

**State of Michigan
Records Management Services
General Schedule #8: Municipalities**

All general schedules that are approved for use by Michigan local governments are available online at www.michigan.gov/recordsmanagement.

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Office	Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
Section 1: General Records - All Offices		Administrative Records - Annual Reports		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 1: General Records - All Offices	a	Administrative Records - Correspondence and Memoranda - General or Routine		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 1: General Records - All Offices	b	Administrative Records - Correspondence and Memoranda - Policy		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 1: General Records - All Offices		Administrative Records - Minutes of Council, Boards, Commissions, Committees, and Other Official Groups		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 1: General Records - All Offices		Photographic Records - Prints (identify fully)		RETAIN UNTIL: No longer of reference value THEN: Destroy If changed, contact Archives of Michigan	4/7/1998
Section 1: General Records - All Offices		Photographic Records - Negatives (identify fully)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 1: General Records - All Offices	a	Publications (Produced by Own Unit of Government) - Official Record		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 1: General Records - All Offices	b	Publications (Produced by Own Unit of Government) - Duplicates		RETAIN UNTIL: No longer of reference value THEN: Destroy	4/7/1998
Section 1: General Records - All Offices		Vehicle Repair Records - Lubrication Reports		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 1: General Records - All Offices		Vehicle Repair Records - Vehicle Maintenance Card		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 2: Airport		Airfield Inspection Report		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 2: Airport	a	Airport Advisory Board Minutes (If a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/1998
Section 2: Airport	b	Airport Advisory Board Minutes (If no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 2: Airport	a	Annual Report (If a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998

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Section 2: Airport	b	Annual Report (If no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 2: Airport		Budget		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 2: Airport		Construction Plans		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 2: Airport		Daily Balance Sheets		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 2: Airport		Daily Security Report		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 2: Airport		Hanger Leases		RETAIN UNTIL: Lease expires PLUS: 6 years THEN: Destroy	4/7/1998
Section 2: Airport		Height Zoning Report		PERMANENT	4/7/1998
Section 2: Airport		Operational Field Report		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department	a	Accounts Receivable Cases - Indexes	Record of court actions relating to claims arising from other city departments turned over to Attorney's Office for handling – includes correspondence and legal papers	PERMANENT	4/7/1998
Section 4: Attorney or Legal Department	b	Accounts Receivable Cases - Case Files	Record of court actions relating to claims arising from other city departments turned over to Attorney's Office for handling – includes correspondence and legal papers	RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department	a	Real Property Acquisition Cases - Indexes	Record of real property acquired by city through purchases and/or eminent domain proceedings – includes notices, orders, correspondence, deeds, conversions (alley closing) and workpapers	PERMANENT	4/7/1998
Section 4: Attorney or Legal Department	b	Real Property Acquisition Cases - Case Files	Record of real property acquired by city through purchases and/or eminent domain proceedings – includes notices, orders, correspondence, deeds, conversions (alley closing) and workpapers	PERMANENT	4/7/1998
Section 4: Attorney or Legal Department	a	Negligence Cases - Indexes	Record of negligence and general law actions involving the city – includes all workpapers, correspondence and legal papers	PERMANENT	4/7/1998
Section 4: Attorney or Legal Department	b	Negligence Cases - Case Files	Record of negligence and general law actions involving the city – includes all workpapers, correspondence and legal papers	RETAIN UNTIL: Final action PLUS: 10 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department	a	Labor Relations Cases - Case Files	Record of contract negotiations and arbitrations for the city – includes workpapers and correspondence	PERMANENT	4/7/1998

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Section 4: Attorney or Legal Department	a	Taxation Cases - Indexes (any retrieval guide)	Record of actions involving collections for tax arrears -- includes correspondence and legal papers related to the action	RETAIN UNTIL: Final action PLUS: 5 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department	b	Taxation Cases - Case Files	Record of actions involving collections for tax arrears -- includes correspondence and legal papers related to the action	RETAIN UNTIL: Final action PLUS: 5 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department	a	Workers Compensation Cases - Indexes	Record of action in workers compensation cases to which the city is a party – includes correspondence, legal papers, and workpapers	PERMANENT	4/7/1998
Section 4: Attorney or Legal Department	b	Workers Compensation Cases - Case Files	Record of action in workers compensation cases to which the city is a party – includes correspondence, legal papers, and workpapers	RETAIN UNTIL: Final action PLUS: 30 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department		Opinions		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department		Ordinances (see Section G)		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department		Resolutions		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 4: Attorney or Legal Department		Warrant Requests		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 5: Building Department		Building Permit Applications		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 5: Building Department	a	Building Plans - Commercial Buildings		RETAIN UNTIL: Life of structure THEN: Destroy If changed, contact Archives of Michigan	4/7/1998
Section 5: Building Department	b	Building Plans - Non-Commercial Buildings		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 5: Building Department		Building Maintenance Record (City Owned)		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 5: Building Department		Building Reports (Monthly)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 5: Building Department		Citizen Complaints		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department		Commercial Postings (Building Requirements)		PERMANENT	4/7/1998

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Section 5: Building Department		Contractor Licensing Record		RETAIN UNTIL: Current year ends PLUS: 10 years THEN: Destroy	4/7/1998
Section 5: Building Department		Daily Reports		RETAIN UNTIL: Current year ends PLUS: 2 years THEN: Destroy	4/7/1998
Section 5: Building Department		Housing Posting List		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 5: Building Department	a	Minutes of Board Meetings (If permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy If changed, contact Archives of Michigan	4/7/1998
Section 5: Building Department	b	Minutes of Board Meetings (If no permanent copy is filed in the City Clerk's Office)		PERMANENT	4/7/1998
Section 5: Building Department		Nonconforming Uses Record		RETAIN UNTIL: Current year ends PLUS: 10 years THEN: Destroy	4/7/1998
Section 5: Building Department	a	Permits - Building and Wrecking		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 5: Building Department	b	Permits - Curb Cut		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department	c	Permits - Culverts		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department	d	Permits - Excavations		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department	e	Permits - Plumbing, Heating, Electrical		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department	f	Permits - Pavement Removal		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department	g	Permits - Sidewalk Construction		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 5: Building Department		Permit Log Books		PERMANENT If changed, contact Archives of Michigan	4/7/1998

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Section 5: Building Department		Permit Receipts		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 5: Building Department		Registrations (Dwellings)		RETAIN UNTIL: Life of the dwelling THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Withholding Tax Statement (CW-2) Copy A – filed with employer		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Reconciliation of Income Tax Withheld (CW-3)	This form is filed by employer along with W-2 for each employee. Also accompanying is adding machine tape or accounting machine listing showing the total of income tax withheld on form W-2 (employee)	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Employee Withholding Certificate (CW-4)		RETAIN UNTIL: Current year ends PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Employer's Withholding Registration (C-SS-4)	Trade name, Employer's name, type of organization	RETAIN UNTIL: Current year ends PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Employer's Return of Income Tax Withheld (C941)	Tax withheld, adjustments, total. This form accompanies Employer's payment to City Treasurer.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Quarterly Statement of Account (Estimated Tax) (C1124)	One filed each quarter (color coded). They are attached to 1040 ES at end of year	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Tax Statement (IT-23)	Payment form used when there is some type of payment or filing irregularity	RETAIN UNTIL: Current year ends PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Miscellaneous Income (1099-MISC)		RETAIN UNTIL: Current year ends PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Individual Income Tax Return (resident) (C1040R)	With attached copy of employee W-2	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Individual Income Tax Return (non-resident) (C1040N)	With attached copy of employee's W-2	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Declaration of Estimated Income Tax (Annual Declaration) (C1040ES)	Quarterly cards are added to this	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Fiduciary Return (C1041)	Income returns for trust funds and estates	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998

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Section 11: City Income Tax Office		Corporation Income Tax Return (C1065)		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Partnership Income Tax Return (C1065)		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Application for Extension for Filing Annual Returns	Filled out and submitted in triplicate, if approved one copy kept in agency file, two copies returned to file – one of which he/she attaches to his/her return form when filed	RETAIN UNTIL: Current year ends PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Receipt Books		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Validated Receipts		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Refund Warrants		RETAIN UNTIL: Date created PLUS: 8 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Computer Printouts - File Maintenance		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Computer Printouts - Payment Batch Total also labeled "Batch Balancing Printout" or "Kickout Register"	Federal ID# or SS#; quarter; year; amount paid by or to each individual in that batch; what total amount should be; any difference	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Quarterly Mailing List (C941 and W-3)	Names and addresses of persons to whom forms should be sent – by ID#	RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Bank Reconciliation (from bank)	Reconciliation of tax revenues giving account #; serial # of checks; date	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Reconciliation (W-3)	Verifies balance between W-2 and W-3; lists any discrepancies	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Refund Register of "Final Return Reconciliation"	Account #; Batch #; name; tax due; tax paid; refund amount	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Personal Property Master Roll	Property code; county; mailing address; description; assessor; Board of Review	RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 11: City Income Tax Office		Check Register or "Refunds"	SS#; name, additions; subtractions; net; gross; exemptions; batch #; tax; check #; amount of refund	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 12: Manager or Mayor		Annual Budget		PERMANENT If changed, contact Archives of Michigan	4/7/1998

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Section 12: Manager or Mayor		Annual Budget - Workpapers		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 12: Manager or Mayor		Complaint Files		RETAIN UNTIL: Date created PLUS: 1 year OR RETAIN UNTIL: Complaint settled THEN: Destroy	4/7/1998
Section 12: Manager or Mayor	a	Correspondence and Memoranda - Routine		RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/1998
Section 12: Manager or Mayor	b	Correspondence and Memoranda - Policy		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 12: Manager or Mayor		Emergency Plan - Civil Defense		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 12: Manager or Mayor		Labor Agreements (City Employees)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 12: Manager or Mayor		Opinions - Legal Advisor		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 12: Manager or Mayor		Organizational Charts		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Address Coding Guide List		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning		Annexation Record		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Census Data		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Citizen Complaints		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning		Community Development Block Grant Records		Contact HUD since retention requirements not listed in 24CFR 570.490	4/7/1998
Section 15: Planning Department, Zoning	a	Historic District Commission Minutes (if a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998

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Section 15: Planning Department, Zoning	b	Historic District Commission Minutes (if no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Land Use Survey		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Map, Plans, Indexes		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Master Plans		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Plat Book		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning	a	Planning Commission Minutes (if a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning	b	Planning Commission Minutes (if no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Rezoning Applications		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning		Street Index		PERMANENT	4/7/1998
Section 15: Planning Department, Zoning		Subdivision Plans and Plats		PERMANENT	4/7/1998
Section 15: Planning Department, Zoning		Variances		RETAIN UNTIL: Current year ends PLUS: 4 years THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning	a	Zoning Appeal Board Minutes (if a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning	b	Zoning Appeal Board Minutes (if no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 15: Planning Department, Zoning		Zoning Appeal Records		RETAIN UNTIL: Completion of appeal process PLUS: 5 years THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning		Zoning Board Minutes (if a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 15: Planning Department, Zoning		Zoning Board Minutes (if no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998

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Section 17: Public Utilities - Accounting Records		Accounts Payable Voucher Report		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Accounts Receivable Ledger		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Accounts Written Off		RETAIN UNTIL: Audit is completed PLUS: 4 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Annual Appropriations Ledger		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Annual Interest Refunds		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Assessments		RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Assessments - Special		RETAIN UNTIL: Life of assessment PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Audit Reports		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Accounting Records		Bank Deposit Slips		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Bank Statements		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Billing Adjustments		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Billing Registers		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Budget Materials - Annual Budget		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Accounting Records		Budget Materials - Support Documentation		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Annual Financial Statements		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Accounting Records		Canceled Checks - Originals		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Canceled Checks - Copies		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Accounting Records		Cash Receipts and Disbursements Journal		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Check Registers		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Construction Costs Ledger		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Departmental and Transfers Journal		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Deposit Receipts		RETAIN UNTIL: Termination of account THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Deposit Refund Report		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Deposit Refund Checks		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Depreciation Schedule		RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Fixed Asset Information		PERMANENT	4/7/1998
Section 17: Public Utilities - Accounting Records		Gasoline Tax Record	(State Form for Refund)	RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Gasoline Tickets		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		General Journal		RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		General Ledgers		RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Grant Information		PERMANENT	4/7/1998
Section 17: Public Utilities - Accounting Records		Insurance Records (Property and Fleets) - While property is owned and/or maintained by the utility		PERMANENT	4/7/1998
Section 17: Public Utilities - Accounting Records		Insurance Records (Property and Fleets) - After disposal by the utility		RETAIN UNTIL: After disposal of the property or fleets PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Monthly Financial Reports and Statements		RETAIN UNTIL: No longer active PLUS: 2 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Accounting Records		Municipal Bonds - Bond Coupons		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Municipal Bonds - Bond Transcripts		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Permanent Asset Account Ledger		PERMANENT	4/7/1998
Section 17: Public Utilities - Accounting Records		Proof of Billing Reports - Daily		RETAIN UNTIL: Option PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Proof of Billing Reports - Monthly		RETAIN UNTIL: Option PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Rate Studies		RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Receipts (All Funds)		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Revenue and Expense Reports - Monthly		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Revenue and Expense Reports - Yearly		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Signature Cards, Bank Accounts		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Tax Exempt Accounts Information		RETAIN UNTIL: Option THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Vouchers and Invoices		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Vouchers and Invoices - Capital Outlay		RETAIN UNTIL: Disposal of property PLUS: 2 years RETAIN UNTIL: Date purchased PLUS: 2 years (whichever is later) THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Warrant and Check Registers		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Warrants		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Accounting Records		Work Order Cost Sheets	Files detailing labor, material and other costs related to construction, maintenance and other work performed.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Administrative and General Records		Accident Reports		RETAIN UNTIL: No longer active PLUS: 6 years THEN:	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Accident Reports - If there is a Workers Compensation claim		RETAIN UNTIL: Case is closed PLUS: 30 years THEN:	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Agreements and Contracts		RETAIN UNTIL: Terminations PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Annual Reports		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Board Minutes		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Compliance Reports		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Construction Project Information - Analysis or Cost Reports		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Construction Project Information - Contractor's Bonds and Insurance Policies		RETAIN UNTIL: No longer active PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Construction Project Information - Project Location Files		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Construction Project Information - Work in Progress Ledgers		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Construction Project Information - Work Order Cost Sheets		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Construction Project Information - Work Orders		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Correspondence and Memoranda - General or Routine		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Correspondence and Memoranda - Policy		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Correspondence and Memoranda - With State and Federal Agencies		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Account Adjustments		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Administrative and General Records		Customer Records - Application for Service		RETAIN UNTIL: Termination PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Change of Address Forms		RETAIN UNTIL: Option PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Complaints		RETAIN UNTIL: Settlement of issue PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Connect and Disconnect Orders		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Credit Reports		RETAIN UNTIL: Option PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Customer Account History		RETAIN UNTIL: Life of account PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Demolition Form		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Damage Claims and Supporting Materials		RETAIN UNTIL: Settlement of claim PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Job Orders and Supporting Materials for Details of Charges to Customers for Work Done		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Inspections of Customers' Premises		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Customer Records - Vendoring Authorization from Department of Social Services		RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Deeds and Property Information		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Easements		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Environmental Permits		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Excavation Permits		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Litigation Files including Correspondence and Legal Papers - Indexes		PERMANENT	4/7/1998

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Section 17: Public Utilities - Administrative and General Records		Litigation Files including Correspondence and Legal Papers - Case Files		RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Manuals - Operation, Maintenance		RETAIN UNTIL: Life of equipment THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Manuals - Software		RETAIN UNTIL: Superseded PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Maps, Plans, Tracings of System - Master and Original		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Maps, Plans, Tracings of System - Duplicates		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - History Records		RETAIN UNTIL: Life of Meter THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - Horn Voucher		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - Inventory		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - Location Cards		RETAIN UNTIL: No longer active THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - Maintenance		RETAIN UNTIL: Life of Meter THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - Reader Sheets		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Meters - Tests		RETAIN UNTIL: Superseded PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Miss Dig Requests		RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Daily Time Reports		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Deduction Authorization Cards		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Employee Earnings Record		RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Administrative and General Records		Payroll Records - Employee Retirement Record		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Employee Service Record		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Payroll Cost Distribution Ledger		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Payroll Journal		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Summary Time Reports		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Payroll Records - Time Cards		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Personnel Records (if there is no Central Personnel Office, then use General Schedule #26 Local Government Human Resources)			
Section 17: Public Utilities - Administrative and General Records		Photographic Records - Prints (identify fully)		RETAIN UNTIL: Current needs THEN: Destroy Transfer selected to Archives of Michigan	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Photographic Records - Negatives (identify fully)		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Policies and Procedures		PERMANENT	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Purchasing Records - Bid Packs (include bids received)		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Purchasing Records - Purchase Orders		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Purchasing Records - Requisitions		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Vehicle Repair and Safety Records - Lubrication Reports		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Vehicle Repair and Safety Records - Safety Inspections		RETAIN UNTIL: Life of vehicle THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Administrative and General Records		Vehicle Repair and Safety Records - Vehicle Maintenance Card		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Vehicle Repair and Safety Records - Work Orders		RETAIN UNTIL: Life of vehicle THEN: Destroy	4/7/1998
Section 17: Public Utilities - Administrative and General Records		Vehicle Repair and Safety Records - Vehicle Titles		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Distribution Service Orders and Outage Reports		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Electrical Inspections		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Electrical Licenses		RETAIN UNTIL: Current year ends PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Electrical Equipment Catalogs		RETAIN UNTIL: Life of equipment THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Electrical Permits		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Electrical Substation Information		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Electrical System and Substation Prints and Drawings		PERMANENT	4/7/1998
Section 17: Public Utilities - Electric Department Records		Lightning and Storm Data		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Interruption Logs and Reports		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Insulator Test Records		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		PCB Information including Site Locations, Regulations, Spill Reports, Disposal Vendors		PERMANENT	4/7/1998
Section 17: Public Utilities - Electric Department Records		Permits - Highway		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Permits - Railroad		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Electric Department Records		Pole Attachment Agreements		PERMANENT	4/7/1998

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Section 17: Public Utilities - Electric Department Records		Street Openings Reports, Inspections, and Repairs		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Air Flow Studies		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Annual Summary Sheets		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Boiler, Condenser, Turbine and Pump Room Logs, including Supporting Data		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Boiler and Turbine Room Reports of Equipment in Service and Performance		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Boiler-tube Failure Report		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Coal and Water Logs		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		DNR Permits		PERMANENT	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Equipment Records (Pole, Tower, Structure, etc.)		RETAIN UNTIL: Life of equipment THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Gage Reading Reports		RETAIN UNTIL: PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Gage Reading Reports - River-flow Data	River-flow data collected in connection with hydro operation	RETAIN UNTIL: Hydro no longer operating THEN: Destroy	
Section 17: Public Utilities - Power Production Plant Records		Generating Station High-tension and Low-tension Load Records		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Generation and Output Logs with Supporting Data		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Load Curves, Temperature Logs		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Power Production Plant Records		Load Dispatcher's and Station Permits		RETAIN UNTIL: 1 year except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Monthly Summary Sheets		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Oil and Waste Reports		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Opacity Reports		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Purchased power Information		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Recording Instrument Charts		RETAIN UNTIL: 1 year except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Station and System Generation Reports		RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Supply Studies		RETAIN UNTIL: Option THEN: Destroy	4/7/1998
Section 17: Public Utilities - Power Production Plant Records		Statement or Analysis of Operations		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Annual Summary Sheets		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Apparatus Failure Reports		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Waste or Wastewater Department Records		Controlled Flushing Information		RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Daily Log Sheets		RETAIN UNTIL: Date created PLUS: 1 month THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Equipment Failure Reports and Logs		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Fire Hydrants - Location, Type		RETAIN UNTIL: No longer active THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Fire Hydrants - Meter Pressure Test		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Flow Test Data Sheet		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Log Books		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Maintenance and Repair Records		PERMANENT	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Manhole Sewer Inspections		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Maps, Prints, Drawings of Water Systems		PERMANENT	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Monthly Operation Report		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Pipelines, Structures and Other Equipment Records		RETAIN UNTIL: Life of equipment THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Plumbing Permits		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Recording Instrument Charts		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Sewer Claims		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Sewer and Water Connection Agreements		RETAIN UNTIL: Termination PLUS: 6 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Waste or Wastewater Department Records		Street Openings Reports on Inspections and Repairs		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Tanker Filling Log		RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Water Main Test Report		RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Waste or Wastewater Department Records		Water System Grid Pressure Information		RETAIN UNTIL: No longer active PLUS: THEN:	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Bacteria Tests of Water Samples		RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Boiler, Condenser, Turbine and Pump Room Logs, including Supporting Data		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Chemical Tests of Water Samples		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Filter Log Sheets		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Lead Sampling		RETAIN UNTIL: Date created PLUS: 12 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Monthly Operation Reports		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Monthly Report to Michigan Department of Health and Human Services		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Pumping Output Logs with Supporting Data		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Record Charts		RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Residential Sampling Records		RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Sources, Water Supplied to the Distribution System		RETAIN UNTIL: Date created PLUS: 15 years OR RETAIN UNTIL: Source is abandoned PLUS: 3 years (whichever is shorter) THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Water Processing Plant Records		Station Output Records		RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Test Wells Information		RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Water Processing Plant Records		Water Level Charts		RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Daily Operating Records		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Flow Charts		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Industrial User Records			
Section 17: Public Utilities - Wastewater Treatment Plant Records		Influent Compliance and Limit Reports		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Inspection Reports		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Lab Reports and Analysis		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Lift Station Alarm Data		PERMANENT	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Log Books		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Monthly Summary Sheets		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Oil and Waste Reports		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Operator's Daily Logs and Reports		RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/7/1998

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Section 17: Public Utilities - Wastewater Treatment Plant Records		Pollution Control Lab Reports		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Pretreatment Performance Summary		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Sample Data		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Sample Schedule		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Statement of Operations Analysis		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998
Section 17: Public Utilities - Wastewater Treatment Plant Records		Wastewater Analysis Information		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works		Aerial Photographs and Surveys		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 18: Public Works	a	Annual Report (If a permanent copy is filed in the City Clerk's Office)		RETAIN UNTIL: Current year ends PLUS: 1 year THEN: Destroy	4/7/1998
Section 18: Public Works	b	Annual Report (If no permanent copy is filed in the City Clerk's Office)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 18: Public Works		Benchmark Records		PERMANENT	4/7/1998
Section 18: Public Works		Citizen Complaints		RETAIN UNTIL: Settlement PLUS: 2 years THEN: Destroy	4/7/1998
Section 18: Public Works		Contract Record and Index		PERMANENT	4/7/1998
Section 18: Public Works		Driveway Plans		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works	a	Garbage, Grass Cutting and Trash Removal Records - Log Sheets		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 18: Public Works	b	Garbage, Grass Cutting and Trash Removal Records - Weight Tickets		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998
Section 18: Public Works	c	Garbage, Grass Cutting and Trash Removal Records - Summary Reports		RETAIN UNTIL: Audit is completed THEN: Destroy	4/7/1998

STATE OF MICHIGAN
Records Management Services
General Schedule #8 - Municipalities

Office	Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
Section 18: Public Works		Maps, Photographs, Plans, Drawings, Blueprints (Originals)		PERMANENT If changed, contact Archives of Michigan	4/7/1998
Section 18: Public Works		Michigan State Highway Act 51 Records		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works		Parking Lot and Meter Records; Financial, e.g., Receipts; Deposit Sheets, Revenue Accounts		RETAIN UNTIL: Audit is completed PLUS: 1 year THEN: Destroy	4/7/1998
Section 18: Public Works		Sanitary Sewer Survey, Construction and Maintenance Records		PERMANENT	4/7/1998
Section 18: Public Works		Sign Ledger File		RETAIN UNTIL: Current year ends THEN: Destroy	4/7/1998
Section 18: Public Works		Soil Borings and Compactor Results and Indexes		PERMANENT	4/7/1998
Section 18: Public Works		Survey Records		PERMANENT	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records		Daily Operations Log		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records		Flow Records		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records		Influent Sheets		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records		Laboratory Sheets		RETAIN UNTIL: Current year ends PLUS: 5 years THEN: Destroy	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records		Precipitation Records		PERMANENT	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records		Plans, Specifications, Drawings		RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records	a	Reports - Monthly to Michigan Department of Health and Human Services		RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/7/1998
Section 18: Public Works - Sewage Treatment Plant Records	b	Reports - Annual Summary to Michigan Department of Health and Human Services		RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/7/1998