|
| Technology, Management, and Budget | Infrastructure Protection (OIP) |

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

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| Agency Representative | Department of Attorney General |
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| Records Management Services | Office of the Auditor General |
| | Approval Date: |
| Archives of Michigan | State Administrative Board |

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

DTMB Department of Technology, Management and Budget
OIP Infrastructure Protection

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------|--|--|---|----------------------|
| 00000 - | Introduction | The DTMB Cybersecurity and Infrastructure Protection, Office of Infrastructure Protection (OIP) is responsible for physical security and emergency management at all DTMB-managed facilities, as well as select agency-owned and leased properties. OIP offers many services related to security cameras, card access, lock and key, security guards, physical security assessments, State of Michigan ID and access cards, 24-hour building and security systems monitoring, and emergency response coordination. OIP is also responsible for emergency management coordination for DTMB, and represents the department in the State Emergency Operations Center. | | |
| 38890 - | Building Files-- Service Information | These records document services provided by OIP for various state buildings. They may include, but may not be limited to, correspondence, reports, requests for after-hours assistance, building closure information due to weather or other emergencies, and building closure request forms. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | |
| 38891 - | Building Files-- Facility Information | These records document the infrastructure of facilities that OIP is responsible for. They may include, but may not be limited to, camera system installation documents, card access system installation documents, security assessments, lists of building closure representatives, and key schedules. | RETAIN UNTIL: Updated or revised THEN: Destroy | |

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DTMB Department of Technology, Management and Budget
OIP Infrastructure Protection

| Item # | Series Title | Series Description | Retention Period | Approval Date |
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| 38894 - | Daily Activity Schedules | These records document daily activities at state buildings. They may include, but may not be limited to, central control daily logs, daily travel logs, daily work requests, and preventative maintenance schedules. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | |
| 38898 - | Identification and Facility Access Key Card Files | These records document which state employees, students, vendors, contractors, temporary employees, and other persons are issued identification cards, and which facilities their key card grants them access to. They may include, but may not be limited to, authorizations, cardholder information, cancellations, correspondence, related security access forms (DTMB-624 and DTMB-927), and Michigan ID Card Access Request Process (MICARP) submissions. | RETAIN UNTIL: Expiration date of card PLUS: 2 years THEN: Destroy | |
| 38899 - | Emergency Plans | These records document emergency plans for each building or facility. They may include, but may not be limited to, evacuation plans, emergency management plans, crisis emergency management plans, emergency notification cards, emergency preparedness guides, continuity of operations plans, and supporting documentation. | RETAIN UNTIL: Updated or revised THEN: Destroy | |
| 38902 - | EBI-Card Access (Enterprise Building Integrator) Data | These records document which state employees, students, temporary employees, vendors, etc. are issued identification cards, and which facilities their key card grants them access to. Data may include, but may not be limited to, date, time, location, and card holder information. | RETAIN UNTIL: Individual is no longer employed by the State of Michigan THEN: Destroy | |

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| 38903 - | HSM (Honeywell Security Manager) Data | These records document monitoring of card access to facilities. Data tracks each time a card is swiped or scanned and may include, but may not be limited to, date, time, location, and card holder. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | |
| 38904 - | Emergency Response Data | These records document when emergency responders (police, fire, ambulance, etc.) respond to a call at a state building. Data may include, but may not be limited to, date, time, location, and purpose. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | |
| 38905 - | Key Assignments | These records document which employees are assigned keys. They may include, but may not be limited to, form DTMB-0625, Michigan ID Card Access Request Process (MICARP) submissions, employee name, employee number, key number, date issued, and date returned. | RETAIN UNTIL: Individual is no longer employed by the State of Michigan PLUS: 2 years THEN: Destroy | |
| 38906 - | Building Security Documentation | These records document the activities of security guards in state buildings and the clearance of visitors to a building. They may include, but may not be limited to, Meeting Attendance Clearance forms, DTMB Security Clearance forms, plans, reports, activity logs, correspondence, and security guard evaluations. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | |
| 38907 - | Security Requests | These records document requests from law enforcement and human resources for information, and special requests from employees for security assistance. They may include, but may not be limited to, security alerts, surveillance video requests, Security Record requests, access card use requests, security alert requests, authorized escort requests, and other supporting forms and documentation. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------|---|---|--|----------------------|
| 38908 - | Incident Reports | These records document incidents that take place on state property or that involve a state employee. They may include, but may not be limited to, date, time, location, people involved, and details of the incident. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | |
| 38912 - | Security Camera Recordings | These videos document recordings taken by video cameras placed in and around various facilities. | RETAIN UNTIL: Date created PLUS: 1 month THEN: Destroy | |
| 42650 - | Security Camera Recordings - Select Locations (supersedes item # 38912A) | These videos document recordings taken by video cameras placed in and around select locations: MSP Seized Property Room, MGM Grand Casino, Greektown Casino, and Motor City Casino. | RETAIN UNTIL: Date created PLUS: 3 months THEN: Destroy | |

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>.