



RMS Preparer
Sam Beland

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0504 Revised 8/17/2020

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Labor and Economic Opportunity	MSHDA Rental Development Division (MSHD50)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
2. To constitute an adequate and proper recording of its activities; and
3. To protect the legal rights of the government of the State of Michigan and of the people.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

E-SIGNED by Carol Thompson on 2025-06-06 14:09:31 EDT	E-SIGNED by Molly Jason on 2025-06-09 13:17:39 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-06 14:18:43 EDT	E-SIGNED by Paul Green on 2025-07-23 08:30:59 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 10:24:44 EDT	Approval Date:
Archives of Michigan	State Administrative Board

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

LEO Department of Labor and Economic Opportunity
MSHD50 MSHDA Rental Development Division

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Rental Development Division provides oversight of Federal and Authority funds to create, maintain and preserve housing and community development projects in order to ensure that decent, affordable and livable places are a reality for every Michigan resident.		
28329	MSHDA Development Files	These records document the construction of Housing Development, Affirmative Fair Housing Marketing, and Equal Opportunity Employment plans. They may include, but may not be limited to, post review reports on minority and female participation, summaries of contractor's achievements, correspondence, and supporting documentation.	RETAIN UNTIL: Final closing of project PLUS: 5 years THEN: Destroy	
28336	Minority Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) Business Files	These records document Minority Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE) that want to work on MSHDA projects. They may include, but may not be limited to, investigative materials that are used to certify MBE and WBE businesses, correspondence, and supporting documentation.	RETAIN UNTIL: No Longer certified PLUS: 10 years THEN: Destroy	
28417	Main Housing Development Project Files	These records document the development for townhouses and other housing projects. They may include, but may not be limited to, correspondence, exhibits - photos of developments, mortgage loan documents, and Phase Systems Documentation (PSD).	RETAIN UNTIL: Final closing PLUS: 5 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

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LEO Department of Labor and Economic Opportunity
MSHD50 MSHDA Rental Development Division

Item #	Series Title	Series Description	Retention Period	Approval Date
28418	Rejected Proposals	These records document rejected proposal packages from multi-housing projects. They may include, but may not be limited to, intake application packages and supporting documentation.	RETAIN UNTIL: End of calendar year PLUS: 2 years THEN: Destroy	
28419	Site and Environmental Review Files	These records document site and environmental reviews for all development proposals that are considered for financing by MSHDA. They are also used when the mortgage on the property is paid off and the property is up for resale. They may include, but may not be limited to, environmental impact statements, inspection reports, letters of reliance, photographs, MSHDA Environmental Questionnaire and Disclosure Statements, evaluations, and supporting documentation.	RETAIN UNTIL: Final closing PLUS: 50 years THEN: Destroy	
28420	Design Review Records	These records document the design review process for each development to determine if the project meets MSHDA specifications and standards. They may include, but may not be limited to, design review comments, general correspondence, barrier free design standards, ADA standards, and underwriting documents.	RETAIN UNTIL: Initial closing PLUS: 5 years THEN: Destroy	
28422	Construction Files (supersedes item # 28423)	These records document the actual construction of projects. They may include, but may not be limited to, correspondence, contract documents (including specifications and change orders), draws, inspection reports, EEO forms, copies of MSHDA board reports, and supporting documentation.	RETAIN UNTIL: Final closing PLUS: 5 years THEN: Destroy	

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LEO Department of Labor and Economic Opportunity
MSHD50 MSHDA Rental Development Division

Item #	Series Title	Series Description	Retention Period	Approval Date
28424	Construction Plans and Specifications	These records document MSHDA multi-family developments. They may include, but may not be limited to, architectural plans and specifications.	RETAIN UNTIL: The life of the MSHDA mortgage on the project THEN: Destroy	
28485	Low Income Housing Tax Credit (LIHTC) - Allocation Records	These records document Low-Income Housing Tax Credits (LIHTC). They may include, but may not be limited to, application files that may contain warranty deeds, options to purchase, land contracts, zoning designations, timetables for rezoning, site utility availability documentation, environmental reviews, financing documentation, market data, owner experience, approvals, letters of intent, 10% Cert Review files that may contain supporting exhibits, Commitment files that may contain supporting exhibits, and Placed-in-Service files that may contain supporting exhibits which document each step in the project approval process.	RETAIN UNTIL: Project is completed PLUS: 16 years THEN: Destroy	
28486	Low Income Housing Tax Credit (LIHTC) - Rejected Allocation Files	These records document projects that applied in Low Income Housing Tax Credit funding rounds but did not receive tax credits at the time. They may include, but may not be limited to, an application file containing a warranty deed, option to purchase, land contract, zoning designation, timetable for rezoning, site utility availability documentation, environmental review, financing documentation, market data, owner experience, approvals, and letters of intent.	RETAIN UNTIL: End of calendar year PLUS: 6 years THEN: Destroy	

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MSHD50 MSHDA Rental Development Division

Item #	Series Title	Series Description	Retention Period	Approval Date
28487	Low Income Housing Tax Credit (LIHTC) - Environmental Studies	These records document environmental studies that are required for LIHTC applications. They may include, but may not be limited to, reports, correspondence, and supporting documentation.	RETAIN UNTIL: End of calendar year PLUS: 20 years THEN: Destroy	
28488	Low Income Housing Tax Credit (LIHTC) - Compliance Records	These records document monitoring of LIHTC projects. They may include, but may not be limited to, annual submissions from project owners, on-site tenant file audits tenant file audits on all MSHDA-financed projects, and supporting documentation.	RETAIN UNTIL: Activity is completed PLUS: 7 years THEN: Destroy	
36809	Low Income Housing Tax Credit (LIHTC) - Out of Program Compliance Records	These records document developments financed by a MSHDA program or the LIHTC that are no longer active. They may include, but may not be limited to, agreements, file audits, physical inspection documents, and supporting documentation.	RETAIN UNTIL: Project is no longer active in the program PLUS: 7 years THEN: Destroy	
39980	Market Analyses	These records document detailed analyses of a market area to determine the feasibility of financing a multi-family housing development. They may include, but may not be limited to, studies of housing needs, census data, site location, and comparables.	RETAIN UNTIL: Review is completed PLUS: 5 years THEN: Destroy	
39981	Prevailing Wage Forms	These records document racial makeup of the employees working for building contractors. They also document whether minimum wage requirements are met. They may include, but may not be limited to, statistical data, reports, analysis, and supporting documentation.	RETAIN UNTIL: Final mortgage loan closing PLUS: 3 years THEN: Destroy	

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MSHD50 MSHDA Rental Development Division

Item #	Series Title	Series Description	Retention Period	Approval Date
39982	Missing Middle Housing Program (MMHP)	These records document rehabilitation, construction and investment projects related to the Missing Middle Housing Program (MMHP) funded by the American Rescue Plan Act (ARPA). They may include, but may not be limited to, application files that may contain warranty deeds, options to purchase, land contracts, zoning designations, timetables for rezoning, site utility availability documentation, environmental reviews, financing documentation, market data, owner experience, approvals, as well as documents that may contain supporting exhibits, which document each step in the project approval process.	RETAIN UNTIL: Project is completed/last Fiscal Recovery Funds (FRF) dollar is expended/disbursed PLUS: 5 years THEN: Destroy	
39983	Tax Increment Financing (TIF)	These records document Tax Increment Financing (TIF) subsidies for redevelopment, infrastructure, and other community-improvement projects. They may include, but may not be limited to, Act 381 work plans, application files that may contain warranty deeds, options to purchase, land contracts, zoning designations, timetables for rezoning, site utility availability documentation, environmental reviews, financing documentation, market data, owner experience, approvals, letters of intent, and 10% Cert Review, Commitment, and Placed-in-Service files that may contain supporting exhibits which document each step in the project approval process.	RETAIN UNTIL: Tax capture is complete PLUS: 16 years THEN: Destroy	

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Legislative Council	Legislative Commission on Governmental Efficiency (LCGE)

SECTION 2. PURPOSE

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SECTION 3. APPROVALS

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E-SIGNED by Jennifer Dettloff on 2025-06-03 07:35:16 EDT	E-SIGNED by Thomas Quasarano on 2025-07-08 14:07:32 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-03 07:36:06 EDT	E-SIGNED by Paul Green on 2025-07-17 10:39:42 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 11:02:59 EDT	Approval Date:
Archives of Michigan	State Administrative Board

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

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LC Legislative Council

LCGE Legislative Commission on Governmental Efficiency

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Legislative Commission on Governmental Efficiency (LCGE) was created by 2007 PA 96, and was responsible for determining the complete costs of each function or service performed by state agencies, reviewing all mandates and requirements imposed on state agencies, and making recommendations to the House, Senate, and Governor with an interim report due not later than June 1, 2009 and a final report due not later than October 1, 2009. In addition, not later than December 1, 2009, the Commission was to report to each house of the Legislature recommendations on how to consolidate, streamline, and make more efficient the functions and services conducted by state agencies, including, but not limited to, recommended reforms to reduce the number of position classifications and layers of management positions within state agencies and to assure greater consistency within state agencies and throughout Michigan in the application of administrative rules and standards consistent with state law. The enacting section that created the Legislative Commission on Government Efficiency was repealed effective September 30, 2010.		

Item #	Series Title	Series Description	Retention Period	Approval Date
41147	Legislative Commission on Governmental Efficiency Files (obsolete)	These records document the Legislative Commission on Governmental Efficiency's activities. They may include, but may not be limited to, meeting agendas, documents and minutes, budgetary and financial documents, personnel documents, correspondence, reports, FOIA requests, and contracts.	RETAIN UNTIL: September 30, 2010 PLUS: 10 years THEN: Transfer to Archives of Michigan	



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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Legislative Council	Legislative Commission on Statutory Mandates (LCSM)

SECTION 2. PURPOSE

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SECTION 3. APPROVALS

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E-SIGNED by Jennifer Dettloff on 2025-06-03 07:34:55 EDT	E-SIGNED by Thomas Quasarano on 2025-07-08 14:08:33 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-03 07:35:50 EDT	E-SIGNED by Paul Green on 2025-07-17 10:39:16 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 11:02:43 EDT	Approval Date:
Archives of Michigan	State Administrative Board

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

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LC Legislative Council

LCSM Legislative Commission on Statutory Mandates

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Legislative Commission on Statutory Mandates (LCSM) was created by 2007 PA 98, and was responsible for reviewing, investigating, and making recommendations to the House, Senate, and Governor regarding the most significant funded and unfunded mandates and reporting requirements imposed on local units of governments in state law identified by those local units of government with an interim report due not later than June 30, 2009 and a final report due not later than December 31, 2009. In addition, the Commission included in their final report recommendations on how to consolidate, streamline, or eliminate funded and unfunded mandates and reporting requirements imposed on local units of government in state law.		
41148	Legislative Commission on Statutory Mandates Files (obsolete)	These records document the LCSM's activities. They may include, but may not be limited to, meeting agendas, documents and minutes, budgetary and financial documents, personnel documents, correspondence, reports, FOIA requests, and contracts.	RETAIN UNTIL: September 30, 2010 PLUS: 10 years THEN: Transfer to Archives of Michigan	



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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Legislative Council	Legislative Service Bureau - Research Division (RD)

SECTION 2. PURPOSE

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SECTION 3. APPROVALS

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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

E-SIGNED by Jennifer Dettloff on 2025-06-03 07:33:37 EDT	E-SIGNED by Thomas Quasarano on 2025-07-07 14:58:29 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-03 07:34:10 EDT	E-SIGNED by Paul Green on 2025-07-17 10:41:10 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 11:00:45 EDT	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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LC **Legislative Council**
RD **Legislative Service Bureau - Research Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Research Services Division delivers nonpartisan, confidential, and objective information to members of the Legislature and their staff, in accordance with the constitution (Article 4, Section 15). The Division offers assistance at all stages of the legislative process by answering questions and analyzing issues in depth, participating in work groups and committees, drafting policy resolutions, offering reference services, and compiling reports and required publications.		
31100	Request Files	These records document research requests received by legislators and legislative staff for information about an issue. They may include, but may not be limited to, research materials, notes, bill analyses, supporting documentation, and the final research products (such as a memo or a report).	RETAIN UNTIL: Topic has no further research value to the agency THEN: Destroy	
31102	Resolution Files	These records document the drafting of resolutions for legislators. They may include, but may not be limited to, resolution text, and supporting documentation that is used to prepare the resolution.	RETAIN UNTIL: Current session ends PLUS: 30 years THEN: Destroy	
31103	Resolution Management System Data	These records document the receipt and handling of resolution requests and the drafting of resolutions. Data may include, but may not be limited to, tracking numbers, request type, activity dates, research staff notes, and resolution documents.	RETAIN UNTIL: Current session ends PLUS: 30 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
31104	Reference Collection Data	These records document current and past publication subscriptions and books received for the legislative reference library. Data may include, but may not be limited to, publication title, vendor, order information, frequency delivered, volumes received, and which division was billed.	RETAIN UNTIL: Data is updated THEN: Destroy	
31135	Research Management System Data	These records document the receipt and handling of research requests. Data may include, but may not be limited to, tracking numbers, request type, activity dates, research staff notes, and copies of documents.	RETAIN UNTIL: Topic has no further research value to the agency THEN: Destroy	
41115	Publication Usage Data	These records document the use of policy briefs and reports by legislators and legislative staff. Data may include, but may not be limited to, statistics about the documents that are accessed, date accessed, and user IDs.	RETAIN UNTIL: Data is updated PLUS: 2 years THEN: Destroy	
41116	Quarterly Outreach Messages (obsolete)	These records document messages that are distributed quarterly to legislators and legislative staff via email. They may include, but may not be limited to, links to online services, descriptions and links of new policy briefs and reports, announcements of new services or upcoming events, and relevant statistics.	Immediate Transfer to the Archives of Michigan	
41117	Policy Briefs and Reports	These records document briefs that are prepared for the exclusive use of legislators and staff on a variety of subject areas. The current format is referred to as a "legislative brief" or an "at-a-glance." Older briefs may be in the form of research reports, backgrounders, quick guides, hot topics, legislative topics, issue history, or other formats.	RETAIN UNTIL: Topic has no further research value to the agency THEN: Transfer to the Archives of Michigan	



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Megan Malone

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Legislative Council	Michigan Sentencing Guidelines Commission (MSGC)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

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E-SIGNED by Jennifer Dettloff on 2025-06-03 07:34:05 EDT	E-SIGNED by Thomas Quasarano on 2025-07-08 14:09:30 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-03 07:34:39 EDT	E-SIGNED by Paul Green on 2025-07-17 10:37:53 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 11:01:47 EDT	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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LC **Legislative Council**

MSGC **Michigan Sentencing Guidelines Commission**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Michigan Sentencing Guidelines Commission (MSGC) was originally created to develop guidelines which treated offenses against the person more severely than other offenses, guidelines for habitual offender sentence enhancement, and guidelines which identified offenses and offenders to be subject to intermediate sanctions short of state imprisonment. Under 2002 PA 31, the statute creating the Sentencing Commission was repealed effective April 1, 2002.		
30997	Case Studies (obsolete)	These records document multiple studies of sentencing practices that were conducted by the MSGC. These studies include a Retrospective Case Study of 9 crime classifications (labeled A-I), and a Departure Pilot Study. The files may include, but may not be limited to, survey forms and supporting documentation about each prisoner evaluated for the study. The data collected may include, but may not be limited to, prisoner name, crime/offense data, statutory maximum years, whether the prisoner was a habitual offender, and probation information.	RETAIN UNTIL: April 1, 2002 PLUS: 10 years THEN: Destroy	
30998	Michigan Sentencing Guidelines Commission Files (obsolete)	These records document the activities of the MSGC. They may include, but may not be limited to, planning documents for studies, research documentation about relevant issues, reports, videos, and data collected.	RETAIN UNTIL: April 1, 2002 PLUS: 10 years THEN: Transfer to the Archives of Michigan where select documents will be preserved permanently	



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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Legislative Council	Trial Court Assessment Commission (TCAC)

SECTION 2. PURPOSE

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E-SIGNED by Jennifer Dettloff on 2025-06-03 07:33:11 EDT	E-SIGNED by Thomas Quasarano on 2025-07-08 14:20:51 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-03 07:35:01 EDT	E-SIGNED by Paul Green on 2025-07-16 09:55:08 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 11:02:25 EDT	Approval Date:
Archives of Michigan	State Administrative Board

STATE OF MICHIGAN
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LC Legislative Council
TCAC Trial Court Assessment Commission

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Trial Court Assessment Commission (TCAC) was created by Public Act 374 of 1996, and placed within the Legislative Council. It was required to "study and classify the civil and criminal cases filed in the district, circuit, and probate courts and recorder's court of the city of Detroit and develop a set of criteria for determining the relative complexity of the various types of cases filed". Public Act 374 required the Commission to make recommendations to the Legislature, by July 15, 1997, regarding a funding formula for annual State appropriations for the funding of courts, taking into account total caseloads of the various courts and the relative complexity of cases. The Commission also was required to make biennial reports to the Legislature, by October 1 of each odd-numbered year. The TCAC was abolished under Public Act 298 of 1998 (Effective: 07/28/98).		
24805	Trial Court Assessment Commission Files (obsolete)	These records document the activities of the TCAC. They may include, but may not be limited to, planning documents for studies, research documentation about relevant issues, reports, videos, and data collected.	RETAIN UNTIL: July 28, 1998 PLUS: 10 years THEN: Transfer to the Archives of Michigan	



RMS Preparer

Caryn Wojcik

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SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Natural Resources	Parks and Recreation (PRD)

SECTION 2. PURPOSE

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3. To protect the legal rights of the government of the State of Michigan and of the people.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

E-SIGNED by Ron Olson on 2025-06-06 11:09:06 EDT	E-SIGNED by Polly Synk on 2025-06-16 10:06:29 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-06-06 11:49:08 EDT	E-SIGNED by Paul Green on 2025-07-15 14:18:06 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-06-09 10:37:44 EDT	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

*All currently approved agency-specific and general schedules are available online at
<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>*

DNR Department of Natural Resources
PRD Parks and Recreation

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Parks and Recreation Division acquires, protects, and preserves the natural, historic, and cultural features of Michigan's unique resources, and provides public recreation and education opportunities.		
38146	Off-Road Vehicle (ORV) Enforcement Grant Files	These records document grants awarded to county sheriff departments for ORV law enforcement. They may include, but may not be limited to, grant applications, grant agreements, payment vouchers, correspondence, and close-out documentation.	RETAIN UNTIL: Project is closed PLUS: 7 years THEN: Destroy	
38147	Snowmobile Enforcement Grant Files	These records document grants awarded to county sheriff departments and/or other local law enforcement groups for enforcement of snowmobile laws. They may include, but may not be limited to, grant applications, grant agreements, payment vouchers, correspondence, and close-out documentation.	RETAIN UNTIL: Project is closed PLUS: 7 years THEN: Destroy	
38151	Reimbursement Request Records	These records document the grooming and maintenance of snowmobile trails by recreation and snowmobile clubs. They may include, but may not be limited to, reimbursement requests for authorized expenses.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38775	Park and Recreation Area History Files	These records document the history of each state park and recreation area. They may include, but may not be limited to, correspondence, news articles, brochures, drawings, and photographs.	RETAIN UNTIL: No longer owner of property PLUS: 5 years THEN: Transfer to the Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
38776	Special Project Files	These records document short-term or temporary projects or initiatives that the division, a park, or a recreation area is involved in. They may include, but may not be limited to, correspondence, plans, meeting notes, research, reports, and supporting documentation.	RETAIN UNTIL: Project is closed PLUS: 5 years THEN: Transfer to the Archives of Michigan	
38777	Land Transaction Records - No Transaction Occurs	These records document land transactions that were considered, but no transaction occurs. They may include, but may not be limited to, maps, tax records, deeds, appraisals, correspondence, and photographs.	RETAIN UNTIL: No longer considering transaction PLUS: 5 years THEN: Destroy	
38781	Facility Reference Files	These records document recreation projects. They may include, but may not be limited to, brochures and publications related to picnic areas, parking areas, museums, shelters, and playgrounds.	RETAIN UNTIL: Project is completed PLUS: 10 years THEN: Destroy	
38782	Federal Energy Regulatory Commission Records	These records document hydroelectric power companies and projects. Hydroelectric dams are required to be licensed, and the DNR provides advice to the FERC about the licenses they issue. They may include, but may not be limited to, FERC bulletins and recommendations.	RETAIN UNTIL: License expires PLUS: 10 years THEN: Destroy	
38783	Land and Water Conservation Fund Project Records (obsolete)	These records document acquisition and development projects. They may include, but may not be limited to, correspondence, plans, and applications.	RETAIN UNTIL: Project is completed PLUS: 10 years THEN: Transfer to the Archives of Michigan, where select historical documents will be preserved	
38784	Land Records (obsolete)	The records document state-owned land for state park or recreation area use. These records may include, but may not be limited to, land descriptions, easement documentation, acquisition records, and land deeds.	RETAIN UNTIL: State of Michigan no longer owns the land PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38785	General Management Plan and Master Plan Records	These records document plans for state parks, recreation areas, state trails, state forest campgrounds, or waterways facilities that describe or depict the overall future intent of the facility. They may include, but may not be limited to, written and/or graphic plans and master plans.	RETAIN UNTIL: Plan is superseded or site no longer owned by State of Michigan PLUS: 10 years THEN: Transfer to the Archives of Michigan	
38786	Nike Site Files	These records document the management of Nike sites, which are former civil defense sites located on state park lands. They contain information about the demolition of buildings, the filling in of silo sites, and the clean-up of hazardous materials after the U.S. Army returns these sites to the State of Michigan.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
38788	Potential Park Site Files	These records document proposed and potential sites for new parks. They may include, but may not be limited to, correspondence, evaluations, and recommendations.	RETAIN UNTIL: Site is no longer under consideration PLUS: 10 years THEN: Destroy	
38789	Recreation Improvement Project Files	These records document improvements to state parks and recreation areas that are funded by grants. They may include, but may not be limited to, correspondence, agreements, contracts, final reports, plans, and grant documentation.	RETAIN UNTIL: Project is completed PLUS: 7 years THEN: Destroy	
38790	Trail Records	These records document bicycle trails, snowmobile trails, ORV trails, horse trails, pedestrian trails, etc. in the parks. They may include, but may not be limited to, correspondence, surveys, maps, and statistical information.	RETAIN UNTIL: Trail is removed from official State designation PLUS: 7 years THEN: Destroy	
38791	Work Project Records	These records document budget activity for work projects undertaken by each park or recreation area involving construction, maintenance, or preservation activities. They may include, but may not be limited to, project allotment and completion reports.	RETAIN UNTIL: Project is completed PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38792	Outdoor Center Permit Files	These records document reservations for a complex of cabins for overnight use. They may include, but may not be limited to, applications, permits, fee payment documents, and invoices.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
38795	Central Reservation System Data (supersedes item # 38793, 38794)	These records document reservations for harbors, park cabins, camping nights, etc. Data may include, but may not be limited to, contact information, reservation information, cabin and camper permit information, and payment information.	RETAIN UNTIL: Reservation date PLUS: 7 years THEN: Destroy	
38798	Financial Summary Reporting Records (obsolete)	These records document, by access site, user fee information related to expenditures and revenues. The information on the year-end Financial Summary Report is compiled from information reported on the Weekly Public Access Site User Fee Report.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38799	Overage and Shortage Reporting Records	These records document any discrepancies in the amount of revenue balanced with the reconciliation reports. They may include, but may not be limited to, reports. The original overage and shortage reports are maintained by the park, and the Administrative Services Section maintains discrepancies over \$50.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38800	Park Manager Classification Records (obsolete)	These records document the classification of state parks and recreation areas. They are rated every two years to determine the types of facilities that are currently located in the park or area.	RETAIN UNTIL: Rating is completed PLUS: 4 years THEN: Destroy	
38801	Weekly Revenue Fee Records	These records document the number of non-residents, commercial entities, annual permits, cumulative totals, etc. at each park for each day of the week. They may include, but may not be limited to, reports generated from the Cash Accounting Receipt System (CARS).	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38802	Campground Development and Closure Proposal Files	These records document the development and closure of campgrounds. They may include, but may not be limited to, requests, easements, maps, surveys, and well abandonment records.	RETAIN UNTIL: Campground is no longer owned by the State of Michigan PLUS: 7 years THEN: Transfer to the Archives of Michigan	
38803	Campground Records	These records document the operation and maintenance of campgrounds. They may include, but may not be limited to, funding requests, equipment records, and water testing.	RETAIN UNTIL: Request is denied, project is complete, or testing is completed PLUS: 10 years THEN: Destroy	
38804	Forest Campground Attendance Records (supersedes item # 38216)	These records document attendance at state forest campgrounds. They may include, but may not be limited to, campground forms, dispersed camping tags, receipts, and envelopes.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38805	Non-motorized Pathway Development and Closure Proposal Files	These records document the creation of non-motorized pathways. They may include, but may not be limited to, development requests, easements, maps, and surveys.	RETAIN UNTIL: Pathway is no longer owned by the State of Michigan PLUS: 30 years THEN: Destroy	
38806	Non-motorized Pathway Records	These records document the operation and maintenance of non-motorized pathways. They may include, but may not be limited to, funding requests, and equipment records.	RETAIN UNTIL: Request is denied, or project is complete PLUS: 7 years THEN: Destroy	
38807	Off-Road Vehicle (ORV) Trail Program Files	These records document the operation and maintenance of ORV trails. They may include, but may not be limited to, funding requests, and equipment records.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38808	Off-Road Vehicle (ORV) Trail Development Files	These records document the creation of ORV trails. They may include, but may not be limited to, requests for development, easements, maps, and surveys.	RETAIN UNTIL: Trail is removed from official State designation PLUS: 7 years THEN: Destroy	
38809	Recreation and Trails Policy Records	These records document the rules and regulations that impact Off-Road Vehicle (ORV) and snowmobile trails, non-motorized pathways, campgrounds, boat access sites, trailways, and rails-to-trails operations.	RETAIN UNTIL: Superseded by a new version THEN: Destroy	
38810	Recreation Grant Annual Proposal Process Records	These records document the annual proposal process for the Recreation Improvement Fund (RIF) and Recreational Trails Program (RTP). They may include, but may not be limited to, calls for proposals, lists of proposals received, meeting agendas (RTP Advisory Board, DNR Trails Steering Committee), final fund decision lists, and transmittal memos or letters.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
38811	Recreation Grant Proposal Files	These records document awarded grant proposals for the Recreation Improvement Fund (RIF) and Recreational Trails Program (RTP). They may include, but may not be limited to, grant applications, agreements, payment vouchers, correspondence, and close-out documents.	RETAIN UNTIL: Grant is closed out PLUS: 7 years THEN: Destroy	
38813	Snowmobile Permit Records	These records document the sale of snowmobile permits. In addition to registering a snowmobile with the Secretary of State, resident and nonresidents that operate snowmobiles on public land in Michigan are required to purchase an annual snowmobile trail permit. The trail permit enables snowmobilers to ride state-designated trails, public roads and public lands (where authorized).	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38814	Snowmobile Trail Program Records	These records document the operation and maintenance of snowmobile trails. They may include, but may not be limited to, funding requests, equipment records, and capital outlay projects files.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	
38815	Snowmobile Trail Development Files	These records document the creation of snowmobile trails. They may include, but may not be limited to, requests for development, easements, maps, and surveys.	RETAIN UNTIL: Trail is removed from official State designation PLUS: 7 years THEN: Destroy	
38816	Trailways and Rails-to-Trails Records	These records document the acquisition, planning, development, and management of rail-trails. They may include, but may not be limited to, titles, land leases, land deeds, purchase agreements, parcel descriptions, rail abandonment documents, land use and management agreements, plans, designs, gift and acceptance agreements, planning and development documents, funding documents, and correspondence.	RETAIN UNTIL: Trail is no longer owned by the State of Michigan PLUS: 7 years THEN: Transfer to the Archives of Michigan	
38817	Appearance Ticket Summary Records	These records document annual statistics about the number of appearance tickets that were issued. They may include, but may not be limited to, reports.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
38818	Central Reservation System (CRS) Revenue Records	These records document the revenue that is received from reservations, Recreation Passports, and permits issued to non-residents and commercial entities. Data may include, but may not be limited to, transaction dates, amount, number of permits, types of permits, and weekly and annual reports.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38819	Cash Refund Records	These records document refunds issued using the Central Reservation System for fees paid to reserve cabins and camping sites.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38820	Concession Health and Safety Inspection Records	These records document health and safety inspections conducted of concessions operations. They may include, but may not be limited to, Monthly Concession Inspection Reports.	RETAIN UNTIL: Superseded by a new inspection document THEN: Destroy	
38821	Concession Operator Files	These records document each concession operator at state parks and recreation areas. They may include, but may not be limited to, revenue reports, leases, annual reports, monthly reports, certificates of insurance, price lists, equipment inventories, and correspondence.	RETAIN UNTIL: Concession operator no longer works with the park PLUS: 6 years THEN: Destroy	
38822	Concession Pricing Records	These records document the prices charged for select items sold in the park concessions. They may include, but may not be limited to, price lists and analyses.	RETAIN UNTIL: Contract expires THEN: Destroy	
38824	Park and Residence Inspection Records	These records document physical inspections of park buildings, facilities, residences, employee uniforms, water quality, etc. They may include, but may not be limited to, tests, reports, and recommendations.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
38825	Park Building and Facility Files	These records document buildings and facilities. They may include, but may not be limited to, building inventories, insurance schedules, and correspondence.	RETAIN UNTIL: Building is sold or demolished THEN: Destroy	
38826	Park Employee Daily Work Reporting Records	These records document the daily work activities of park employees. They may include, but may not be limited to, reports identifying how much time was spent on each assignment or task, work that did not get accomplished, issues during the shift, and notes.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
38828	Park Use Data	These records document park usage, and are used for planning purposes. They may include, but may not be limited to, statistics on park attendance, number of permits sold, and number of people turned away.	RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38829	Form Request Records	These records document requests for supplies of blank forms.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
38830	State Park Financial Records	The records document financial transactions at state parks. They may include, but may not be limited to, property receipts, revenue reports, and reports of unit allotments.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38831	State Park Remittance Revenue Records	These records document state park income and the revenues received. They are used for audit and reconciliation purposes. They may include, but may not be limited to, revenue reports, reconciliation reports, receipts, and deposit slips.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38832	Building and Facility Records	These records document when a building is acquired, deleted, transferred, or altered. They may include, but may not be limited to, the inventory number, inventory location code, section, district number, unit, building or facility name, location, street address, type of construction, and valuation of building or facility.	RETAIN UNTIL: Building or facility is sold or demolished THEN: Destroy	
38833	Dog Trial Records	These records document procedures for dog trials that are held at recreation areas. They may include, but may not be limited to, hosting park, operational plans, procedures, maps, and correspondence.	RETAIN UNTIL: Superseded THEN: Destroy	
38834	Event and Non-Event Permit Records	These records document permits issued for the use of park land for special events and special uses (including research).	RETAIN UNTIL: Permit expires PLUS: 3 years THEN: Destroy	
38835	Historical Resources Protection Records	These records document the joint co-operation of DNR and the State Historic Preservation Office, the Office of the State Archaeologist, and the Michigan Historical Museum in the preservation of historical buildings, archaeological sites, museums, etc., located at state parks or recreation areas. They may include, but may not be limited to, agreements with the other offices.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38836	Michigan Civilian Conservation Corps (MCCC) Member Files	These records document each MCCC corps member. They may include, but may not be limited to, onboarding documents, work logs, travel and expense documents, and correspondence.	RETAIN UNTIL: Member no longer serves in the MCCC PLUS: 7 years THEN: Destroy	
38837	Michigan Civilian Conservation Corps (MCCC) Project Records	These records document environmental stewardship projects. They may include, but may not be limited to, correspondence, reports, and surveys.	RETAIN UNTIL: Project is completed PLUS: 5 years THEN: Destroy	
38838	Michigan Civilian Conservation Corps (MCCC) Records	These records document the establishment and history of the MCCC to conserve, improve, and develop the state's natural resources, and to enhance, preserve, and maintain public lands and waters through the employment of state residents in work training programs. The work training programs provide work experience to increase the likelihood of obtaining future employment. They may include, but may not be limited to, program standards.	RETAIN UNTIL: Program standards are revised THEN: Transfer to the Archives of Michigan	
38840	Special Event Program Records	These records document special event programs administered by the division. These programs may include Day-in-the-Park, Winterfest, Adopt-a-Park, Photo Competitions, Adventure Program, etc. They may include, but may not be limited to, correspondence, photographs, work schedules, program development documentation, and news releases.	RETAIN UNTIL: Program is no longer in operation THEN: Destroy	
38843	Stewardship Treatment Records	These records document chemical and non-chemical treatments of land to improve the environment. They may include, but may not be limited to, forms, maps, and chemical documentation.	RETAIN UNTIL: Treatment is completed PLUS: 30 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38844	Appearance Ticket Records	These records document appearance tickets that are issued by park personnel when the rules and regulations of the park were violated by park users. These tickets require the violator to appear at the park office to resolve any issues in question.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
38846	Recreation Passport Violation Records	These records document notices that are issued to the public by park personnel when someone violates the rules for recreation passports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
38847	Boating Access Site Development and Closure Proposal Files	These records document the development and closure of boating access sites. They may include, but may not be limited to, requests, easements, maps, surveys, well logs, and well abandonment records.	RETAIN UNTIL: Access site is no longer owned by the State of Michigan PLUS: 7 years THEN: Destroy	
38848	State Administered Waterways Facilities Records (supersedes item # 38855, 38857, 38858)	These records document the operation and maintenance of state administered waterways facilities (harbors, boating access sites, locks). They may include, but may not be limited to, correspondence, funding requests, and equipment records.	RETAIN UNTIL: Site is no longer administered by State of Michigan PLUS: 7 years THEN: Destroy	
38849	Gasoline Retailer Records	These records document sales, inventory, and revenue earnings. They are used to reconcile sales tax paid to the Department of Treasury for oil and gas sold at state operated harbors.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
38850	Harbor and Lock Sales Records	These records document money received in return for goods or services. They may include, but may not be limited to, receipts.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
38851	Harbor Summary Reporting Records	These records document year-end activity totals for each state operated harbor. They may include, but may not be limited to, summary reports identifying the receipts, disbursements, net profits or losses, and inventory.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38853	Construction Permit Records (supersedes item # 38854)	These records document permits issued by any level of government for approved construction projects. They may include, but may not be limited to, applications, permits, and supporting documentation.	RETAIN UNTIL: Permit expires PLUS: 10 years THEN: Destroy	
38856	Safety Inspection Records	These records document safety inspections of each public access site that are completed twice each year. They may include, but may not be limited to, checklists, notes, and reports.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
38859	State Owned and Operated Waterways Property Records	These records document state owned and operated waterways facilities that are administered and operated by DNR. They may include, but may not be limited to, deeds, land descriptions, legal agreements, Waterways Commission resolutions, DNR Director orders, and appropriation bills for capital outlay.	RETAIN UNTIL: Site is no longer owned and maintained by the DNR PLUS: 3 years THEN: Destroy	
38860	Waterways Grants-in-Aid Agreement Records	These records document grants-in-aid which are made to local units of government for boating access sites and harbors. They may include, but may not be limited to, agreements with local units of government, leases, and land descriptions.	RETAIN UNTIL: Site is no longer a grant-in-aid facility PLUS: 10 years THEN: Destroy	
38861	Waterways Grants-in-Aid Project Files	These records document grants-in-aid that are made to local units of government for boating access sites and harbors. They may include, but may not be limited to, correspondence, grant applications, application review and scoring records, financial documentation, and activity reports.	RETAIN UNTIL: Grant agreement is no longer in effect PLUS: 10 years THEN: Destroy	
38863	Waterways Commissioner Files (superseded by GS-MEET-0707)	These records document individuals serving on the Waterways Commission. They may include, but may not be limited to, when the individual was appointed, and the number of terms served.	RETAIN UNTIL: see GS-MEET-0707	

Item #	Series Title	Series Description	Retention Period	Approval Date
38864	Volunteer Release and Waiver of Liability Records	These records document individuals who volunteer to work for the DNR. They may include, but may not be limited to, the volunteer release and waiver of liability forms (PR-0511).	RETAIN UNTIL: No longer volunteering with DNR PLUS: 5 years THEN: Destroy	
38865	Vehicle and Large Equipment Files	These records document the maintenance of vehicles and large equipment used by the parks. They may include, but may not be limited to, safety and preventive maintenance inspection and lock-out checklists, repair history, and supplemental documentation.	RETAIN UNTIL: Park is no longer in possession of the vehicle or equipment THEN: Destroy	
38866	Fuel Monitoring Data and Records	These records document the monitoring of fuel and oil stored at state parks and harbors. They may include, but may not be limited to, fuel intake data, fuel temperature data, leak detection data, and reports.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
38867	Enforcement Data	These records document enforcement issues with visitors to state parks (noise, alcohol, animals, etc.). Data may include, but may not be limited to, date, information about the individuals involved, incident information, and enforcement officer information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
43695	Site Investigation Files (supersedes item #38778)	These records document planning and development of land administered by the division. They may include, but may not be limited to, topographic or boundary surveys, geotechnical reports, and soil borings.	RETAIN UNTIL: Site is no longer owned by State of Michigan PLUS: 7 years THEN: Destroy	
43696	Construction Drawing Files - As-Built Local Copies (supersedes item # 38779, 38787)	These records document construction projects in state parks, trails, state administered waterway facilities, and state forest recreation areas. They may include, but may not be limited to, on-site copies of the as-built drawings that are kept by DTMB Facilities.	RETAIN UNTIL: Facility is removed or no longer owned by State of Michigan PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43697	Construction Project Records - Support Documents (supersedes item # 38778, 38779, 38787)	These records document major (as defined by DNR Procurement) construction projects on lands administered by the division and provide information about how the project is to be completed. They may include, but may not be limited to, construction manuals, material specifications, submittals, shop drawings, and contract requirements.	RETAIN UNTIL: Project is completed PLUS: 7 years THEN: Destroy	
43698	Construction Project Records - Schematic Designs and Studies (Phases 100 to 400) (supersedes item # 38779, 38787)	These records document potential construction projects on lands administered by the division during phases 100-400. They may include, but may not be limited to, studies, research, analyses, schematic designs, preliminary specifications, and cost estimates.	RETAIN UNTIL: Project is implemented in its entirety or design is superseded PLUS: 10 years THEN: Destroy	
43699	Construction Project Records - Not Constructed (Phase 500) (supersedes item # 38778, 38779, 38787)	These records document construction projects on lands administered by the division that did not get constructed. They may include, but may not be limited to, final design documents, drawings, project manuals, and specifications.	RETAIN UNTIL: Project is closed out PLUS: 10 years THEN: Destroy	
43700	Construction Project Records - Minor (supersedes item #38779, 38787)	These records document minor construction projects, as defined by DNR Procurement. They may include, but may not be limited to, contract documents, change orders, payment requests, site inspections, and testing.	RETAIN UNTIL: Project is completed PLUS: 7 years THEN: Destroy	
43701	Operations and Maintenance Manual Files (supersedes item # 38778, 38779, 38787)	These records document the operations and maintenance of facility equipment. They are provided by the project designer and contractor upon completion of construction. They may include, but may not be limited to, manuals.	RETAIN UNTIL: Equipment is removed or no longer owned by State of Michigan THEN: Destroy	
43702	Maritime Resources Project Files	These records document work done to conserve and restore maritime resources transferred to the State of Michigan by federal agencies. They may include, but may not be limited to, reports to the National Parks Service, correspondence, and schedules of expenditures.	RETAIN UNTIL: Resource is no longer owned by State of Michigan PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43703	Natural Resource Restoration Project Files	These records document federal grants received for natural resource restoration projects. They may include, but may not be limited to, grant proposals and awards, expenditure documents, conservation easements, and correspondence.	RETAIN UNTIL: Project is closed PLUS: 25 years THEN: Transfer to the Archives of Michigan	
43704	Lighthouse Assistance Grant Project Files	These records document grants awarded by the State Historic Preservation Office for lighthouse restoration and preservation. They may include, but may not be limited to, assessments of the property's significance and restoration priorities, and preparation documents for historic structure reports.	RETAIN UNTIL: State of Michigan no longer owns the lighthouse PLUS: 3 years THEN: Transfer to the Archives of Michigan	
43705	Historic Structure Reporting Records	These records document a structure's history, existing conditions, and they serve as the basis for proposing physical changes. They may include, but may not be limited to, historic structure reports.	RETAIN UNTIL: Building is removed or no longer owned by the State of Michigan PLUS: 7 years THEN: Transfer to the Archives of Michigan	
43706	Weather Condition Reporting Data	These records document weather conditions at parks and recreation areas that are shared with the public via websites and social media. They may include, water temperature, snow accumulation, and other conditions.	RETAIN UNTIL: Next report is created THEN: Destroy	
43707	Visitor Journal Records	These records document visitor experiences at cabins and campgrounds. They are completed by visitors during their trip. They may include, but may not be limited to, visitor logbooks, and ledger books.	RETAIN UNTIL: Date created PLUS: 80 years THEN: Transfer to the Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
43708	Work Shift Availability Records	These records document when state park workers (part-time and year-round) are available to work at park facilities, and the work schedules that are assigned to them. Data may include, but may not be limited to, name, email address, phone number, available dates and times, and assigned dates and times.	RETAIN UNTIL: Workday is completed PLUS: 5 years THEN: Destroy	



RMS Preparer
Sam Beland

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0504 Revised 8/17/2020

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Technology, Management, and Budget	OSS - Consolidated Print Center (CPC)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
2. To constitute an adequate and proper recording of its activities; and
3. To protect the legal rights of the government of the State of Michigan and of the people.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

E-SIGNED by Kristen Hampton on 2025-05-12 08:59:39 EDT	E-SIGNED by Jennifer Jackson on 2025-05-14 10:55:26 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-05-12 09:00:08 EDT	E-SIGNED by Paul Green on 2025-07-17 10:43:33 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-05-13 11:08:49 EDT	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

*All currently approved agency-specific and general schedules are available online at
<https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx>*

DTMB Department of Technology, Management and Budget
CPC OSS - Consolidated Print Center

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Consolidated Print Center processes most state agency's transactional printing to take advantage of the cost-efficient equipment and the efficiencies inherent to central operation. The CPC operates sixteen hours a day, five days a week, printing jobs like vehicle tabs, DHHS Bridges correspondence, professional licenses and checks in quantities from a few sheets per job to tens of thousands of sheets per job.		
27909	Overtime Rosters	These rosters document the number of hours of overtime that each employee worked. They are used to keep overtime hours as equitable as practicable. They may include, but may not be limited to, employee name, time, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	
27910	Project Records	These records document CPC projects and initiatives, such as BCC software migration, MiTREAS migration, etc. They may include, but may not be limited to, analyses, reports, correspondence, meeting minutes, agendas, samples, procedure sheets, templates, and billings.	RETAIN UNTIL: Project is completed PLUS: 5 years THEN: Destroy	
27914	Shift Logs	These records document production activity during each assigned shift.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	
27915	Shift Error Logs	These records document production errors that are identified during the course of each shift.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
41265	Printer Audit Log Data	These records document printer activity that is collected by the Enterprise Output Manager (EOM) software. Data may include, but may not be limited to, file name, print date, start and end dates, number of pages, stock size, and stock weight.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
41266	QA Logs	These records document daily QA checks for Treasury and UIA production check printing.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	



RMS Preparer
Sam Beland

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0504 Revised 8/17/2020

Per MCL 399.11, records shall not be destroyed without the authorization of an approved Retention and Disposal Schedule. This agency-specific schedule supplements the [general schedules](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/SitePages/Schedules.aspx) that are approved for use by the State of Michigan.

SECTION 1. DEPARTMENT

DEPARTMENT	DIVISION AND CODE
Treasury	Discovery and Tax Enforcement Division (DTE)

SECTION 2. PURPOSE

This schedule supersedes previously approved schedules for these records.

SECTION 3. APPROVALS

The undersigned agree to the retention and/or disposal of records as set forth in this schedule.

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
2. To constitute an adequate and proper recording of its activities; and
3. To protect the legal rights of the government of the State of Michigan and of the people.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

E-SIGNED by Kathy McCarthy on 2025-02-06 16:36:55 EST	E-SIGNED by Brad Morton on 2025-05-21 10:08:19 EDT
Agency Representative	Department of Attorney General
E-SIGNED by Brice Sample on 2025-02-07 10:17:48 EST	E-SIGNED by Paul Green on 2025-07-14 10:41:47 EDT
Records Management Services	Office of the Auditor General
E-SIGNED by Mark Harvey on 2025-02-14 14:33:44 EST	Approval Date:
Archives of Michigan	State Administrative Board

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

TREA Department of Treasury
DTE Discovery and Tax Enforcement Division

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Discovery and Tax Enforcement Division is responsible for performing special reviews for all taxes administered by the Department of Treasury. The Division's functions include conducting special projects to identify businesses and individuals with tax liabilities due the state and performing special reviews to detect fraud related to individual income tax returns.		
31751	Voluntary Disclosure Files	These records document voluntary disclosure agreements with taxpayers, in accordance with Section 205.30c of the Revenue Act, PA 122 of 1941. They may include, but may not be limited to, a completed nexus questionnaire, miscellaneous correspondence, a countersigned voluntary disclosure agreement for each tax being disclosed by the taxpayer, tax returns, and tax registration applications.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
31752	Requests for Information	These records document taxpayer information that is collected. They may include, but may not be limited to, correspondence received from internal or external sources which is used to determine whether a taxpayer is contacted, and letters requesting additional information from the taxpayer (i.e. tax returns, social security numbers, inheritance information, attestation schedules, etc.).	RETAIN UNTIL: Response is received from the taxpayer or an assessment is issued PLUS: 4 years THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

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STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

TREA Department of Treasury
DTE Discovery and Tax Enforcement Division

Item #	Series Title	Series Description	Retention Period	Approval Date
31753	Taxpayer Information Received	These records document information that is received from a taxpayer who was sent a Request for Information. They may include, but may not be limited to, copies of tax returns, social security numbers, inheritance information, verification of relative status, verification of property taxes, and verification of exemptions.	RETAIN UNTIL: Information is received PLUS: 4 years THEN: Destroy	
31755	Out-State Tobacco Requests (obsolete)	These records document requests for information from out-of-state internet tobacco vendors about Michigan purchasers.	RETAIN UNTIL: Project is complete PLUS: 10 years THEN: Destroy	
31756	Tax Liability/Fraud Special Projects	These records document special projects to identify businesses and individuals with tax liabilities due the state and to detect fraud related to individual income tax returns. They may include, but may not be limited to, project number/code, tax ID, name and address of taxpayer, project status, tax year, tax due, penalty due, interest due, comments, and date letter was sent to taxpayer.	RETAIN UNTIL: Project is complete PLUS: 10 years THEN: Destroy	
31758	Complaint Files	These records document complaints alleging non-payment of taxes. They may include, but may not be limited to, the original complaint, copies of income tax returns, vehicle information, criminal history checks, agents log, business cards, receipts, Request for Arrest Warrant, case status, investigator's notes, witness list, exhibit list, subpoenas, Case Supervision Sheets, Month End Case Summary, Vehicle Registration, and supporting documentation.	RETAIN UNTIL: Complaint is resolved PLUS: 20 years THEN: Destroy	

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STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

TREA Department of Treasury
DTE Discovery and Tax Enforcement Division

Item #	Series Title	Series Description	Retention Period	Approval Date
31759	Tax Payments Submitted by Taxpayers on Letters of Inquiry	These records document tax payments submitted by taxpayers that are related to a tax for which they are not registered (i.e., internet tobacco tax). They may include, but may not be limited to, document taxpayer responses from the U.S. Customs project, referrals from other states, other specialty project information, and supporting documentation.	RETAIN UNTIL: Taxpayer appeal periods are over for tax assessments issued, and after active collection actions are completed PLUS: 6 years THEN: Destroy	
33066	IRS Audit Abstracts (supersedes item # 33067-33069)	These records document federal audits of Michigan taxpayers. They may include, but may not be limited to, taxpayer correspondence, IRS abstracts, taxpayer name, address, tax year, adjustments to income, tax due, penalties, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
33105	CP-2000 Records - Record of Program by Year	These records document comparisons of information received from the Internal Revenue Service to State of Michigan taxpayer returns regarding non-reported income. They may include, but may not be limited to, system tests, form letters, control totals, and specific procedure memos.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
33109	CP-2000 Detail Source Information (microfiche original) (obsolete)	These records document reports listing each taxpayer contacted (Alpha TC06-853-M02) (Terminal Digit Order TC06-853-M01).	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	
33111	CP-2000 Account Records (microfilm original) (obsolete)	These records document accounts that no longer owe money, or accounts that were resolved due to response.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	

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STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE

TREA Department of Treasury
DTE Discovery and Tax Enforcement Division

Item #	Series Title	Series Description	Retention Period	Approval Date
33115	Delinquent Match Records (pre-1999) - Records of Program by Year	These records document comparisons of information received from the Internal Revenue Service to State of Michigan taxpayer returns regarding delinquent accounts. They may include, but may not be limited to, system tests, form letters, control totals, and specific procedure memos.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	
34417	Nexus Communications	These records document communication with out-of-state businesses about Michigan's current nexus standards. (Nexus means that a business has sufficient connection with the taxing state to allow the state to have taxing authority). They may include, but may not be limited to, business response and supporting documentation.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
43770	Master Settlement Agreement (MSA)/Tobacco Products Tax Act (TPTA) Information	These records document Treasury's due diligence enforcing the Tobacco Products Tax Act (TPTA) and the Master Settlement Agreement (MSA), showing a history of enforcement activity as well as seizures, assessments and the departments history of educating licensees and retail locations. They may include, but may not be limited to, inspection reports, PACT Act reports, correspondence, decisions and supporting documents.	RETAIN UNTIL: Notification from Attorney General's office that NPM arbitration timeframe has passed has been received THEN: Destroy	

This agency-specific schedule supplements the approved general schedules.

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