

General Schedule # 10

Michigan Township

Record Retention



RECEIVED

JUN 25 1997

STATE ARCHIVES

MCL 399.5

APPROVED

JUL 01 1997

MICHIGAN STATE
ADMINISTRATIVE BOARD

Adopted: July 1997

Michigan Compiled Law 399.5 provides that "a record that is required to be kept by a public officer in the discharge of duties imposed by law, that is required to be filed in a public office, or that is a memorial of a transaction of a public officer made in the discharge of a duty, is the property of this state and shall not be disposed of, mutilated or destroyed except as provided by law." To the extent the Historical Commission and State Administrative Board approve the attached schedule, further consent to disposal after the expiration of the retention period will not be necessary from the state.

The schedule for disposal contains minimum periods for the retention of the listed documents. Local situations may exist which require retention beyond the periods listed, and certainly nothing prevents a township from retaining an item for a much longer period than the time limits contained in the general schedule. Potential litigation may necessitate longer retention periods in some circumstances. Document interpretation can be enhanced by notes and correspondence involving the document. With the foregoing in mind, a township should be circumspect and cautious about destroying any of its public records even though permitted under the attached schedule.

The schedule may not include every single document that a township may have in its possession. Permission to destroy documents not listed must be obtained from the State Archives and the State Administrative Board before disposal.

If you wish to dispose of any records **sooner** than is provided for in the schedule, you will need to submit your township-specific schedule to local legal counsel for recommendation, and to the State Archives and State Administrative Board for final approval.

Michigan Townships Association
Approved: July 1997

CERTIFIED RETENTION AND DISPOSAL SCHEDULE

State Archives
Michigan Historical Center
Michigan Department of State
Lansing, MI 48918-1837

TO: State Archives/Michigan Historical Center
State Administrative Board

FROM: Michigan Townships Association

DATE PREPARED: June 11, 1997

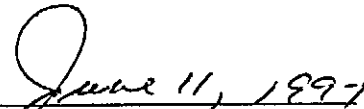
The records scheduled for destruction as they reach the age specified herein are certified to be no longer required for the effective operation of the agency; to have no further legal, administrative, or fiscal value to the agency; and are no longer required to protect the rights of the individual or the public. Legal counsel has advised the agency as to legal value.

Directing Authority

My signature attests that I have read and understand the above statement.



John M. La Rose
Executive Director



Date

GENERAL SCHEDULE NO. 10 (LOCAL OFFICES)

TOWNSHIPS

This schedule provides for the disposition of most records created and/or maintained in township offices. The public official concerned may destroy or transfer these records upon the expiration of the retention periods assigned without submitting a list as required by Michigan Compiled Law (MCL) 399.5. However, any record not contained on this list or not having a statutory retention period may not be disposed of without submitting a list as required by MCL 399.5, or securing an amendment to this schedule.

Approved:

APPROVED

State Administrative Board

7-1-97
Date

Sandra S. Clark
Michigan Historical Center
Michigan Department of State

7/9/97
Date

General Schedule #10 – Michigan Townships

RECORD TITLE	DESCRIPTION	RETENTION PERIOD	MCL (if applicable)
<p><i>The records scheduled for destruction as they reach the age specified herein are certified to be no longer required for the effective operation of the agency; to have no further legal, administrative, or fiscal value to the agency, and are no longer required to protect the rights of the individual or the public. Legal counsel has advised the agency as to legal value.</i></p>			
<p align="center"><i>Accounting Department has been replaced by General Schedule #31--Local Government Financial Records</i></p>			
<p align="center"><i>Building Department</i></p>			
Aerial Photos		Permanent	
Application for Construction		Life of structure plus 7 years	600.5807(8)
Architectural Plans		Permanent	
Building Plans, commercial		Permanent	
Building Plans, non-commercial		Life of structure plus 7 years	
Certificate of Occupancy		Life of structure plus 7 years	
Licensing Certificates of Inspectors or Contractors		Permanent	
Master Plan		Permanent	
Permits and Construction Applications		Life of structure plus 7 years	
Reports (inspector)		Life of structure plus 7 years	

General Schedule #10 – Michigan Townships

Site Plans		Permanent	
<i>Cemetery Department has been replaced by General Schedule #32--Local Government Parks and Recreation Departments</i>			
<i>Clerk's Office has been replaced by General Schedule #25--Township Clerks</i>			
<i>Elections Department has been replaced by General Schedule #23--Elections Records</i>			
<i>Fire Department has been replaced by General Schedule #18--Local Fire and Ambulance Departments</i>			
<i>Human Resources/Personnel has been replaced by General Schedule #26--Local Government Human Resources</i>			
<i>Ordinance Enforcement</i>			
Complaints (general)	Written	7 years	600.5807(8)
Court Cases (closed)	Includes repeat offenders record.	7 years	600.5807(8)
Court Cases (open)	Cases pending in court.	7 years after resolution	600.5807(8)
Ordinances		Permanent	41.185

General Schedule #10 – Michigan Townships

<i>Parks & Recreation has been replaced by General Schedule #32--Local Government Parks and Recreation Departments</i>			
<i>Planning/Zoning</i>			
Permits	Applications for variances, supporting documents	Permanent	
Rezoning Applications		10 years	
Site Plans		Permanent	
Subdivision Plans		Permanent	
Zoning Amendment Files		Permanent	125.279
Zoning Board and ZBA minutes		Permanent	41.185; 125.281
Zoning Maps		Permanent	
Zoning Ordinances		Permanent	41.185
<i>Police Department has been replaced by General Schedule #11--Local Law Enforcement Agencies</i>			
<i>Public Works Department</i>			
Agreements - construction		Completion plus 7 years	600.5807(8)
Agreements - water and sewer franchise		Permanent	

(Approved 7/1/1997, updated 2009, 2014)

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Agreements - water and sewer hookup		Permanent	
Arrears Report		5 years	123.162
Claims Record		Permanent	
Complaint Forms		4 years after complaint	600.5805(8)
Compliance Orders		Permanent	
Cross Connection Reports	Safe Drinking Water Act Compliance	10 years	Safe Drinking Water Act
Debt Service Report		5 years	
Easement Forms		Permanent	
Hydrant Permits		4 years	600.5805(9)
Maintenance Log	Equipment repairs	Life of equipment plus 7 years	600.5807(8)
Material Safety Data Sheets		4 years from report or from subsequent changes	
Meter Replacement File		Until replaced plus 4 years	600.5805(9)
MISS DIG Reports		Permanent	
Policies - Administrative		Permanent	
Pumpage Reports	MDCH reports required	10 years	
Safety Training Reports		Permanent	14.32

(Approved 7/1/1997, updated 2009, 2014)

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Sewer Inspection Files		Permanent	
Sewer Violations		7 years	600.5813
Specifications for Sewer Projects		Permanent	
Tap & Meter Cards		Permanent	
Tap Reports		7 years	
Vehicle Repair Log		Ownership plus 7 years	600.5807(8)
Water Service Control File		Permanent	
<i>Supervisor/Assessing Department</i>			
Assessment Increase Notices		3 years	211.24c
Assessment Roll	Real and personal. If 19th century assessment rolls, contact Michigan Historical Center.	7 years after certified	
Assessment Roll	Special assessment	3 years after payment in full	211.67a; 554.709
Field Sheets/ "Property Cards"	Record cards	Permanent	
Forms (various assessment)	Assessed values, tax levy and tax spreads ("L" forms for State Tax Commission)	7 years	
Hardship Exemption Policies		Permanent	
Homestead Affidavits		3 years after termination	
I F E Certificates (IFT's)		3 years after expiration and payment	

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Land Division Applications		Permanent	
Mylar Subdivision Maps		Permanent	
Personal Property Statements		3 years after payment	211.23
Plat Maps		Permanent	
Real Property Transfer Statements		3 years after new transfer	
Tax Tribunal Appeals Records		7 years after decision of Tribunal or court	
<i>Treasurer's Department has been replaced by General Schedule #29--Township Treasurers</i>			

(Approved 7/1/1997, updated 2009, 2014)