



State of Michigan

Records Management Services



Tip Sheet: Types of Records

Not all records are equal. There are four types of records: official records, transitory records, non-records, and personal records. Some records are kept for a short amount of time, and some records have long retention periods. Retention periods for records are approved by [Retention and Disposal Schedules](#).

Official Records: recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.

[Source: FOIA \(MCL 15.231-15.232\)](#)

Transitory Records: records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.

Non-records: recorded information in the possession of an agency that is not needed to document the performance of an official function. Non-records include drafts, duplicates, and reference documents.

[Source: GS #1](#)

Personal Records: records that document non-government business or activities.