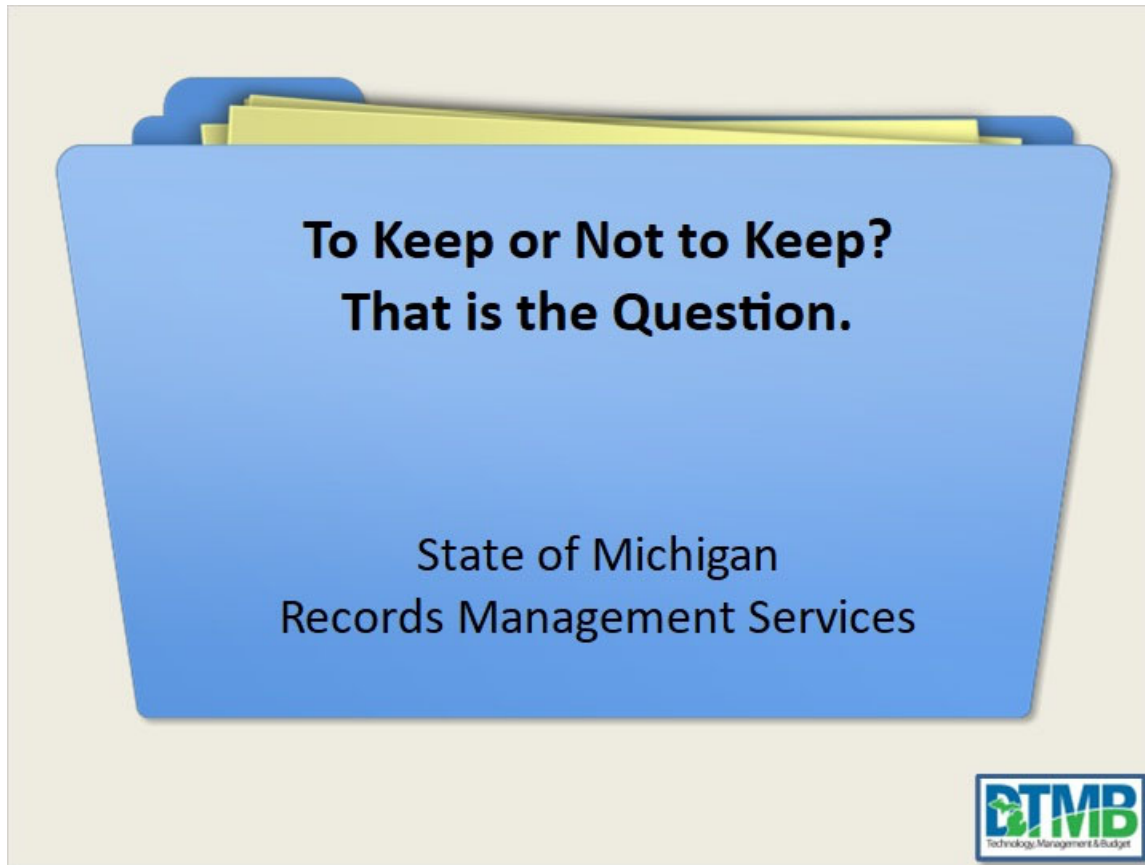
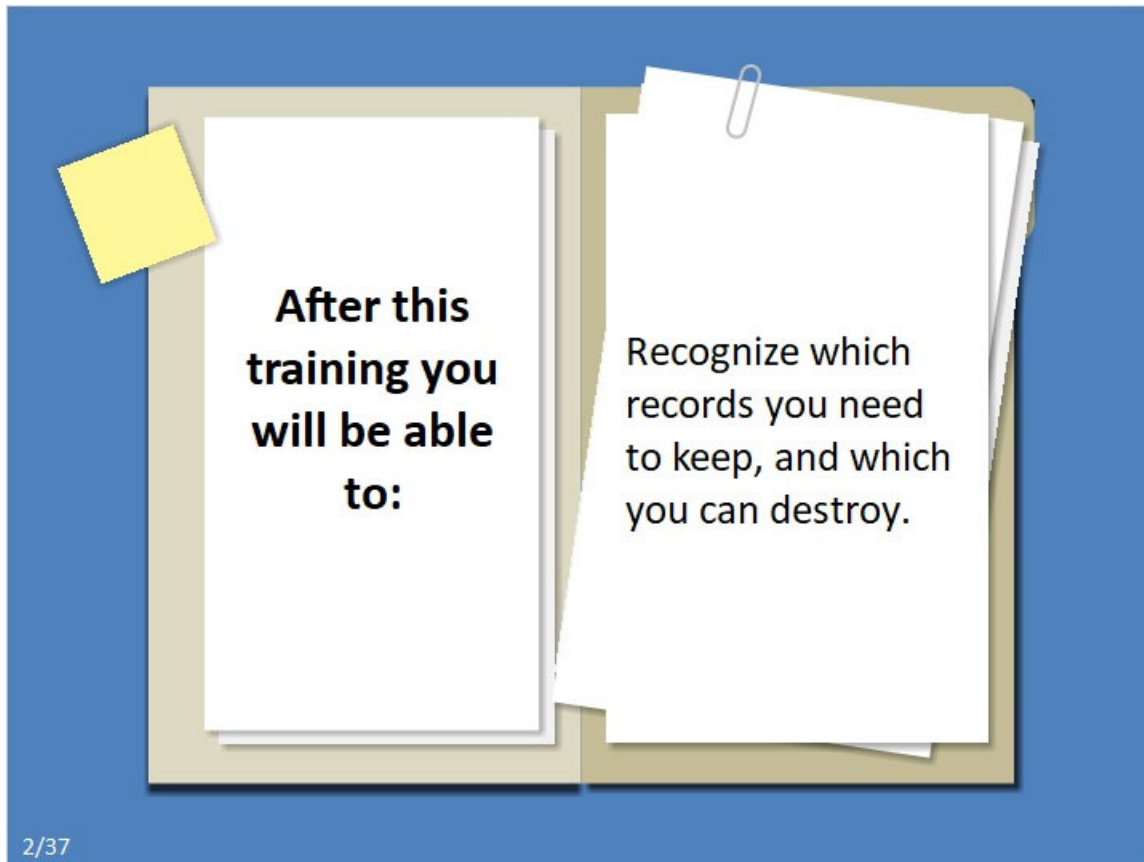


To Keep or Not to Keep Records



Notes:

Welcome to the training module titled, “To Keep or Not to Keep? That is the Question.” Presented by the State of Michigan, Records Management Services.



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Notes:

After this training you will be able to recognize which records you need to keep, and which you can destroy.

Are you confused about which records you have to keep and which records you can destroy?



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Notes:

Are you confused about which records you have to keep and which records you can destroy?

Employees should only retain records at work that document their job duties and agency activities.



Notes:

Employees should only retain records at work that document their job duties and agency activities.

Keep in mind that employers provide various resources to employees that support their job duties.



Notes:

Keep in mind that employers provide various resources to employees that support their job duties.

Like a desk, phone, computer, network user account and office supplies.



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Like a desk, phone, computer, network user account and office supplies.

Only work records should be stored using government-owned resources.



Notes:

Only work records should be stored using government-owned resources.

Examples of Work Records Include:

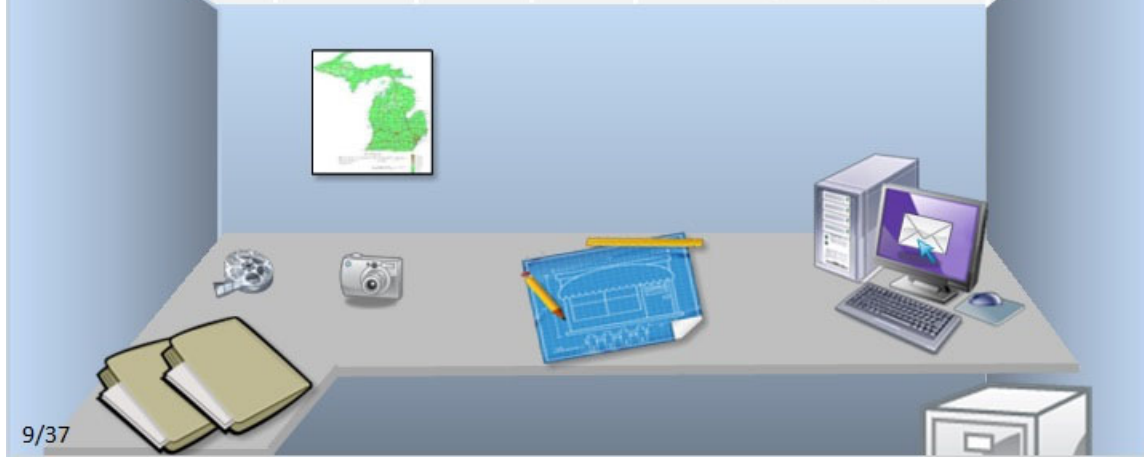


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Notes:

Examples of work records include case files, project files, contracts, plans, engineering drawings, correspondence, financial documents, etc.

Work records can be created and maintained in a wide variety of formats including paper files, microfilm, maps, photographs, drawings and electronic files.



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Work records can be created and maintained in a wide variety of formats including paper files, microfilm, maps, photographs, drawings and electronic files.

There are many situations where multiple offices possess copies of the same record.



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There are many situations where multiple offices possess copies of the same record.

Who is responsible for keeping these records to document work activities?

Offices need to communicate with each other to determine which is responsible for keeping the records when both have copies.



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Who is responsible for keeping these records to document work activities?

Offices need to communicate with each other to determine which is responsible for keeping the records when both have copies of the same record.

Exercise #1

Identify who should be responsible for keeping the following 3 documents, the Finance Office or the Project Manager. Click on the appropriate button to find out if you are correct.



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Notes:

Exercise #1: Identify who should be responsible for keeping the 3 documents on the following slides, the Finance Office or the Project Manager. Click on the appropriate button to find out if you are correct.

Exercise #1 – Background Information

Finance Office

A department's finance office is responsible for ensuring that all bills are paid in a timely manner. They are the official recordkeeper for the financial documents of the agencies in their department.



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Project Manager

A project manager is responsible for ensuring all project activities, from beginning to end, take place on time. Their records document how the project is completed.



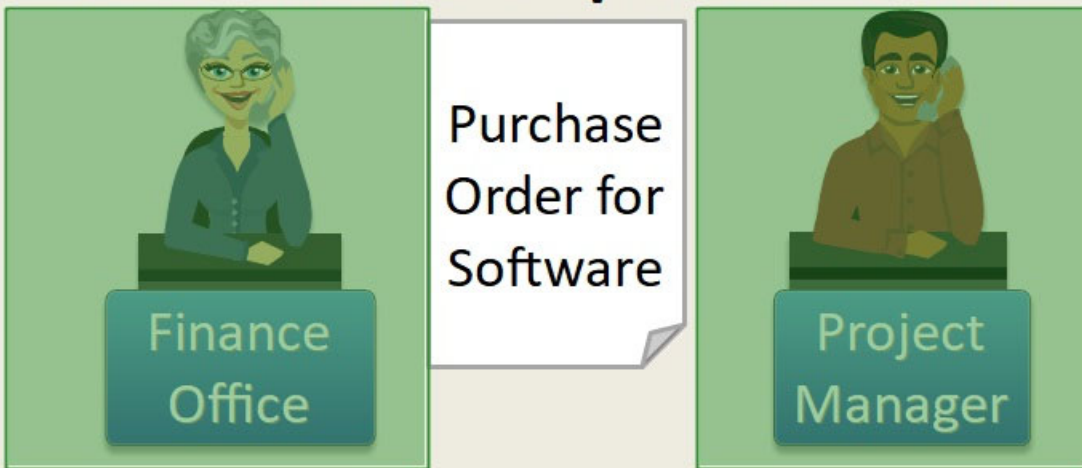
Notes:

Exercise #1 – Background Information

Finance Office: A department's finance office is responsible for ensuring that all bills are paid in a timely manner. They are the official recordkeeper for the financial documents of the agencies in their department.

Project Manager: A project manager is responsible for ensuring all project activities, from beginning to end, take place on time. Their records document how the project is completed.

Who should keep the record?



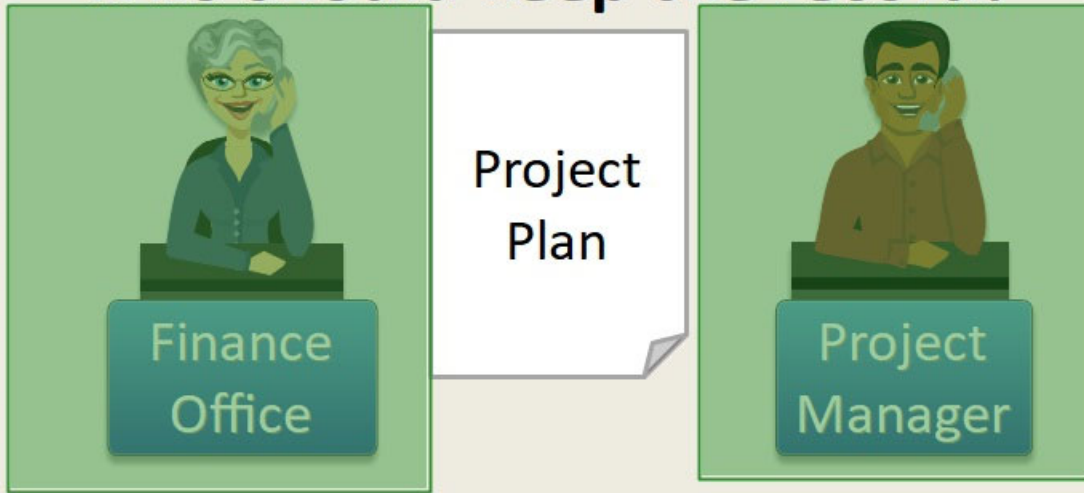
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Notes:

Question: Who is the official recordkeeper for a purchase order for software? Is it the Finance Office or the Project Manager?

Answer: Each department's finance office is responsible for documenting purchases. The project manager may want a duplicate copy in the project file.

Who should keep the record?



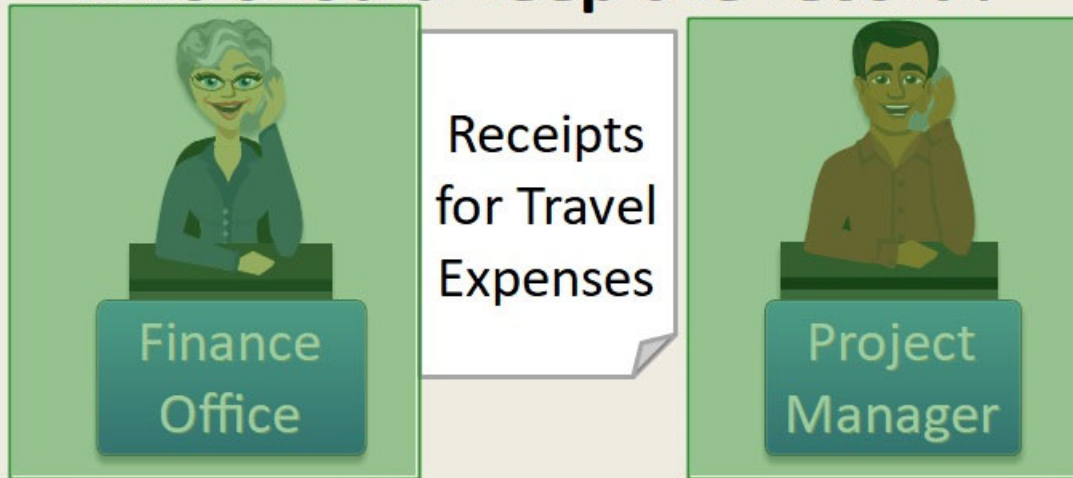
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Notes:

Question: Who is the official recordkeeper for a project plan? Is it the Finance Office or the Project Manager?

Answer: The project manager is responsible for documenting all aspects of the project. The finance office does not need this document for its files.

Who should keep the record?



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Notes:

Question: Who is the official recordkeeper for a receipt for travel expenses? Is it the Finance Office or the Project Manager?

Answer: Each department's finance office is responsible for documenting expense reimbursements. The project manager may want to keep a duplicate copy until he is paid.

Some records do not need to be kept,
including duplicates, drafts, records with
transitory value, and personal documents.



Notes:

Some records do not need to be kept, including duplicates, drafts, records with transitory value, and personal documents.

Duplicate Records

Definition: copies of records that are kept for convenience or reference purposes.

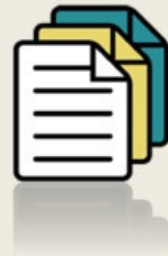


Notes:

Duplicate records are defined as copies of records that are kept for convenience or reference purposes.

Examples of Duplicate Records

- Distribution copies of a document that is shared at a meeting
- Phone list posted on your cubicle wall
- Email message that you were copied on, but you don't have to act upon
- Agency newsletters



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Notes:

Examples of duplicate records include distribution copies of a document that is shared at a meeting, phone list posted on your cubicle wall, email message that you were copied on, but you don't have to act upon, agency newsletters, etc.

Drafts

Definition: a preliminary version of a record, that is subject to revision, before it is finalized.

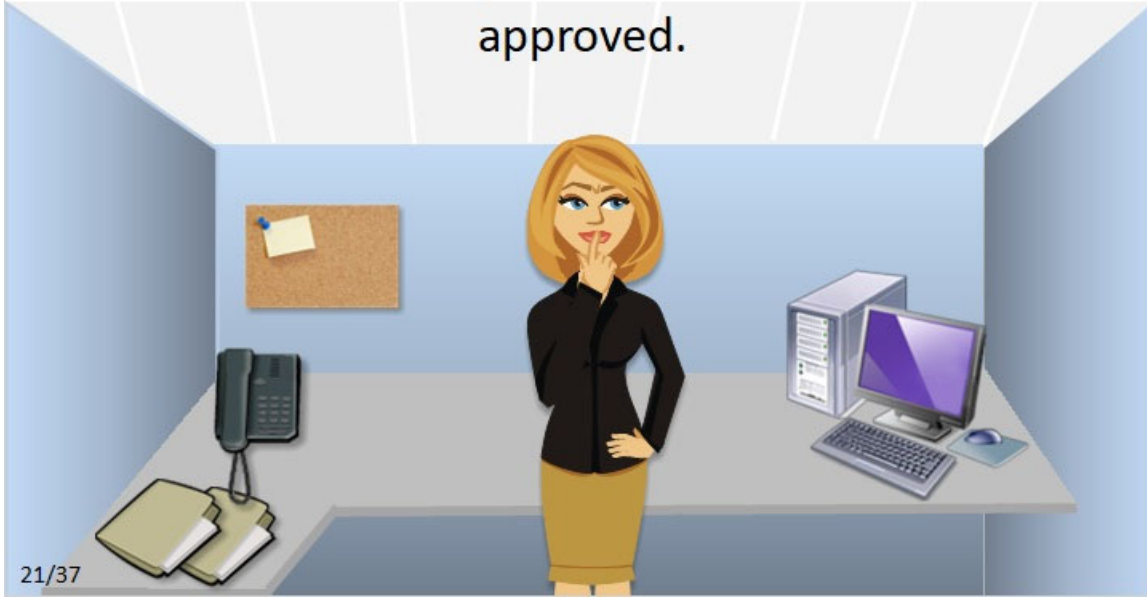


Notes:

Drafts are defined as a preliminary version, subject to revision, of a record before it is finalized.

How long do drafts need to be kept?

Drafts usually can be destroyed once the next version is created, or once the final version is approved.



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Notes:

Question: How long do drafts need to be kept?

Answer: Drafts usually can be destroyed once the next version is created, or once the final version is approved.

Examples of Drafts to Destroy

- A word processed document that is revised for grammar and formatting
- A version of a document that is replaced by a new or final version
- Notes from a meeting that are transcribed into minutes



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Notes:

Examples of drafts that can be destroyed include a word processed document that is revised for grammar and formatting, a version of a document that is replaced by a new or final version, and notes from a meeting that are transcribed into minutes.

Transitory Records

Definition: records that document work activities, but have no value once the activity is completed.



Notes:

Transitory records are defined as records that document work activities, but have no value once the activity is completed.

Examples of Transitory Records

- Voicemail message to return a phone call
- Sticky note request to order supplies
- Email message requesting directions to a meeting
- Inquiries about office location and hours
- Requests for copies of a document



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Notes:

Examples of transitory records include voicemail messages to return a phone call, sticky note requests to order supplies, email messages requesting directions to a meeting, inquiries about office location and hours, requests for copies of a document, etc.

Personal Records

Definition: records that do not document your job duties.



Notes:

Personal records are defined as records that do not document your job duties.

Personal Records

Personal records are usually related to friends, family, shopping, entertainment, health, vacations, personal finances, etc. *They should not be stored at work.*



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Notes:

Personal records are usually related to friends, family, shopping, entertainment, health, vacations, personal finances, etc.

Always Store Personal Records Using Personal Resources:

- ✓ Your Home Filing System
- ✓ Your Home Computer or Other Devices
- ✓ Your Personal Email or Social Media Accounts
- ✓ Other Resources You Own






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Notes:

Always store personal records using personal resources including your home filing system, your home computer or other devices, your personal email account or social media accounts, and other resources that you own.

Some records that are created or received at work do not document your job duties.

They include:

-  Sign-up lists for the office party
-  Employee benefit registration materials
-  Reminders to submit your time for the pay period
-  Office parking information
-  Blood drive information

These records should be deleted or stored at home.

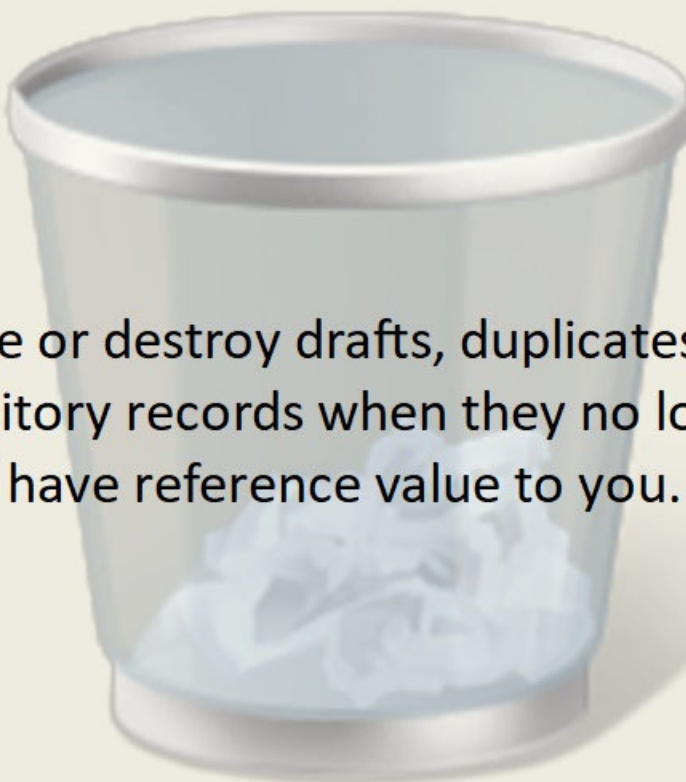
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Notes:

Some records that are created or received at work do not document your job duties.

They include: sign up lists for the office party, employee benefit registration materials, reminders to submit your time for the pay period, office parking information, blood drive information, etc.

These records should be deleted or stored at home.



Delete or destroy drafts, duplicates, and transitory records when they no longer have reference value to you.

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Notes:

Delete or destroy drafts, duplicates, and transitory records when they no longer have reference value to you.

Exercise #2

Identify if the following 4 records need to be kept. Click on the appropriate button to find out if you are correct.



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Notes:

Identify if the following 4 records need to be kept. Click on the appropriate button to find out if you are correct.

Should you keep this record?

Contract
between the
State of Michigan
and a vendor to
purchase
software user
licenses

Keep

Don't Keep

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Notes:

Question: Is a contract between the State of Michigan and a vendor to purchase software user licenses a record that you should keep or not keep?

Answer: This is a record that you should keep, because it documents a legal agreement between the State of Michigan and another party.

Should you keep this record?

Reminder that is received by an employee to sign up for health care benefits

Keep

Don't Keep

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Notes:

Question: Is a reminder that is received by an employee to sign up for health care benefits a record that you should keep or not keep?

Answer: This is not a record that you should keep, because it serves as a reminder to do an activity that relates to your personnel benefits, not your job duties.

Should you keep this record?

Report prepared
by another state
that you received
for reference
purposes

Keep

Don't Keep

33/37

Notes:

Question: Is a report prepared by another state that you received for reference purposes a record that you should keep or not keep?

Answer: This is not a record that you should keep when its reference value ends. It was created by a different state. It does not document the work of your agency.

Should you keep this record?

Application form
received from a
client for services
offered by the
government
agency

Keep

Don't Keep

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Notes:

Question: Is an application for services offered by a government agency that is received from a client a record that you should keep or not keep?

Answer: This is a record you should keep, because it is needed to provide services to a client of the agency.

Benefits of destroying records that don't need to be kept

- It is easier and faster for you to find what you need
- Ensures that you are using the correct version of a document
- Reduces storage costs
- Increases efficiency



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Notes:


Destroying records that don't need to be kept makes it easier and faster for you to find what you need, ensures that you are using the correct version of a document, reduces storage costs, and increases efficiency.

Good records management practices can save time and money, and they can help offices operate more efficiently.



Notes:

Good records management practices can save time and money, and they can help offices operate more efficiently.



Please visit the Records Management Services' website for more information.
Thank you.

Find Records Management online at
inside.michigan.gov/recordsmanagement



Notes:

Find Records Management online at inside.michigan.gov/recordsmanagement for state government, and www.michigan.gov/recordsmanagement for local government. Thank you.