



State of Michigan

Records Management Services



Tips: Recordkeeping Rules

Recordkeeping rules promote consistency with how records are organized and used. They make it easier for employees to find the records that they need quickly and easily. Each office should assemble a team to discuss and select the rules that meet their needs. The following tips are *examples* of recordkeeping rules that an office *could* adopt.

- Retain all draft documents until the final version is approved. - OR - Only retain the most recent draft of a document.
- The team leader files records received by all team members in the designated filing system. All other team members discard their duplicates.
- Case workers store the case file at their desk while the case is open, but return it to the designated filing system when it is closed.
- Applications are scanned and filed into the document management system after they are approved.
- An out card is filled out with the employee name and date when a file or document is removed from the central filing system.
- Employees will not store official work records in their email account, and will file the messages in the designated filing system.
- The designated filing system is located on the network shared drive. Records that are created/received as paper will be scanned and stored in the designated filing system.
- Confidential files are maintained in locked cabinets. Only authorized employees may access them.
- License files are pulled from the active filing system when they expire and are put in a storage box. When the box is full it is put in a storage facility or room.
- Re-opened case files are checked out of the storage facility or room and are re-filed in the active filing system. When they close again, they are boxed in a new storage box, alongside other cases that closed at about the same time.
- Employees will use the form template on the intranet site every time, to ensure they are always using the most current version. Employees should add the form to their "Favorites" so they can find it easily.
- Minutes are published on the Internet site, so the public can access them without submitting a FOIA request.