

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **City**

Government Unit Name City of Cedar Springs	Department Name
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SECTION 2. APPROVALS

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 entity and of the people of Michigan.

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

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

City of Cedar Springs
Retention and Disposal Schedule

Department	Item #	Record Series Title	Record Series Description	Retention Period
Assessing	A - 09	Hardship Exemption/Poverty Exemption	These records document affidavits submitted by homeowners to the assessor attesting to their exemption qualification status. They may include, but may not be limited to, affidavits and supporting documentation.	RETAIN UNTIL: Fiscal Year PLUS: 3 Years THEN: Destroy
Building Dept. - PCI	B - 10	Nonconforming Uses Record	These records document legally established non-conforming uses, structures, or lots that do not meet current zoning ordinance requirements but are permitted to continue under prior regulations. Files may include applications, determinations, correspondence, site plans, inspection records, enforcement actions, and related approvals or decisions.	Permanent
City Clerk	C - 2	Boards, Commissions, Contact List and Directory Records List	These records document members of boards, and commissions. They may include, but may not be limited to, lists or reports generated with boards and commissions contact information, terms, etc.	RETAIN UNTIL: Superseded PLUS: 5 Years THEN: Destroy
City Clerk	C - 5	Contracts - Intergovernmental Agreements - Executed	These records document executed agreements with surrounding communities, entities, and similar to which the city contracts services or goods. They may include, but may not be limited to, agreements and supporting documentation.	Permanent
City Clerk	C - 12	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: Created Date PLUS: 10 Years THEN: Destroy
City Clerk	C - 20	Marihuana Applications - Renewal Applications	These records document renewal applications for licensed marihuana establishments. They may include, but may not be limited to, marihuana applications and supporting documents.	RETAIN UNTIL: Expiration PLUS: 1 Year THEN: Destroy
City Clerk	C - 21	Marihuana Caregiver Registration Form	These records document the registration of marihuana caregivers with the municipality in accordance with applicable laws and local ordinances. These records may include registration forms, caregiver and patient-related attestations as required by law, verification documentation, renewals, and related correspondence or supporting materials.	Permanent
City Clerk	C - 22	Marihuana Applications- Incomplete Applications	These records document licensing applications for marihuana establishments that are not fully completed and have not been forwarded to clerk for processing. They may include, but may not be limited to, applications and supporting documents.	RETAIN UNTIL: Application Date PLUS: 1 Year THEN: Destroy
City Clerk	C - 23	Marihuana Applications - Approved Applications - Final Permit	These records document licensing applications for marihuana establishments. They may include, but may not be limited to, approval licenses and supporting documents.	Permanent
City Clerk	C - 24	Marihuana Applications -Denial	These records document licensing applications for marihuana establishments. They may include, but may not be limited to, denial notices and supporting documents.	Permanent
City Clerk	C - 25	Marihuana Log	These records document permit data collected for marihuana establishments. They may include, but may not be limited to, contact information, permit number, and license information.	Permanent
City Clerk	C - 31	Resolutions - External taxing authority resolutions	These records document resolutions provided by another taxing authority (e.g., county, library, Intermediate School District) authorizing or directing the city to levy or collect taxes on their behalf. They may include, but may not be limited to, resolutions and supporting documentation.	RETAIN UNTIL: Expiration PLUS: 7 Years THEN: Destroy
City Clerk	C - 32	Resolutions - One-time financial directives	These records document resolutions or directives authorizing a specific, non-recurring financial action that does not establish an ongoing policy, levy, or obligation. They may include, but may not be limited to, resolutions and supporting documentation.	RETAIN UNTIL: Fiscal Year ends PLUS: 1 Year THEN: Destroy

City of Cedar Springs
Retention and Disposal Schedule

Department	Item #	Record Series Title	Record Series Description	Retention Period
City Manager - Assistant CM	CM - 3	Ordinance Amendment Application	These records document applications and proceedings to amend the city's zoning ordinance or other municipal ordinances. Files may include applications, supporting materials, staff reports, public notices, correspondence, Planning Commission recommendations, City Council actions, public hearing documentation, and adopted ordinance language.	Permanent
City Manager - Assistant CM	CM - 4	Parking in Public Right-of-Way Application	These records document requests and approvals for temporary or ongoing parking within the public right-of-way. Files may include applications, site plans or diagrams, insurance documentation, correspondence, approval conditions, and related enforcement or compliance records.	Permanent
City Manager - Assistant CM	CM - 5	Short-Term Rental Applications	These records document applications for the operation of short-term rental properties in accordance with city ordinance. Files may include applications, supporting documentation, proof of ownership, insurance verification, inspection reports, correspondence, approval or denial determinations, renewal documentation, and related compliance or enforcement records.	Permanent
City Manager - Assistant CM	ACM - 6	FOIA Procedures and Guidelines	These records document policies, procedures, and guidance used by the municipality to administer and comply with the Freedom of Information Act (FOIA). These records may include written procedures, internal guidelines, fee schedules, templates, training materials, reference documents, and related updates or revisions.	RETAIN UNTIL: Superseded THEN: Destroy
City Manager - Assistant CM	ACM - 7	FOIA - Summary	These records document compiled summaries or reports of Freedom of Information Act (FOIA) requests and responses. These records may include request logs, statistical summaries, response timelines, fee information, disposition outcomes, and related supporting materials.	RETAIN UNTIL: Calendar Year PLUS: 1 Year THEN: Destroy
City Manager - Assistant CM	ACM - 13	Certificates of Insurance	These records document insurance policies. They may include copies of policies provided to the city listing the city as additionally insured.	RETAIN UNTIL: Expiration PLUS: 7 Years THEN: Destroy
City Manager - Assistant CM	ACM - 14	Insurance - Bid Bonds	These records document bid security instruments submitted to guarantee that a bidder will enter into a contract and provide required performance assurances if awarded a project. These records may include bid bond forms, surety information, bid details, amounts, acceptance or release documentation, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year PLUS: 7 Years THEN: Destroy
City Manager - Assistant CM	ACM - 15	Façade Improvement Grant Program Application - Approved	These records document the Façade Improvement Grant Program. They may include, but may not be limited to, approved applications and supporting documentation.	RETAIN UNTIL: Fiscal Year PLUS: 7 Years THEN: Destroy
City Manager - Assistant CM	ACM - 16	Façade Improvement Grant Program Application - Denied/Withdrawn/ Abandoned/Incomplete	These records document the Façade Improvement Grant Program. They may include, but may not be limited to, denied, withdrawn, abandoned, and incomplete applications and supporting documentation.	RETAIN UNTIL: Fiscal Year PLUS: 1 Year Then: Destroy
City Manager - Assistant CM	ACM - 19	Vehicle Accident Report	These records document accidents any department vehicles are involved in. They may include, but may not be limited to, accident reports, parties involved, damage reports, repairs, etc.	RETAIN UNTIL: Vehicle no longer owned by the city THEN: Destroy
City Manager - Assistant CM	CA - 7	Subpoenas and Supporting Documents	These records document requests from attorneys to provide documents or appearances in court proceedings. Records may include, but may not be limited to, subpoenas, supporting documentation, transmission sheets, and other correspondence.	RETAIN UNTIL: Application date PLUS: 2 Years THEN: Destroy

City of Cedar Springs
Retention and Disposal Schedule

Department	Item #	Record Series Title	Record Series Description	Retention Period
Code Enforcement	CE - 1	Accessory Building/Structure Residential Permit Application - Approved	These records document the review and approval of permit applications for residential accessory buildings or structures. These records may include the permit application, site plans or drawings, approvals or permits issued, conditions of approval, inspection or compliance documentation, and related correspondence or supporting materials.	Permanent
Code Enforcement	CE - 2	Accessory Building/Structure Residential Permit Application - Denied	These records document the review and formal denial of permit applications for residential accessory buildings or structures. These records may include the permit application, site plans or drawings, staff reviews, findings, decisions by administrative or governing bodies, and related correspondence or supporting materials.	RETAIN UNTIL: Denied PLUS: 1 Year THEN: Destroy
Code Enforcement	CE - 3	Accessory Building/Structure Residential Permit Application - Withdrawn/Abandoned	These records document the review and formal denial of permit applications for residential accessory buildings or structures. These records may include the permit application, site plans or drawings, staff reviews, findings, decisions by administrative or governing bodies, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawn/Abandoned PLUS: 1 Year THEN: Destroy
Code Enforcement	CE - 4	Fence Permit - Approved	These records document the review and approval of permit application for the installation, replacement, or modification of fences. These records may include the permit application, site plans or sketches, approvals or permits issued, conditions of approval, inspection or compliance documentation, and related correspondence or supporting materials.	Permanent
Code Enforcement	CE - 5	Fence Permit - Denied	These records document the review and approval of permit applications for the installation, replacement, or modification of fences. These records may include the permit application, site plans or sketches, approvals or permits issued, conditions of approval, inspection or compliance documentation, and related correspondence or supporting materials.	RETAIN UNTIL: Denied PLUS: 1 Year THEN: Destroy
Code Enforcement	CE - 6	Fence Permit - Withdrawn/Abandoned	These records document fence permit applications that were withdrawn by the applicant or abandoned prior to final action. These records may include the permit application, withdrawal notices or inactivity documentation, administrative records, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawn/Abandoned PLUS: 1 Year THEN: Destroy
Code Enforcement	CE - 7	Home Occupation Permit	These records document the application, review, approval, and enforcement of permits authorizing home-based businesses in accordance with municipal ordinances. These records may include permit applications, descriptions of proposed activities, site or floor plans (if applicable), approvals or denials, conditions of approval, compliance or inspection documentation, and related correspondence or supporting materials.	Life of business
Code Enforcement	CE - 8	Rental Registrations	These records document the registration and monitoring of rental properties in accordance with municipal ordinances. These records may include registration applications, owner or agent information, property details, inspection records, compliance actions, fee documentation, renewals, and related correspondence or supporting materials.	RETAIN UNTIL: No longer registered as a rental PLUS: 5 Years THEN: Destroy
Code Enforcement	CE - 9	Case Files	These records document the investigation, monitoring, and resolution of code enforcement matters. These records may include complaints, inspection reports, photographs, notices, correspondence, enforcement actions, compliance documentation, and related supporting materials.	RETAIN UNTIL: Case Closed PLUS: 7 Years THEN: Destroy

City of Cedar Springs
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Department	Item #	Record Series Title	Record Series Description	Retention Period
Code Enforcement	CE - 10	Condemnation Records	These records document code enforcement actions to declare structures or properties unsafe, unfit for occupancy, or subject to condemnation in accordance with municipal ordinances. These records may include inspection reports, notices and orders, hearing records, determinations, compliance or abatement actions, demolition documentation, legal coordination, and related correspondence or supporting materials.	Permanent
Code Enforcement	CE - 11	Tickets/Citations	These records document citations or tickets issued for violations of municipal codes or ordinances. These records may include citation forms, violation descriptions, issuance dates, fines or penalties, court or adjudication outcomes, payment records, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year ends PLUS: 7 Years THEN: Destroy
Code Enforcement	CE - 12	Notices	These records document formal notices issued in connection with code enforcement activities. These records may include notices of violation, compliance orders, warning notices, hearing notices, service documentation, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year ends PLUS: 7 Years THEN: Destroy
DPW	DPW-2	Approved Water & Sewer Vendor List	These records document vendors authorized by the municipality to perform work related to water and sewer infrastructure. These records may include approved vendor lists, qualification or certification documentation, approval criteria, updates or revisions, and related correspondence or supporting materials.	RETAIN UNTIL: Superseded by new version PLUS: 1 Year THEN: Destroy
DPW	DPW-5	Material Safety Data Sheets (M.S.D.S.)	These records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication.	RETAIN UNTIL: Superseded by updated sheet THEN: Destroy
DPW	DPW-7	Kent County Road Commission Permits	These records document annual Kent County Road Commission permits. They may include, but may not be limited to, permits.	RETAIN UNTIL: Calendar Year end PLUS: 5 Years THEN: Destroy
DPW	DPW - 11	Property Damage Reporting Form	These records document incidents involving damage to municipal or private property arising from municipal operations or activities. These records may include damage reports, incident descriptions, photographs, witness statements, repair estimates, insurance or claim documentation, follow-up actions, and related correspondence or supporting materials.	RETAIN UNTIL: Event Date PLUS: 7 Years THEN: Destroy
Elections	ELE - 29	Statement of Votes - Certificate of Determination	These records document officially canvassed election results. They may include, but may not be limited to, a summary provided by the county.	Permanent
Finance Department	FIN - 3	Audit - Final Report	These records document annual audits prepared annually by independent accounting firms. They may include, but may not be limited to, final reports.	Permanent
Finance Department	FIN - 5	Pension Plan Documents	These records document the terms of employee pension plans. They may include, but may not be limited to, plans that are administered by the local government, and plans that are administered by outside parties.	RETAIN UNTIL: No employees enrolled in the specific plan THEN: Destroy
Finance Department	FIN - 38	Account Adjustments/Billing Adjustments	These records document changes, corrections, or reconciliations made to customer or municipal accounts. These records may include billing statements, adjustment requests or authorizations, credits or debits, supporting calculations, account histories, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year ends PLUS: 1 Year THEN: Destroy

City of Cedar Springs
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Department	Item #	Record Series Title	Record Series Description	Retention Period
Finance Department	FIN - 39	Agreement for ACH Billing & Paperless Billing	These records document customer authorization for automated clearing house (ACH) payments and electronic billing in lieu of paper statements. These records may include signed authorization agreements, enrollment or cancellation forms, account information, payment terms, confirmations, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year ends PLUS: Audit THEN: Destroy
Finance Department	FIN - 60	Pool Filling	These records document requests for water usage credits related to the filling of swimming pools. These records may include application forms, meter readings, usage calculations, credit approvals or denials, account adjustments, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year ends PLUS: 1 Year THEN: Destroy
Finance Department	FIN - 61	Water & Sewer Hookup Charges Application	These records document applications and assessments for water and sewer connection charges. These records may include application forms, fee calculations, approvals, payment records, service connection information, and related correspondence or supporting materials.	RETAIN UNTIL: Fiscal Year ends PLUS: 1 Year THEN: Destroy
General Schedule	GEN - 3	Amphitheater Building Reservation Application	These records document requests to reserve the amphitheater. They may include, but may not be limited to, certificates of insurance, and applications.	RETAIN UNTIL: Event Date PLUS: 1 Year THEN: Destroy
General Schedule	GEN - 5	Citizen Complaint Non Zoning Related	These records document general citizen, resident, business, water/sewer, public services, and other complaints not related to zoning. They may include, but may not be limited to, correspondence and supporting documentation.	RETAIN UNTIL: Resolved PLUS: 1 Year THEN: Destroy
General Schedule	GEN - 10	Monthly Council Reports	These records document monthly reports submitted by department heads to the City Council regarding departmental activities, operations, projects, and issues. These records may include written summaries, performance updates, statistical data, budget or staffing highlights, recommendations, and related correspondence or supporting materials.	RETAIN UNTIL: Added to Meeting Agenda Packet THEN: Destroy
General Schedule	GEN - 12	Mayoral Wedding Log	These records document mayoral wedding ceremonies. They may include, but may not be limited to, a log book, supporting documentation, scripts, additional event details, and other pertinent information related to the event.	RETAIN UNTIL: Event Date PLUS: 5 Years THEN: Destroy
General Schedule	GEN - 13	Mayoral Wedding Request	These records document applications for mayoral wedding requests. They may include, but may not be limited to, requests (accepted or declined).	RETAIN UNTIL: Event Date PLUS: 1 Year THEN: Destroy
General Schedule	GEN - 18	Sign Permit Application-Temporary	These records document sign permit applications, including sign permit for banners, crosswalk banners, or other signs on city owned property. The records may include, but may not be limited to, applications and supporting documentation.	RETAIN UNTIL: Application Date PLUS: 1 Year THEN: Destroy
Water-Sewer	WS - 6	Discharge Management Reports (DMR's)	These records document monthly reports submitted to the Michigan Department of Environment, Great Lakes and Energy, as required by the city's discharge permit. The records include, but may not be limited to, reports detailing all lab, building and field conditions.	RETAIN UNTIL: Calendar Year PLUS: 6 Years THEN: Destroy
Water-Sewer	WS - 7	Drainfield Inspection Reports	These records document drainfield inspections that are required at least once per week per the discharge permit. They may include, but may not be limited to, reports describing the field, pooling or ponding of water, what valves are open or shut and the overall condition.	RETAIN UNTIL: Calendar Year PLUS: 6 Years THEN: Destroy
Water-Sewer	WS - 8	Laboratory and Analysis reports	These records document laboratory testing and analysis. They may include, but may not be limited to, test results.	RETAIN UNTIL: Calendar Year PLUS: 6 Years THEN: Destroy

City of Cedar Springs
Retention and Disposal Schedule

Department	Item #	Record Series Title	Record Series Description	Retention Period
Water-Sewer	WS - 10	Sampling Schedule	These records document the sampling schedule required as part of the discharge permit for the Water Waste Treatment Plant. They may include, but may not be limited to, schedules detailing what is required to be tested and when, and limits associated to each item.	RETAIN UNTIL: Until no longer active / upon expiration THEN: Destroy
Water-Sewer	WS - 15	Sample Testing Results	These records document the results for any sample taken from the drinking water system. It is based on the sampling schedule each year that is submitted to the City from Environment, Great Lakes, and Energy. The records may include, but may not be limited to, test results.	RETAIN UNTIL: End of the sampling cycle (one year) PLUS: 9 years THEN: Destroy
Water-Sewer	WS - 18	Work Orders	These records document work orders requested at a residence, typically regarding their water meters. They may include, but may not be limited to, work orders and supporting documentation.	RETAIN UNTIL: Completion of work PLUS: 3 Years THEN: Destroy
Water-Sewer	WS - 19	Hydrants, Pipelines, Structures and other equipment records	These records document inspections, repairs, and changes in the system. They may include, but may not be limited to, reports, correspondence, and supporting documentation.	Permanent
Water-Sewer	WS - 20	Water Main Test Reports	These records document pressure test results from new water main installations. They may include, but may not be limited to, reports.	Permanent
Zoning	Z - 4	Driveway Permit	These records document the review, issuance, inspection, and enforcement of permits authorizing the construction, modification, or repair of driveways within the municipality. These records may include permit applications, approvals or denials, site plans or sketches, inspection reports, compliance documentation, correspondence, and related supporting materials.	Permanent
Zoning	Z - 10	Non-Conforming Use Records	These records document the identification, status, and regulation of lawful land uses or structures that do not conform to current zoning requirements but are permitted to continue under applicable ordinances. These records may include determinations, permits or approvals, site plans, inspection records, compliance documentation, enforcement actions, decisions by zoning or administrative bodies, and related correspondence or supporting materials.	Permanent
Zoning	Z - 11	Plat Application - Preliminary Plat Approval	These records document the review and approval process for a proposed subdivision prior to final platting. These records may include preliminary plats, application materials, staff and consultant reviews, agency comments, meeting records, conditions of approval, decisions by planning or governing bodies, and related correspondence or supporting materials.	RETAIN UNTIL: Preliminary plat approval is finalized THEN: Destroy OR RETAIN UNTIL: Preliminary plat approval denied PLUS: 5 Years THEN: Destroy
Zoning	Z - 12	Plat Application - Final Plat Approval	These records document the review, approval, and recording of a subdivision plat following preliminary approval. These records may include final plats, legal descriptions, certifications, approvals by planning or governing bodies, recorded documents, conditions of approval, and related correspondence or supporting materials.	Permanent
Zoning	Z - 14	Rezoning Application - Denial	These records document the review and formal denial of a rezoning request. These records may include the rezoning application, staff and consultant reviews, meeting records, findings, decisions by planning or governing bodies, notices, and related correspondence or supporting materials.	RETAIN UNTIL: Denial date PLUS: Seven Years THEN: Destroy

City of Cedar Springs
Retention and Disposal Schedule

Department	Item #	Record Series Title	Record Series Description	Retention Period
Zoning	Z - 15	Rezoning Application - Withdrawn	These records document the withdrawal of a rezoning request prior to final action. These records may include the rezoning application, withdrawal requests or statements, meeting records (if applicable), administrative documentation, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawal date PLUS: Three Years THEN: Destroy
Zoning	Z - 16	Rezoning Application - Approval	These records document the review and approval of a rezoning request. These records may include the rezoning application, staff and consultant reviews, meeting records, ordinances or resolutions, conditions of approval, maps or zoning amendments, and related correspondence or supporting materials.	Permanent
Zoning	Z - 17	Rezoning Application - Published Notices	These records document public notice requirements related to rezoning applications. These records may include published legal notices, affidavits of publication, proof of publication, notice content, publication schedules, and related supporting materials.	RETAIN UNTIL: Current PLUS: 7 Years THEN: Destroy
Zoning	Z - 18	Rezoning Application - Mailing List	These records document the preparation and use of property owner or interested-party mailing lists for rezoning notifications. These records may include address lists, parcel data, mailing labels, certification statements, and related correspondence or supporting materials.	RETAIN UNTIL: Final decision PLUS: 1 Year THEN: Destroy
Zoning	Z - 19	Sign Application - Denial	These records document the review and formal denial of a sign permit application. These records may include the sign application, plans or drawings, staff or consultant reviews, meeting records (if applicable), findings, decisions by administrative or governing bodies, and related correspondence or supporting materials.	RETAIN UNTIL: Denial date PLUS: 7 Years THEN: Destroy
Zoning	Z - 20	Sign Application - Withdrawn/Abandoned	These records document sign permit applications that were withdrawn by the applicant or abandoned prior to final action. These records may include the sign application, withdrawal notices or inactivity documentation, administrative records, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawal date PLUS: 3 Years THEN: Destroy
Zoning	Z - 21	Sign Application - Approval	These records document the review and approval of a sign permit application. These records may include the sign application, plans or drawings, approvals or permits issued, conditions of approval, inspection or compliance documentation, and related correspondence or supporting materials.	Permanent
Zoning	Z - 22	Site Plan Review Application - Denial	These records document the review and formal denial of a site plan application. These records may include the site plan application, plans and drawings, staff and consultant reviews, meeting records, findings, decisions by planning or governing bodies, and related correspondence or supporting materials.	RETAIN UNTIL: Denial date PLUS: 7 Years THEN: Destroy
Zoning	Z - 23	Site Plan Review Application - Withdrawn/Abandoned/Incomplete	These records document site plan applications that were withdrawn by the applicant or abandoned prior to final action. These records may include the site plan application, withdrawal notices or inactivity documentation, administrative records, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawal date PLUS: 3 Years THEN: Destroy
Zoning	Z - 24	Site Plan Review Application - Approval	These records document the review and approval of a site plan application. These records may include the site plan application, plans and drawings, conditions of approval, approvals or permits issued, inspection or compliance documentation, storm water documents, and related correspondence or supporting materials.	Permanent
Zoning	Z - 25	Special Land Use - Denial	These records document the review and formal denial of a special land use application. These records may include the application, site plans or supporting materials, staff and consultant reviews, meeting records, findings, decisions by planning or governing bodies, and related correspondence or supporting materials.	RETAIN UNTIL: Denial date PLUS: 7 Years THEN: Destroy

City of Cedar Springs
Retention and Disposal Schedule

Department	Item #	Record Series Title	Record Series Description	Retention Period
Zoning	Z - 26	Special Land Use - Withdrawn/Abandoned	These records document special land use applications that were withdrawn by the applicant or abandoned prior to final action. These records may include the application, withdrawal notices or inactivity documentation, administrative records, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawal date PLUS: 3 Years THEN: Destroy
Zoning	Z - 27	Special Land Use - Approval	These records document the review and approval of a special land use application. These records may include the application, site plans or supporting materials, conditions of approval, approvals or permits issued, compliance or inspection documentation, and related correspondence or supporting materials.	Permanent
Zoning	Z - 28	Special Land Use - Published Notices	These records document public notice requirements related to special land use applications. These records may include published legal notices, affidavits of publication, proof of publication, notice content, publication schedules, and related supporting materials.	RETAIN UNTIL: Current PLUS: 7 Years THEN: Destroy
Zoning	Z - 29	Special Land Use - Mailing List	These records document the preparation and use of property owner or interested-party mailing lists for special land use notifications. These records may include address lists, parcel data, mailing labels, certification statements, and related correspondence or supporting materials.	RETAIN UNTIL: Final decision PLUS: 1 Year THEN: Destroy
Zoning	Z - 30	Zoning Board of Appeals Variance Application - Denial	These records document the review and formal denial of a rezoning request. These records may include the rezoning application, staff and consultant reviews, meeting records, findings, decisions by planning or governing bodies, notices, and related correspondence or supporting materials.	RETAIN UNTIL: Denial date PLUS: 7 Years THEN: Destroy
Zoning	Z - 31	Zoning Board of Appeals Variance Application - Withdrawn/Abandoned	These records document the withdrawal or abandonment of a rezoning request prior to final action. These records may include the rezoning application, withdrawal requests or statements, meeting records (if applicable), administrative documentation, and related correspondence or supporting materials.	RETAIN UNTIL: Withdrawal date PLUS: 3 Years THEN: Destroy
Zoning	Z - 32	Zoning Board of Appeals Variance Application -Approval	These records document the review and approval of a rezoning request. These records may include the rezoning application, staff and consultant reviews, meeting records, ordinances or resolutions, conditions of approval, maps or zoning amendments, and related correspondence or supporting materials.	Permanent
Zoning	Z - 33	Zoning Board of Appeals Variance Application - Published Notices	These records document public notice requirements related to zoning applications. These records may include published legal notices, affidavits of publication, proof of publication, notice content, publication schedules, and related supporting materials.	RETAIN UNTIL: Current PLUS: 7 Years THEN: Destroy
Zoning	Z - 34	Zoning Board of Appeals Variance Application - Mailing List	These records document the preparation and use of property owner or interested-party mailing lists for zoning notifications. These records may include address lists, parcel data, mailing labels, certification statements, and related correspondence or supporting materials.	RETAIN UNTIL: Final decision PLUS: 1 Year THEN: Destroy
Zoning	Z - 36	Zoning Permit Sketch Plan	These records document preliminary site information submitted in support of a zoning permit request. These records may include sketch plans or drawings, property boundaries, existing and proposed structures, access points, dimensional information, zoning compliance details, and related correspondence or supporting materials.	Permanent

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 02/05/2024

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: **College/University**

Government Unit Name Kellogg Community College	Department Name Center for Student Success
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SECTION 2. APPROVALS

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 entity and of the people of Michigan.

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

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

Local Government Agency Representative	
Department of Technology, Management and Budget, Records Management Services	
Department of Technology, Management and Budget, Archives of Michigan	Approval Date:
State Administrative Board	

SECTION 3. RECORD INVENTORY

Records Retention and Disposal Schedule – Local Government Record Inventory

Michigan Department of Technology, Management and Budget
Records Management Services

Agency Name: Kellogg Community College

Item #	Record Series Title	Record Series Description	Retention Period
Item Intentionally left blank	Center for Student Success/Disability/Tutoring/Academic & Placement Testing	The Center for Student Success office is responsible for tutoring services, testing services, and disability accommodations.	Revised 3/17/2026
1001	Administrative Subject Files	These records document various topics, issues, projects, or activities in which the College or employee is involved. 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. Active - Subject files should be retained in the office while the topic is still considered ongoing interest.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1002	Calendars and Planners	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.	RETAIN UNTIL: Employee separation PLUS: 30 days THEN: Destroy
1003	Correspondence Records - General	These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the College. 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.	RETAIN UNTIL: Date sent or received PLUS: 2 years THEN: Destroy

1004	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.	RETAIN UNTIL: No longer possess ongoing administrative or reference value, or are superseded or updated THEN: Destroy
1005	Meeting Records	These records document meetings of employees that are internal to the College. They may include, but may not be limited to, meeting minutes, agendas, recordings, and distribution materials.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy
1006	Policies and Procedures	These files are created and maintained to document the history, version, etc. of all campus policies approved by the KCC Board of Trustees and office procedure information and manuals as well as postings of Federal and State Labor Laws as well as OSHA statements as directed by Human Resources.	RETAIN UNTIL: Topic no longer possesses ongoing administrative or reference value PLUS: 5 years THEN: Destroy
1007	Department Budget Documentation	These are the copies of meeting notes, spreadsheets, etc. for annual budget preparation. Official budget records are retained by the Office of Finance.	RETAIN UNTIL: Creation. PLUS: 3 years THEN: Destroy
1008	Rosters, Mailing Lists, and Contact Lists	These records document contact information for individuals or organizations with whom the College communicates. They may be used to generate labels or other documents. They may contain names, email addresses, mailing addresses, phone numbers, and other contact information.	RETAIN UNTIL: Updated or obsolete THEN: Destroy

1009	Transitory Records	These records document college 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
1010	Projects/Special Programs	Specific records, data, and compliance pieces for special projects.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1011	Starfish Kiosk	CSS daily check-in logs. Data and Assessment Team File by semester.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1012	Accommodations	Student submitted documentation (IEP or documentation from a medical professional) requesting accommodations (Etrieve & Maxient). Correspondence with students, faculty (instructor memo and notice of reasonable accommodations), and staff regarding accommodations. OneNote case notes.	RETAIN UNTIL: Creation PLUS: 7 years THEN: Destroy
1014	Service Animal Voluntary Registration	Hard copy scanned and saved in Etrieve. Hard copy is destroyed immediately after Etrieve upload.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1015	Alternative Text Request Form	Hard copy scanned and saved in Etrieve. Hard copy is destroyed immediately after Etrieve upload.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1016	Student Disability Grievance Records	Students with complaints regarding the college's compliance with provisions of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act have the right to file a grievance. These files may contain but are not limited to the following: grievance report (Student Disability Grievance Formal Resolution Request), grievance procedure and information regarding the student's	RETAIN UNTIL: Event PLUS: 7 years THEN: Destroy

		disability (usually comes from the Office of Disability Support Services), etc.	
1017	Net Tutor	Usage and data analysis pulled from the platform.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1018	Schedules for Adjunct and Peer Tutors	Semesterly tutoring schedule. Tutoring availability form (hard copy).	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1019	Requests/Referrals	Tutoring referrals/requests mailbox received through Starfish (tutoring@kellogg.edu)	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1020	Confidentiality Agreements/Hiring Policies	Adjunct and peer tutors signed agreements (hard copy).	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1021	Resume for Tutoring	Prospective tutor resumes.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1022	Testing Schedule	Starfish calendar, associated printed daily testing sheets, and Instructor pick-up sheets. Scanned and saved. Teams folder.	RETAIN UNTIL: Creation. PLUS: 5 years THEN: Destroy
1023	Test Re-Take Forms	These records document student requests to re-take tests, confirm the \$5 re-take payment with the Registrar's Office, and track the number of re-takes processed through the Testing Center.	RETAIN UNTIL: Creation PLUS: 5 years THEN: Destroy
1024	Placement Scores	These records document student placement test results, which are entered into Colleague and maintained as part of the student's permanent academic record.	PERMANENT
1025	Academic Testing Materials	These records include academic tests, exams, or assignments provided by instructors through the FreshWorks work order system. Materials are either shredded or returned to the instructor at the end of each semester.	RETAIN UNTIL: End of semester THEN: Destroy



RMS Preparer Caryn Wojcik
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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
Licensing and Regulatory Affairs	Bureau of Construction Codes (BCC)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.
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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.

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

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

*All currently approved agency-specific and general schedules are available online at
<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>*

LARA Department of Licensing and Regulatory Affairs
BCC Construction Codes

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Bureau of Construction Codes (BCC) works to assure that the built environment and the systems within are sound, safe, and sanitary; building users' health, safety, and welfare are protected; and that, through a coordinated program of code compliance, investigation, and training, there is consistent application of standards.		
25564	Land Development Activity Records	These records document monitoring of land development activities. They may include, but may not be limited to, filings of annexation petitions and various incorporations, and receipt of Circuit Court petitions filed to correct, alter, or revise a plat.	RETAIN UNTIL: Activity is closed PLUS: 7 years THEN: Destroy	
25569	Plat Work Files	These records document the review and approval process for final subdivision plats throughout the State of Michigan, under 1967 PA 288.	RETAIN UNTIL: Plat is recorded PLUS: 2 years THEN: Destroy	
25570	Plat Alteration Records	These records document actions that alter recorded plats. They may include, but may not be limited to, municipal resolutions of vacation or change to a recorded plat, and Circuit Court orders.	Permanent THEN: If changed, transfer to the Archives of Michigan	
25571	Recorded Plat Files	These records document plats that are recorded. They may include, but may not be limited to, certified copies of subdivision plats, and data.	Permanent THEN: If changed, transfer to the Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
25577	Land Corner Recordation Certificates - paper until 2020 (obsolete)	These records document where land corners are located within the State of Michigan. They may include, but may not be limited to, certificates that are recorded at each county register of deeds.	RETAIN UNTIL: Certificate is digitally imaged THEN: Transfer to the Archives of Michigan	
25578	Survey and Remonumentation Grant Files	These records document the review and approval of annual grants that are distributed to each county. They may include, but may not be limited to, grant documents, and activity data.	RETAIN UNTIL: Grant is closed out PLUS: 7 years THEN: Destroy	
25579	Survey Monument Replacement Fee Records	These records document the remittance of fees to the State Treasurer from the counties for money received.	RETAIN UNTIL: Fee is received PLUS: 5 years THEN: Destroy	
25581	Land Corner Recordation Certificates - electronic (supersedes item # 25577A)	These records document where land corners are located within the State of Michigan. They may include, but may not be limited to, certificates that are recorded at each county register of deeds.	RETAIN UNTIL: Land corners are no longer required by the State of Michigan THEN: Transfer to the Archives of Michigan	
28874	Construction Lien Recovery Fund - Member and Claims Data (obsolete)	These records document members of the construction lien recovery fund. Data may include, but may not be limited to, member application data, claims data, and payment data.	RETAIN UNTIL: Updated or claims are no longer eligible to be paid PLUS: 2 years THEN: Destroy	
28875	Construction Lien Recovery Fund - Claimant Files - Dismissed (obsolete)	These records document dismissed claims filed by a supplier or laborer against the recovery fund. They may include, but may not be limited to, claims, correspondence, payment vouchers, investigative materials, court filings, and final orders.	RETAIN UNTIL: Dismissed PLUS: 10 years THEN: Destroy	
28876	Construction Lien Recovery Fund - Claimant Files (obsolete)	These records document claims filed by a supplier or laborer against the recovery fund. They may include, but may not be limited to, claims, correspondence, payment vouchers, investigative materials, court filings, and final orders.	RETAIN UNTIL: Case is closed, and all claims are paid PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
28879	Construction Lien Recovery Fund - Remittance Processing Transaction Reporting Records (obsolete)	These records document the processing of transactions. They may include, but may not be limited to, reports that lists identification numbers, fees received, total amount paid, batch information, and dates.	RETAIN UNTIL: Report is created PLUS: 5 years THEN: Destroy	
30302	Complaints Files - Licensed and Non-Licensed Persons	These records document complaints against licensed and non-licensed persons performing work, or complaints concerning alleged violations of the codes, under BCC authority, including all residential builders, maintenance and alteration license holders, as well as manufactured housing complaints. They may include, but may not be limited to, written complaints, correspondence, investigation materials, findings, memoranda of advice, hearing reports, transcripts, cease and desist correspondence, and final orders.	RETAIN UNTIL: License is inactive or until the final order, consent order, or stipulation(s) are met, and until all fines and/or restitution are paid PLUS: 3 years THEN: Destroy	
30309	Licensing Exam Files	These records document the content of licensing exams that are administered by BCC or its vendor (PSI Services). They may include, but may not be limited to, master exams, scoresheets, exam data, and supporting documentation.	RETAIN UNTIL: Replace by a new examination PLUS: 3 years THEN: Destroy	
30310	Permit Files	These records document permits that are issued to authorize the construction of mobile home parks, elevator, electrical, boiler, plumbing, mechanical, and building work at job sites. They may include, but may not be limited to, permit applications, permits, certificates of occupancy, blueprints, specifications, drawings, alterations, extensions, variances, and water quality documents.	RETAIN UNTIL: Permit is closed PLUS: 2 years THEN: Destroy	
30311	Elevator Inspector Activity Records (obsolete)	These records document the daily work activities of elevator inspectors. They may include, but may not be limited to, activity reports, and supporting documentation.	RETAIN UNTIL: Report is completed PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
30316	Product Approval Records - Approved	These records document the review of new products used by the construction industry that are approved to be used in Michigan. They may include, but may not be limited to, applications, certificates of acceptability, correspondence, and supporting documentation.	RETAIN UNTIL: Product is approved PLUS: 10 years THEN: Destroy	
30317	Product Approval Records - Not Approved, Abandoned, or Incomplete	These records document the review of new products used by the construction industry that are not approved to be used in Michigan, or that were submitted incompletely or abandoned. They may include, but may not be limited to, applications, certificates of acceptability, final decisions, correspondence, and supporting documentation.	RETAIN UNTIL: Product is disapproved, or date of receipt if abandoned or incomplete PLUS: 2 years THEN: Destroy	
30318	Elevator and Boiler Device Files	These records document each elevating device, boiler, or nuclear power plant inspected by BCC. They may include, but may not be limited to, elevator usage approval or denial forms, variance requests, accident reports, records of welded repairs, and complaints.	RETAIN UNTIL: Device is scrapped, removed from service, or the building is demolished PLUS: 2 years THEN: Destroy	
30321	Elevator Safety Testing Records	These records document elevator safety tests. They may include, but may not be limited to, reports, and supporting documentation.	RETAIN UNTIL: Report is completed PLUS: 7 years THEN: Destroy	
30323	Violation Notice and Correction Order Files	These records document violation notices and correction orders that were issued upon inspection. They may include, but may not be limited to, notices of violation issued to all building, electrical, elevator, boiler, mechanical, and plumbing permits holders for violations of the adopted code.	RETAIN UNTIL: Problem is corrected PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
30324	Premanufactured Facility and Third Party Inspection Agency Records	These records document the premanufactured facility agency approval of construction and third party inspections. They may include, but may not be limited to, applications, records, approvals, complaints, compliance assurance programs, plans, specification, engineering calculations, product data, and label reports.	RETAIN UNTIL: Documents are submitted PLUS: 6 years THEN: Destroy	
30332	Daily Receipt Validation Files (obsolete)	These records document the validation of daily receipts. They may include, but may not be limited to, check numbers, dated, transaction numbers, division codes, and amounts paid.	RETAIN UNTIL: Receipt is validated PLUS: 3 years THEN: Destroy	
34731	License Verification Request Files	These records document requests from other state boards for verification or certification of professionals licensed in Michigan.	RETAIN UNTIL: Request is received PLUS: 2 years THEN: Destroy	
40556	Course Files - Continuing Education Programs	These records document individuals applying to provide education and training courses for code officials, inspectors, and plan reviewers as required by the Skilled Trades Regulation Act. They may include, but may not be limited to, applications, course syllabi, correspondence, and supporting documentation.	RETAIN UNTIL: Application is received PLUS: 2 years THEN: Destroy	
40558	County Atlas Maps (superseded by GS-ADM-0106)	These record document the state of development of each county between 1872 and 1923.	Retain in compliance with GS-ADM-0106	
40559	Course Files - Education Programs	These records document individuals applying to provide education and training courses for residential builders as required by the Occupational Code. They may include, but may not be limited to, applications, course syllabi, correspondence, and supporting documentation.	RETAIN UNTIL: Cycle ends PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40560	Complaint Files - Education Programs	These records document complaints regarding educational program courses. They may include, but may not be limited to, written complaints, investigation materials, findings, memoranda of advice, hearing reports, transcripts, applications, course syllabi, correspondence, course programs, supporting documentation, and final orders.	RETAIN UNTIL: Case is closed PLUS: 2 years THEN: Destroy	
40561	Complaint Files - Local Governmental Agencies	These records document complaints against local governmental agencies. They may include, but may not be limited to, written complaints, correspondence, investigation materials, findings, memoranda of advice, hearing reports, transcripts, cease and desist correspondence, and final orders.	RETAIN UNTIL: Case is closed PLUS: 3 years THEN: Destroy	
40819	Ride and Lift Inspection Records (supersedes item # 40821-40822)	These records document licensed carnivals, amusement,s and ski areas. They may include, but may not be limited to, inspection reports, and safety notices.	RETAIN UNTIL: Licensee is no longer active PLUS: 10 years THEN: Destroy	
40820	Rides and Lift Operation Records (supersedes item # 40821-40822)	These records document the construction, alteration, and operation of carnival and amusement rides, as well as ski lifts. They may include, but may not be limited to, blueprints, safety bulletins, operations and maintenance manuals, parts catalogs, erection manuals, construction or alteration information, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 50 years OR RETAIN UNTIL: Decommissioned PLUS: 2 years, whichever is sooner THEN: Destroy	
43090	Ordinance Files - Approved (supersedes item # 30299)	These records document municipalities that are approved to administer and enforce construction codes. They may include, but may not be limited to, ordinances, applications, notices of intent to continue construction code operations, correspondence, and supporting documentation.	RETAIN UNTIL: Ordinance is approved PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43091	Ordinance Files - Denied, Incomplete, or Abandoned	These records document municipalities that cannot administer and enforce construction codes. They may include, but may not be limited to, applications, ordinances, notices of intent to continue construction code operations, correspondence, and supporting documentation.	RETAIN UNTIL: Application is denied, or date of receipt if abandoned, or date submitted incomplete PLUS: 2 years THEN: Destroy	
43092	Sanction Monitoring Records	These records document sanctions taken against licensees. They may include, but may not be limited to, licensee information, orders, correspondence, and supporting documentation.	RETAIN UNTIL: License is inactive or until the final order, consent order, or stipulation(s) are met, and until all fines and/or restitution are paid PLUS: 3 years THEN: Destroy	
43093	Disciplinary Action Reporting (DAR) Records	These records document disciplinary actions taken against licensees. They may include, but may not be limited to, reports containing information about the licensee who appealed to the Board's action to a higher court, and supporting documentation.	RETAIN UNTIL: Report is finalized PLUS: 3 years THEN: Destroy	
43094	License Citation Files	These records document citations issued by regulation agents and auditors against licensees under the Occupational Code, the Skilled Trades Regulation Act and the Bureau of Construction Codes Administrative Rules. They may include, but may not be limited to, citations, proof that the fine payment was received by cashing, and supporting documentation.	RETAIN UNTIL: License is inactive, or until the final order, consent order, or stipulation(s) are met, and until all fines and/or restitution are paid PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43095	Licensing and Registration Files - Approved (supersedes item # 30306, 30315)	These records document applications submitted by individuals for a plumbing, electrical, elevator, mechanical, mobile home, residential builders, maintenance and alteration building contractors, or boiler licenses, registrations of apprentices, and registrations of inspectors and plan reviewers in municipalities. They may include, but may not be limited to, applications, contractor bonds, expired licenses, correspondence, supporting documentation, and exam scores.	RETAIN UNTIL: License is inactive or until the final order, consent order, or stipulation(s) are met, and until all fines and/or restitution are paid PLUS: 3 years THEN: Destroy	
43096	Licensing and Registration Files - Denied or Incomplete (supersedes item # 30307A)	These records document applications for boiler, electrical, elevator, mechanical, residential builders, maintenance and alteration building contractors, or plumbing licenses, and apprentice registrations that were submitted incomplete or did not meet mandated criteria. They may include, but may not be limited to, applications, supporting documentation, denials, and requests for additional information.	RETAIN UNTIL: Application is denied, or submitted incomplete PLUS: 2 years THEN: Destroy	
43097	License Renewal Files (supersedes item #30308)	These records document license renewals for boiler, electrical, elevator, mechanical, residential builders, maintenance and alteration building contractors, and plumbing licenses or apprentice registrations. They may include, but may not be limited to, renewal applications with validation of the amount paid, and supporting documentation.	RETAIN UNTIL: Renewal is reviewed PLUS: 2 years THEN: Destroy	
43099	Construction Code Appeal Files - Approved	These records document approved construction code appeals. They may include, but may not be limited to, applications, final orders, correspondence, and supporting documentation.	RETAIN UNTIL: Appeal is approved PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43100	Construction Code Appeal Files - Denied, Abandoned, or Incomplete	These records document denied construction code appeals, or incomplete or abandoned submittals. They may include, but may not be limited to, applications, final orders, correspondence, and supporting documentation.	RETAIN UNTIL: Appeal is denied, or date of receipt if abandoned or incomplete PLUS: 2 years THEN: Destroy	
43101	Plan Review Drawings and Files (supersedes item # 30326A-C)	These records document plan reviews and drawings for general construction of buildings, structures, mobile home parks, premanufactured structures, and barrier free design rule exceptions. Plan review types include building, structure, electrical, energy, mechanical, plumbing, site, boiler, elevator, barrier free, or other special reviews. The files may include, but may not be limited to, applications, letters, reports, receipts, invoices, hearing notices, recommendations, approvals, validations, drawings, photos, plans, specifications, calculations, correspondence, deposits, notifications, minutes, agendas, and supporting documentation.	RETAIN UNTIL: Plan is approved PLUS: 6 years THEN: Destroy	
43102	Local Assistance Files - Approved (supersedes # 30333)	These records document approved requests from municipalities for assistance. They may include, but may not be limited to, requests, correspondence, and supporting documentation.	RETAIN UNTIL: Activity is closed PLUS: 2 years THEN: Destroy	
43103	Local Assistance Files - Denied, Abandoned, or Incomplete	These records document denied requests from municipalities for assistance, or incomplete or abandoned requests. They may include, but may not be limited to, requests, correspondence, and supporting documentation.	RETAIN UNTIL: Request is denied, or date of receipt if abandoned or incomplete PLUS: 2 years THEN: Destroy	
43104	School Delegation Files - Approved (supersedes item # 40555)	These records document approved annual delegations of school plan review and inspection authority to a local jurisdiction. They may include, but may not be limited to, applications, approvals, and supporting documentation.	RETAIN UNTIL: Delegation is issued PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43105	School Delegation Files - Denied, Abandoned, or Incomplete	These records document denied annual delegation of school plan review and inspection authority to a local jurisdiction, or incomplete or abandoned applications. They may include, but may not be limited to, applications, and supporting documentation.	RETAIN UNTIL: Delegation is denied, or date of receipt if abandoned or incomplete PLUS: 2 years THEN: Destroy	



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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
Licensing and Regulatory Affairs	Michigan Public Service Commission - Energy Resources Division (MPSC35)

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.

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

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

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LARA **Department of Licensing and Regulatory Affairs**
MPSC35 **PSC-Energy Resources Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Energy Resources Division is responsible for implementation of the state's Clean & Renewable and Energy Waste reduction Act, evaluating certificate of necessity filings, administration of Michigan's gas and electric customer choice programs, electric resource adequacy and modeling, and federal issues related to wholesale energy markets and transmission.		
24326	Environmental Protection Agency (EPA) Files (obsolete)	These records document official notices from federal agencies about federal environmental standards. They may include, but may not be limited to, regulations, notice of filings, rulemaking documents, and correspondence.	Immediate destruction	
24327	Energy Issue Records - Staff Reports	These reports document staff opinions and positions about energy issues. They may include, but may not be limited to, reports that are published or distributed to various entities.	RETAIN UNTIL: No longer of reference value THEN: Transfer to the Archives of Michigan	
24328	Energy Issue Records - Staff Work Papers	These records document staff development of issue reports and recommendations to the MPSC about various utility, energy and technology matters. Topics may include demand response, renewable energy generation and transmission, advanced metering infrastructure, microgrids, etc. The records may include, but may not be limited to, notes, spreadsheets, reference materials obtained from a variety of sources, and drafts.	RETAIN UNTIL: Report or order is issued PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
24331	Legal Discovery Files	These records document information that is requested for investigations, litigation, hearings, etc.	RETAIN UNTIL: Commission order is issued or the case is closed THEN: Destroy	
24378	Federal Energy Regulatory Commission Case Files	These records document the analysis of federal cases related to proposed pipelines or rates to determine the effect they may have in the State of Michigan. They may include, but may not be limited to, legal pleadings, testimony, engineering specifications cost estimates, economic studies, environmental impact statements, accounting information, and correspondence.	RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy	
39254	Integrated Resource Plan (IRP) Files	These records document the development of IRP modeling scenarios and assumptions outlined in PA 341 Section 6T(1). They may include, but may not be limited to, potential studies, lists of associated state or federal laws, rules or regulations, written comments, transcripts, and Commission orders. These records also document IRPs filed by Michigan Utilities outlined in PA 341 Section 6T(3). They may include, but may not be limited to, applications, discovery, testimony, briefs, proposals for decision, exceptions, and Commission orders.	RETAIN UNTIL: Plan is no longer in effect PLUS: 10 years THEN: Destroy	
39455	MIRECS Compliance Reports and Renewable Energy Eligibility Files	These records document and validate the 2008 PA 295 compliance reports that are filed in the Michigan Renewable Energy Certification System (MIRECS). They also reflect the research and analysis completed by staff in approving or rejecting new renewable or advanced cleaner energy fuel types and/or technologies.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	



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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
Licensing and Regulatory Affairs	Michigan Public Service Commission - Regulated Energy Division (MPSC50)

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.

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

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

*All currently approved agency-specific and general schedules are available online at
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LARA Department of Licensing and Regulatory Affairs
MPSC50 PSC-Regulated Energy Division

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Regulated Energy Division is responsible for accounting and audit issues, financial statistics, annual reports, annual public utility assessments, rate case participation, rate design, energy tariff administration, and cost of service.		
24330	Energy Price Rate Records	These records document rates and charges for electric, natural gas, and steam companies, late payment charges, customer billing practices, extension policies for service, provisions for service, conditions for service, utilization of service, metering equipment, etc. They may include, but may not be limited to, rate sheets.	RETAIN UNTIL: Superseded or canceled PLUS: 50 years THEN: Destroy	
24332	45 Day Reporting Records	These records document data that is reported by electric, natural gas, and steam utilities. They may include, but may not be limited to, revenue, costs, and power supply cost recovery (PSCR) sales.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
24340	Power Line Franchise Records	These records document contractual agreements between individual municipalities and utility companies granting business to the company and setting forth conditions for placement of power lines.	RETAIN UNTIL: Corporation/com pany, municipality, or utility no longer exist PLUS: 2 years THEN: Destroy	
24343	Special Contract Files	These records document contracts entered into by a utility for sale of its product and not covered by its approved rate schedule.	RETAIN UNTIL: Contract expires PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
24377	Refund Reporting Records	These records document refunds to gas company customers and how those refunds were calculated and issued. They may include, but may not be limited to, refund letters, customer logs, refund reports, and copies of tariffs citing refund procedures.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
24450	Annual Utility Operating Reporting Records	These records document general, financial, operating, and statistical data that is submitted by gas companies, electric companies, and those utilities funded by the Rural Electrification Administration. They may include, but may not be limited to, annual reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Transfer to the Archives of Michigan	
24452	Depreciation Case Files	These records document the review of depreciation rates and how they are calculated. They may include, but may not be limited to, depreciation orders, testimony, exhibits, workpapers, responses to discovery and/or audit requests, spreadsheets, notes, correspondence, and supporting documentation.	RETAIN UNTIL: Commission order is issued PLUS: 5 years THEN: Destroy	
24453	Accounting Order Files	These records document applications filed by utilities seeking authority for accounting. They may include, but may not be limited to, applications, testimony, exhibits, briefs, reviews, and orders.	RETAIN UNTIL: Next rate case is completed PLUS: 2 years THEN: Destroy	
39246	Staff Research Records - Work Papers	These records document the development of recommendations to the MOSC, or the generation of staff issue reports, or filed testimony in mergers and acquisition cases, securitization cases and true-ups, alternative gas supplier and alternative electric supplier applications, and complaint cases. They may include, but may not be limited to, staff notes, spreadsheets, reference materials, and drafts.	RETAIN UNTIL: Case is closed PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39247	Audit Files - Work Papers	These records document audits completed on a utility company's internal compliance audits, cooperative times interest earned ratio cases, and rate cases. They may include, but may not be limited to, informal requests for information for the utilities, spreadsheets, and supporting documentation.	RETAIN UNTIL: Audit is completed PLUS: 5 years THEN: Destroy	
39248	Annual Utility Operating Reporting Records	These records document general, financial, operating, and statistical data about the activities of gas companies, electric companies, and cooperatives. They may include, but may not be limited to, annual reports (P-521, P-522, S-102, RUS form 7, and RUS form 12), public utility assessment forms, and code of conduct forms.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	
39249	Reconciliation Discovery Files	These record document reconciliation cases. They may include, but may not be limited to, requested information, information required during an investigation of a company, and information gathered for preparation of a hearing for any electric, gas, or cooperative utility case.	RETAIN UNTIL: Case is closed PLUS: 3 years THEN: Destroy	
39250	Reconciliation Files - Work Papers	These records document the development of staff positions on "other" reconciliations, such as uncollectible expense tracker mechanism, revenue, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
39252	Alternative Electric and Gas Supplier Files	These records document alternative electric and gas suppliers. They may include, but may not be limited to, annual statistical data forms, monthly gas choice status, AGS and AES quarterly reports, code of conduct complaints, and reviewed AGS marketing materials.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	
39253	Rate Case Files	These records document rate cases heard by the MPSC. They may include, but may not be limited to, testimony, exhibits, briefs, reviews, and orders.	RETAIN UNTIL: Order is issued PLUS: 10 years THEN: Destroy	



RMS Preparer Caryn Wojcik
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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
Licensing and Regulatory Affairs	Michigan Public Service Commission - Customer Assistance Division (MPSC80)

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.

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

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

*All currently approved agency-specific and general schedules are available online at
<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>*

LARA **Department of Licensing and Regulatory Affairs**
MPSC80 **PSC-Customer Assistance Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Customer Assistance Division (CAD) is responsible for assisting Michigan residents and businesses with questions regarding their energy utility service and billing questions, navigating service options, or to learn more about energy and utility issues, and oversees the delivery of energy assistance grants to low-income residents made through partner organizations.		
24335	Customer Assistance Quarterly Reporting Records	These records document the quarterly reports that are submitted by electric and natural gas utility companies within 20 calendar days after the end of each calendar quarter. They may include, but may not be limited to, reports that summarize complaints and hearings, escalated complaints, and service shutoffs and restorations.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
24337	Informal Complaint Files	These records document customer complaints involving cable, electric, natural gas and telecom utility companies. They may include, but may not be limited to, customer complaints (containing account name, address, city, company code, closed date, referral information, subject of complaint, and comments), informal appeals, response letters, and correspondence.	RETAIN UNTIL: Complaint is received PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
24367	Informal Complaint Data	These records document complaints that are received by phone, website, fax, email, or letter. Ad-hoc reports or statistics can be generated from this system to show patterns of complaint types. Data may include, but may not be limited to, complainant name, date, type of complaint, additional information (notes), company, and resolution.	RETAIN UNTIL: Complaint is received PLUS: 10 years THEN: Destroy	
39296	Energy Grant Files - Awarded	These records document grants awarded to organization and individuals for the performance of energy related projects. They may include, but may not be limited to, applications, proposals, contracts, reports, correspondence, and supporting documentation.	RETAIN UNTIL: Project is completed PLUS: 7 years THEN: Destroy	
39297	Energy Grant Files - Not Awarded	These records document proposals that were not awarded for energy related projects. They may include, but may not be limited to, proposals, correspondence, and supporting documentation.	RETAIN UNTIL: Decision is made not to award grant PLUS: 2 years THEN: Destroy	



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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

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Michigan Gaming Control Board	Sports Wagering (SPORTS)

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.

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

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

*All currently approved agency-specific and general schedules are available online at
<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>*

MGCB **Michigan Gaming Control Board**
SPORTS **Sports Wagering**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	MGCB is responsible for approving licensed sport betting operators or licensed platform providers for any new league or events under the Lawful Internet Gaming Act of 2019 (LIGA), the Lawful Sports Betting Act of 2019 (LSBA), the Fantasy Contests Consumer Protection Act of 2019 (FCCP), and administrative rules.		
43575	Sports Wagering Submission Records	These records document sports wagering submissions by a sports betting operator or internet sports betting platform provider. They may include, but may not be limited to, requests for approval of new leagues, MGCB approvals, and investigative records.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
43576	Sports Wagering House Rules Files	These records document rules submitted to MGCB in response to laws and internal control standards requiring each casino to report specific events and/or changes to internal controls and related operating procedures, as well as information used to monitor compliance. The house rules govern retail and/or internet sports betting, including, but not limited to, methods of reporting by licensees, qualifications, and standards. The files may include, but may not be limited to, submitted rules, and MGCB approvals.	RETAIN UNTIL: Rules are replaced by new version PLUS: 3 years THEN: Destroy	
43577	Sports Wagering Integrity Monitoring Records	These records document integrity monitoring notifications received by the MGCB as required by administrative rule R432.743 (8). They may include, but may not be limited to, correspondence, monitoring reports, and notification summaries.	RETAIN UNTIL: Date created PLUS: 60 days THEN: Destroy	