



CITY COUNCIL

January 23, 2023

1. Call to Order – 7:00 P.M. – City Council Chambers
2. Recitation – Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Proclamation – Recognize Mark Lennemann, Parks and Recreation Special Facilities Supervisor, on his retirement and 35 years of dedicated service to the City of Petoskey
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) January 9, 2023 work session and regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since January 9, 2023
6. Public Comments
7. City Manager Updates
8. Appointments – Consideration of appointment to the Board of Review
9. New Business
 - (a) Introduction, discussion and possible adoption of a proposed resolution to set a public hearing regarding the potential establishment of an Obsolete Property Rehabilitation Act District (OPRA) for 424 Emmet Street
 - (b) Introduction, discussion and possible adoption of a proposed resolution to set a public hearing regarding potential approval of an Obsolete Property Rehabilitation Exemption Certificate Application for 424 Emmet Street
 - (c) Adoption of a proposed resolution approving a Records Management Policy and Records Retention and Disposal Schedules
 - (d) Adoption of a proposed resolution that would approve Council meeting start time change from 7:00 P.M. to 6:00 P.M.
10. City Council Comments
11. Adjournment

Alternatively, join the meeting via the Zoom platform

<https://us02web.zoom.us/j/84147598270>

Meeting ID: 841 4759 8270

+1 646 558 8656 US (New York)

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City Clerk at the earliest opportunity by emailing sbek@petoskey.us or by calling 231-347-2500 to request assistance.

Persons interested in addressing the City Council during the meeting under public comment period can press the "raise hand" button or send a chat message in Zoom or by phone press *9.

Public meetings are being monitored and violations of statutes will be prosecuted.



WHEREAS, Mark Lennemann, City of Petoskey Parks and Recreation Special Facilities Supervisor, will officially retire on January 31, 2023, after thirty five (35) years of outstanding and meritorious service to the residents of Petoskey; and

WHEREAS, Mark has been instrumental in the vision and standards of the Petoskey Park system including Petoskey Municipal Marina, the Magnus Campground, and the Winter Sports Park among MANY, MANY others; and

WHEREAS, Mark was a constant positive influence and resource for staff and peers and a tireless proponent of the City parks and recreation programs; and

WHEREAS, throughout his thirty five years of service, Mark has been a dedicated servant to the residents of Petoskey, setting an example to his peers throughout the state of Michigan:

NOW THEREFORE, I, John Murphy, Mayor of the City of Petoskey, on behalf of the City Council and all Petoskey citizens take this opportunity to express our sincere and grateful appreciation, and hereby extend to Mark Lennemann, our congratulations on his well-earned retirement, and our best wishes to him for continued success, happiness and good health in the years to come.

Presented this 23rd day of January, 2023



John Murphy
Mayor



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: January 23, 2023

PREPARED: January 19, 2023

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

The City Council will be asked to adopt a resolution that would approve the following consent agenda items:

- (1) Draft minutes of the January 9, 2023 work session and regular session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since January 9, 2023 for contract and vendor claims at \$2,952,866.87, intergovernmental claims at \$0, and the January 19 payroll at \$231,689.32 for a total of \$3,184,556.19.

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Enclosures



CITY COUNCIL

January 9, 2023

A work session meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, January 9, 2023. This meeting was called to order at 5:30 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: John Murphy, Mayor
Tina DeMoore, City Councilmember
Derek Shiels, City Councilmember
Brian Wagner, City Councilmember
Lindsey Walker, City Councilmember (arrived 5:35 P.M.)

Absent: None

Also in attendance were City Manager Shane Horn, City Clerk Sarah Bek and Downtown Director Becky Goodman.

Discuss Action Plan and Identify Future City Goals

City Council inquired how long the Action Plan should cover and the City Manager recommended no longer than 1-2 years and that Council could start over and have a strategic planning session to identify priorities.

City Council concurred that the Action Plan be condensed, simplified and possibly merge a few goals together; discussed six of the seven goals including ensuring a long-term sustainable budget, infrastructure, economic development, promote downtown development opportunities and promote affordable/workforce housing initiatives and suggested revisions to each goal and updated items that were already completed; and will discuss the last goal pertaining to developing and promoting sustainability measures at a future meeting.

The City Manager will revise the Action Plan based on Council's suggested changes and bring back at a future meeting for Council's review.

There being no further business to come before the City Council, this January 9, 2023, meeting of the City Council adjourned at 6:46 P.M.

John Murphy, Mayor

Sarah Bek, City Clerk



CITY COUNCIL

January 9, 2023

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, January 9, 2023. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, as part of the City Council's annual organizational meeting, the City Clerk administered oaths of office to Mayor-elect John Murphy, and City Councilmembers-elect Derek Shiels and Lindsey Walker, following their elections to the City Council at the General Election of November 8, 2022. A roll call then determined that the following were

Present: John Murphy, Mayor
Tina DeMoore, City Councilmember
Derek Shiels, City Councilmember
Brian Wagner, City Councilmember
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Shane Horn, City Clerk Sarah Bek, Parks and Recreation Director Kendall Klingelsmith and Public Works Director Mike Robbins.

Amend Agenda

Councilmember DeMoore moved that, seconded by Councilmember Walker to amend the agenda and move item 10(a) after the public hearing pertaining to the Parks and Recreation Master Plan Amendment.

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Public Hearing 2023-2027 Parks and Recreation Master Plan Amendment

A public hearing was held to receive comments concerning the 2023-2027 Parks and Recreation Master Plan Amendment.

Mayor Murphy opened the public hearing at 7:05 P.M.

Jane Schneider, 713 Grove Street, commented that she is the new Petoskey Area Garden Club President and that Arlington Park will begin transitioning to a children's garden providing more opportunities for the youth; that the Garden Club is creating unique opportunities reflecting Petoskey's culture of indigenous people and interactive signage which aligns with various aspects of the Master Plan; and that in 2024 the Garden Club will be celebrating 90 years of service in the City.

Public hearing closed at 7:09 P.M.

Approve 2023-2027 Parks and Recreation Master Plan Amendment – Resolution No. 23-01

The Parks and Recreation Director gave a brief presentation and reviewed the Master Plan process and outcomes from the workshops, surveys, etc.; reviewed priorities which included fixing the Little Traverse Wheelway, accessibility improvements, needs assessment outcomes and aging infrastructure, resiliency and sustainability, and staffing and funding challenges; reviewed five primary goals; reviewed that the plan is due to the State by February 1; and acknowledged the Parks and Recreation Commissioners on their efforts and engagement during the process.

Councilmembers thanked staff and Parks and Recreation Commissioners on their efforts on a comprehensive and informative plan; heard comments appreciating more emphasis on parks and gardens, signage and branding and ADA compliance; that Solanus Beach improvements is a good example accomplishing compliance; heard from those appreciative of continuous improvement while protecting both residents and visitors; inquired on ADA barrier free numbering; requested a tour of parks and facilities which would be beneficial to all; inquired on community garden and relocation based on future DPW facility expansion; inquired on cooperation with Parks and Recreation department and Public Works Department in regards to green water infrastructure; that the City has a great parks and recreation system; heard from those excited about the children's garden; commented on Bates Field and contract with Petoskey Schools and if contract should be expanded based on plan; that terms for Mayor and Councilmembers need to be updated on page 10; and heard from those that a future parks and recreation millage may be necessary to fund current, aging infrastructure, but will be a challenge.

Councilmember Wagner moved that, seconded by Councilmember Shiels adoption of the following resolution:

WHEREAS, the City of Petoskey has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2023-2027; and

WHEREAS, the City of Petoskey began the process of developing a Parks and Recreation Master Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

WHEREAS, residents of the City of Petoskey were provided with well-advertised opportunities during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the plan; and

WHEREAS, the public was given reasonable accommodations to review the plan amendment for a period of at least 30 days; and

WHEREAS, a public hearing was held on January 9, 2023 to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the plan amendment; and

WHEREAS, the City of Petoskey has developed the plan as a guideline improving recreation and enhancing natural resources for the City of Petoskey; and

WHEREAS, at the December 12, 2022 meeting, the Petoskey Parks and Recreation Commission recommended City Council adopt the plan; and

WHEREAS, after the public hearing, the City of Petoskey, City Council voted to adopt the plan amendment:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey, City Council hereby adopts the Parks and Recreation Master Plan covering the years 2023-2027.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Consent Agenda - Resolution No. 23-02

Following introduction of the consent agenda for this meeting of January 9, 2023, Councilmember Walker moved that, seconded by Councilmember Wagner adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the December 19, 2022 regular session City Council meeting be and are hereby approved;

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since December 19, 2022 for contract and vendor claims at \$2,259,806.38, intergovernmental claims at \$457,148.04 and the December 22 and January 5 payrolls at \$462,890.19, for a total of \$3,179,844.61 be and is hereby acknowledged; and

WHEREAS, the 2023 Annual Budget and Capital Improvements Plan allocated \$572,000 within the Motor Pool Fund to purchase certain vehicles and equipment; and

WHEREAS, for many years, the City has routinely made purchases from the State of Michigan Mi-Deal Purchasing Contract. This program is an extended purchasing program that allows local units of government to utilize pricing through state contracts; and

WHEREAS, City staff recommends that the City Council authorize purchases for the following vehicles under the Mi-Deal State of Michigan purchasing contract:

- Mi-Deal Purchase of a latest production four-wheel drive Tahoe Police Pursuit from Berger Chevrolet Fleet Sales, Grand Rapids, at a cost not to exceed \$41,089.00 (Budget Allocated \$52,000). This vehicle would replace Public Safety Patrol Unit #445, a 2017 Tahoe Pursuit, with approximately 85,000 miles, that will be retired.
- Mi-Deal Purchase of a latest production four-wheel drive Tahoe Police Pursuit from Berger Chevrolet Fleet Sales, Grand Rapids, at a cost not to exceed \$41,089.00 (Budget Allocated \$52,000). This vehicle would replace Public Safety Patrol Unit #446, a 2018 Tahoe Pursuit, with approximately 85,000 miles, that will be retired.

NOW, THEREFORE, BE IT RESOLVED that the Petoskey City Council, by this resolution, hereby authorizes the purchase of (2) Police Pursuit Tahoe's from Berger Chevrolet Sales, Grand Rapids, MI, utilizing the Mi-Deal purchasing program.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Hear Public Comment

Mayor Murphy asked for public comments and there were no comments.

Hear City Manager Updates

The City Manager recognized staff members with January birthdays and work anniversaries; reviewed upcoming public meetings; reviewed project status updates including Lofts at Lumber Square, Michigan Maple Block property, 424 Emmet Street OPRA, Little Traverse Wheelway slope restoration, Emmet County ARPA grant program and that the City was not selected for CEDAM Fellowship; that the Public Safety Director position closes on January 13 and 18 applications have been received to-date with the community survey also closing on January 13; and that the City held a retirement party for Chief Breed who was recognized with several plaques on his dedicated leadership and service to staff, residents and the Petoskey community.

Councilmembers inquired on the maximum match for Emmet County ARPA grants and inquired on the Public Safety Director interview process. The City Manager responded that the maximum City match is \$50,000 and that he foresees two interview panels consisting of department heads and staff and City Council, with the position ultimately appointed by the City Manager.

Elect Mayor Protempore – Resolution No. 23-03

Mayor Murphy reported that, as required by City Charter provisions, the City Council was being asked to elect from its members a Mayor Protempore who would serve in the absence or incapacity of the Mayor in 2023.

Mayor Murphy nominated Councilmember Wagner to serve as Mayor Protempore.

Councilmember DeMoore then moved that, seconded by Councilmember Walker adoption of the following resolution:

WHEREAS, as required by City Charter provisions, the City Council must elect from its members a Mayor Protempore, who would serve in the absence or incapacities of the Mayor; and

WHEREAS, Mayor Murphy appointed Councilmember Wagner to serve as Mayor Protempore:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby appoints Councilmember Wagner to serve as Mayor Protempore in the absence or incapacities of the Mayor.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Approve Board and Commission Appointments – Resolution No. 23-04

Mayor Murphy reviewed that City Council consider the following appointments.

Councilmember Walker moved that, seconded by Councilmember Shiels adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Ann Ingels, 1305 Waukazoo Avenue, to the District Library Board for a four-year term ending January 2027.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Resolution No. 23-05

Councilmember Wagner moved that, seconded by Councilmember Shiels adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the reappointment of Trevor Nelson, 528 Wachtel Avenue, to the District Library Board or a four-year term ending January 2027.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Authorize Contract for Bridge Street Reconstruct and Porter and Maple Street Resurfacing Project – Resolution No. 23-06

The Public Works Director reviewed that the annual budget included \$1,595,000 for the reconstruction of Bridge Street from Franklin Street west to the bridge, which also includes the resurfacing of Porter Street from US-131 to Curtis Avenue and Maple Street from Porter Street to Charlevoix Avenue; reviewed bid process and that two firms submitted bids; that a safe crosswalk will be installed at the Porter, Curtis and Bridge Street intersection to the river valley; that project will be divided into two phases due to the size and that Bridge Street is Phase 1 and mill and fill will phase in; reviewed additional costs not included within the contract estimated at \$424,165; and that the low-bidder, E.F. Wilkinson & Sons, Inc., Cheboygan, has not worked in Petoskey before, but that staff contacted references and recommended moving forward with the contractor.

Councilmembers inquired if residents will be notified if any existing structures will be removed and not replaced as part of the project and how service lines will be repaired. The Public Works Director responded that residents will be notified with a hand-delivered notice of any potential changes and that service lines will be fully replaced and reviewed the process of going inside house to replace.

Councilmember Wagner moved that, seconded by Councilmember Walker adoption of the following resolution:

WHEREAS, the 2023 Annual Budget and Capital Improvements Plan included \$1,595,000 for the reconstruction of Bridge Street from Franklin Street west to the bridge, which also includes the resurfacing of Porter Street from US-131 to Curtis Avenue and Maple Street from Porter Street to Charlevoix Avenue; and

WHEREAS, Bridge Street reconstruct include water main and valve replacement; water service line investigations and upgrades; sanitary sewer main and manhole structure replacement; replacement of storm sewer main and catch basin structures; new pavement and subgrades; curb and gutter replacement, new concrete drive approaches and new sidewalks. Highlights relative to the mill and fill or resurfacing of Porter and Maple Streets includes curb and gutter revisions at the intersection of Maple Street and Charlevoix Avenue along with miscellaneous as-needed repairs to both streets that will include curb and gutter, water and sewer facilities, drive approaches and sidewalks; and

WHEREAS, street layout, water and sewer utility installations along with bid specifications were prepared by Benchmark Engineering, Inc., Harbor Springs; and electric work was designed by GRP Engineering, Petoskey. Bid packets were made available on November 23, 2022; eight area firms were notified and three bids were received on December 21, 2022 with the following results:

| <u>Bidder</u> | <u>Amount</u> |
|--|----------------|
| E.F. Wilkinson & Sons, Inc. Cheboygan | \$858,946.79 |
| Elmer's Crane and Dozer, Inc. Petoskey | \$931,959.30 |
| Tri County Excavating Group, LLC Harbor Springs | \$1,071,902.96 |

WHEREAS, anticipated costs associated with this project not included within the E.F. Wilkinson & Sons contract amount, include the installations of sidewalk, curb and gutter and drive approaches; water service line replacements; and site restorations. This work will be coordinated and performed by others and is estimated at \$424,165; and

WHEREAS, following staff analysis and due diligence it is respectfully recommended to proceed with the low bidder E.F. Wilkinson & Sons, Inc., Cheboygan, for this proposed project for \$858,946.79:

NOW, THEREFORE, BE IT RESOLVED that the Petoskey City Council, by this resolution, hereby authorizes the engagement with E.F. Wilkinson & Sons, Inc., Cheboygan, MI for the Bridge Street Reconstruction project for a project cost of \$858,946.79.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Authorize Concrete Unit-Price Bid Contracts – Resolution No. 23-07

The Public Works Director reviewed that the annual budget again called for routine replacements and construction of concrete sidewalks, curb-and-gutter structures and related installations associated with the Bridge Street reconstruct and Porter and Maple Streets resurfacing; that other replacements anticipated include miscellaneous as-needed repairs city-wide, including work within the Central Business District; that four prequalified concrete contractors were notified of bid process and two unit-price bids were received; and that staff recommended contracting with Ryan Bros., Inc., and Van Kalker Construction Inc., both of Petoskey, based upon availability and performance in addition to price quotes.

Councilmembers inquired if residents typically ask for drive approach replacements during these projects and the Public Works Director responded that staff puts them in contact with the contractor to further discuss.

Councilmember DeMoore moved that, seconded by Councilmember Shiels adoption of the following resolution:

WHEREAS, the City's 2023 Annual Budget again called for routine replacements and construction of concrete sidewalks, curb-and-gutter structures, and related installations associated with the Bridge Street Reconstruct and Porter and Maple Streets Resurfacing Projects; and

WHEREAS, other concrete replacements anticipated for this year include miscellaneous as-needed repairs citywide, including work within the Central Business District; and

WHEREAS, following past practices, specifications were prepared that used a quantity of 40 line items for concrete installations, notices of availability of specifications were released on December 1, 2022 to four prequalified concrete contractors and two unit-price bids were received on December 20, 2022; and

WHEREAS, the following rankings were established based upon overall prices: (1) Ryan Bros., Inc., Petoskey, and (2) Van Kalker Construction, Inc., Petoskey:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby authorizes City staff to contract with two concrete-construction firms, Ryan Bros., Inc., and Van Kalker Construction, Inc., to provide these construction services as might be required, based upon unit-price quotations by the firms and/or their availability.

Said resolution was adopted by the following vote:

AYES: DeMoore, Shiels, Wagner, Walker, Murphy (5)

NAYS: None (0)

Council Comments

Mayor Murphy asked for Council comments and Councilmember Walker attended the New Year's Eve event at the Crooked Tree Arts Center and commented that it is a wonderful community event. Councilmember Wagner attended the Holocaust exhibit at the Library and was thoroughly impressed with the exhibit and the Library staff's efforts. Councilmember Shiels announced that he will be scheduling a townhall meeting for Ward 2 residents. Councilmember DeMoore commented that the City's bidding policy was adopted in 1994 and may be a good idea to review since times have changed. Mayor Murphy also attended the Holocaust exhibit at the Library and the opening was well-attended and encouraged the community to stop and see the traveling exhibit.

There being no further business to come before the City Council, this January 9, 2023, meeting of the City Council adjourned at 8:23 P.M.

John Murphy, Mayor

Sarah Bek, City Clerk

DRAFT

| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
|-----------|------------------|--------------|----------------------------|--------------------|------------------------------|--------------|
| 01/23 | 01/13/2023 | 99414 | Voorheis, Margaret Ann | 271-790-802.000 | Contracted Services | 270.00- V |
| 01/23 | 01/05/2023 | 99541 | Petoskey Rotary Club | 101-756-880.000 | Community Relations | 568.50- V |
| 01/23 | 01/09/2023 | 99584 | Ginop Plumbing & Heating | 661-598-931.000 | Equipment Repair | 546.54- V |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 701-000-230.190 | Weekly Imdemnity Premiums | 2,248.06 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-172-724.000 | Fringe Benefits | 22.66 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-201-724.000 | Fringe Benefits | 53.21 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-208-724.000 | Fringe Benefits | 17.00 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-253-724.000 | Fringe Benefits | 25.29 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-265-724.000 | Fringe Benefits | 5.67 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 582-588-724.000 | Fringe Benefits | 56.65 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 592-549-724.000 | Fringe Benefits | 70.61 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 592-560-724.000 | Fringe Benefits | 24.37 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-770-724.000 | Fringe Benefits | 46.45 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-773-724.000 | Fringe Benefits | 3.40 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-789-724.000 | Fringe Benefits | 7.93 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 204-481-724.000 | Fringe Benefits | 75.87 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 271-790-724.000 | Fringe Benefits | 104.60 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 514-587-724.000 | Fringe Benefits | 27.42 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-268-724.000 | Fringe Benefits | 15.86 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-345-724.000 | Fringe Benefits | 610.74 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-400-724.000 | Fringe Benefits | 15.86 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-441-724.000 | Fringe Benefits | 38.52 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-754-724.000 | Fringe Benefits | 7.93 |
| 01/23 | 01/05/2023 | 99625 | Dearborn Life Insurance Co | 101-756-724.000 | Fringe Benefits | 17.00 |
| 01/23 | 01/11/2023 | 99626 | ALCONA COUNTY LIBRARY | 271-790-955.000 | Miscellaneous | 9.95 |
| 01/23 | 01/11/2023 | 99627 | Alliance Entertainment | 271-790-761.000 | Audio Visual - Adult | 109.86 |
| 01/23 | 01/11/2023 | 99628 | Alpha Handyman | 271-790-802.000 | Contracted Services | 1,827.00 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-958.200 | Programming - Young Adult | 311.88 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-751.000 | Office/Library Supplies | 22.98 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-760.000 | Books - Adult | 38.24 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-761.000 | Audio Visual - Adult | 23.79 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-761.200 | Audio Visual - Young Adult | 79.98 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-172-751.000 | Office Supplies | 1.89 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-201-751.000 | Office Supplies | 1.89 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-208-751.000 | Office Supplies | 1.32 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-257-751.000 | Office Supplies | .94 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-253-751.000 | Office Supplies | 1.13 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-345-751.000 | Office Supplies | 4.90 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 661-598-932.000 | Vehicle Repair & Maintenance | 459.00 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-400-751.000 | Office Supplies | .94 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-441-751.000 | Office Supplies | 2.83 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-770-751.000 | Office Supplies | .57 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-773-775.000 | Materials & Supplies | .19 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-756-751.000 | Office Supplies | 1.89 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-789-751.000 | Office Supplies | .36 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-172-751.000 | Office Supplies | 1.89- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-201-751.000 | Office Supplies | 1.89- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-208-751.000 | Office Supplies | 1.32- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-257-751.000 | Office Supplies | .94- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-253-751.000 | Office Supplies | 1.13- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-345-751.000 | Office Supplies | 4.90- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-400-751.000 | Office Supplies | .94- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-441-751.000 | Office Supplies | 2.83- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-770-751.000 | Office Supplies | .57- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-773-775.000 | Materials & Supplies | .19- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-756-751.000 | Office Supplies | 1.89- |

| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
|-----------|------------------|--------------|------------------------------|--------------------|-------------------------------|--------------|
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 101-789-751.000 | Office Supplies | .36- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-986.000 | Tech. Equipment & Software | 230.00 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-880.000 | Community Outreach | 55.97 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-964.000 | Makerspace - Equip & Supplies | 443.57 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-880.000 | Community Outreach | 25.47 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-761.000 | Audio Visual - Adult | 64.23 |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-761.200 | Audio Visual - Young Adult | 4.22- |
| 01/23 | 01/11/2023 | 99629 | Amazon Capital Services | 271-790-761.200 | Audio Visual - Young Adult | 46.21 |
| 01/23 | 01/11/2023 | 99630 | American Water Works Assoc. | 592-549-915.000 | Education & Training | 255.00 |
| 01/23 | 01/11/2023 | 99630 | American Water Works Assoc. | 592-549-915.000 | Education & Training | 255.00 |
| 01/23 | 01/11/2023 | 99631 | APX INC. | 582-588-915.000 | Memberships & Dues | 54.56 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-172-850.000 | Communications | 13.84 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-201-850.000 | Communications | 11.07 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-208-850.000 | Communications | 6.92 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-257-850.000 | Communications | 6.92 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-253-850.000 | Communications | 5.53 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-345-850.000 | Communications | 15.21 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-558-920.000 | Public Utilities | 390.06 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-558-920.000 | Public Utilities | 205.24 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 204-481-850.000 | Communications | 4.15 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 204-481-850.000 | Communications | 4.15 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 582-588-850.000 | Communications | 13.84 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 582-593-850.000 | Communications | 5.53 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-549-850.000 | Communications | 8.30 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-560-850.000 | Communications | 8.30 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-400-850.000 | Communications | 6.92 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-441-850.000 | Communications | 12.45 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-756-850.000 | Communications | 6.92 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-770-850.000 | Communications | 2.77 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-773-850.000 | Communications | 2.77 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 101-789-850.000 | Communications | 2.77 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-560-850.000 | Communications | 45.70 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-560-850.000 | Communications | 51.19 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-558-920.000 | Public Utilities | 49.39 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-538-850.000 | Communications | 45.70 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 592-538-850.000 | Communications | 45.70 |
| 01/23 | 01/11/2023 | 99632 | AT&T | 271-790-850.000 | Communications | 180.00 |
| 01/23 | 01/11/2023 | 99633 | Ballard's Plumbing & Heating | 101-268-802.000 | Contracted Services | 275.00 |
| 01/23 | 01/11/2023 | 99634 | Benchmark Engineering Inc. | 204-481-802.000 | Contracted Services | 2,799.00 |
| 01/23 | 01/11/2023 | 99634 | Benchmark Engineering Inc. | 582-588-802.000 | Contracted Services | 2,799.00 |
| 01/23 | 01/11/2023 | 99634 | Benchmark Engineering Inc. | 592-549-802.000 | Contracted Services | 2,799.00 |
| 01/23 | 01/11/2023 | 99634 | Benchmark Engineering Inc. | 592-560-802.000 | Contracted Services | 2,799.00 |
| 01/23 | 01/11/2023 | 99635 | Center Point Large Print | 271-790-760.000 | Books - Adult | 539.28 |
| 01/23 | 01/11/2023 | 99636 | Derrer Oil Co. | 661-598-759.000 | Gas & Oil | 4,990.87 |
| 01/23 | 01/11/2023 | 99637 | Duncan, James | 101-770-767.000 | Uniforms | 85.00 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-172-751.000 | Office Supplies | 7.99 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-201-751.000 | Office Supplies | 7.99 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-208-751.000 | Office Supplies | 5.59 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-257-751.000 | Office Supplies | 4.00 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-253-751.000 | Office Supplies | 4.79 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-345-751.000 | Office Supplies | 20.78 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-400-751.000 | Office Supplies | 4.00 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-441-751.000 | Office Supplies | 11.99 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-770-751.000 | Office Supplies | 2.40 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-773-775.000 | Materials & Supplies | .80 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-756-751.000 | Office Supplies | 7.99 |

| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
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| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-789-751.000 | Office Supplies | 1.59 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-172-751.000 | Office Supplies | 11.31 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-201-751.000 | Office Supplies | 11.31 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-208-751.000 | Office Supplies | 7.92 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-257-751.000 | Office Supplies | 5.66 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-253-751.000 | Office Supplies | 6.79 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-345-751.000 | Office Supplies | 29.41 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-400-751.000 | Office Supplies | 5.66 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-441-751.000 | Office Supplies | 16.97 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-770-751.000 | Office Supplies | 3.39 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-773-775.000 | Materials & Supplies | 1.13 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-756-751.000 | Office Supplies | 11.31 |
| 01/23 | 01/11/2023 | 99638 | Dunn's Business Solutions | 101-789-751.000 | Office Supplies | 2.26 |
| 01/23 | 01/11/2023 | 99639 | Dynamic School Assemblies, Inc. | 271-790-958.000 | Programming - Children | 300.00 |
| 01/23 | 01/11/2023 | 99640 | Emmet Co. Dept of Public Works | 101-529-802.000 | Contracted Services | 7,740.00 |
| 01/23 | 01/11/2023 | 99641 | Emmet County Sheriff's Office | 101-345-802.000 | Contracted Services | 375.00 |
| 01/23 | 01/11/2023 | 99642 | Empiric Solutions Inc. | 101-228-802.000 | Contracted Services | 8,654.00 |
| 01/23 | 01/11/2023 | 99642 | Empiric Solutions Inc. | 271-790-751.000 | Office/Library Supplies | 122.76 |
| 01/23 | 01/11/2023 | 99643 | Fate, Jason | 204-481-767.000 | Uniforms | 66.25 |
| 01/23 | 01/11/2023 | 99643 | Fate, Jason | 582-588-767.000 | Other - Uniforms | 66.25 |
| 01/23 | 01/11/2023 | 99643 | Fate, Jason | 592-549-767.000 | Other - Uniforms | 66.25 |
| 01/23 | 01/11/2023 | 99643 | Fate, Jason | 592-560-767.000 | Other - Uniforms | 66.24 |
| 01/23 | 01/11/2023 | 99644 | Five Star Screen Printing Plus | 101-756-808.110 | Soccer | 1,232.00 |
| 01/23 | 01/11/2023 | 99645 | FROMUTH | 101-756-985.000 | Equipment | 986.64 |
| 01/23 | 01/11/2023 | 99646 | Gale/Cengage Learning Inc. | 271-790-760.000 | Books - Adult | 113.56 |
| 01/23 | 01/11/2023 | 99647 | Ginop Sales Inc. | 661-598-931.000 | Equipment Repair | 546.54 |
| 01/23 | 01/11/2023 | 99648 | Gordon Food Service | 661-598-751.000 | Office Supplies | 16.15 |
| 01/23 | 01/11/2023 | 99648 | Gordon Food Service | 204-481-751.000 | Office Supplies | 16.15 |
| 01/23 | 01/11/2023 | 99648 | Gordon Food Service | 582-588-751.000 | Office Supplies | 16.15 |
| 01/23 | 01/11/2023 | 99648 | Gordon Food Service | 582-593-751.000 | Office Supplies | 16.15 |
| 01/23 | 01/11/2023 | 99648 | Gordon Food Service | 592-549-751.000 | Office Supplies | 16.15 |
| 01/23 | 01/11/2023 | 99648 | Gordon Food Service | 592-560-751.000 | Office Supplies | 15.15 |
| 01/23 | 01/11/2023 | 99649 | Grand Traverse Diesel Service | 661-598-932.000 | Vehicle Repair & Maintenance | 28.20 |
| 01/23 | 01/11/2023 | 99650 | Granicus | 101-400-802.000 | Contracted Services | 6,903.00 |
| 01/23 | 01/11/2023 | 99651 | HISTORICAL SOCIETY OF MICHIGAN | 271-790-915.000 | Memberships & Dues | 100.00 |
| 01/23 | 01/11/2023 | 99652 | Huntington National Bank | 592-566-993.000 | Paying Agent Fees | 500.00 |
| 01/23 | 01/11/2023 | 99653 | HydroCorp | 592-545-802.000 | Contracted Services | 1,988.00 |
| 01/23 | 01/11/2023 | 99654 | I.C.M.A. | 101-172-915.000 | Memberships & Dues | 1,129.70 |
| 01/23 | 01/11/2023 | 99655 | Ingram Library Services | 271-790-885.000 | Donation Expense | 115.75 |
| 01/23 | 01/11/2023 | 99656 | Integrity Business Solutions | 271-790-970.000 | Capital Outlay | 2,214.00 |
| 01/23 | 01/11/2023 | 99657 | Jakeway, John | 203-479-802.000 | Contracted Services | 84.00 |
| 01/23 | 01/11/2023 | 99658 | Kiesler's Police Supply Inc. | 101-345-775.000 | Materials & Supplies | 135.09 |
| 01/23 | 01/11/2023 | 99659 | Kiwanis of Petoskey | 271-790-880.000 | Community Outreach | 200.00 |
| 01/23 | 01/11/2023 | 99660 | Kring Chevrolet Cadillac, Dave | 661-598-932.000 | Vehicle Repair & Maintenance | 69.30 |
| 01/23 | 01/11/2023 | 99661 | Lamar Companies | 248-739-880.200 | Image Campaign | 175.00 |
| 01/23 | 01/11/2023 | 99661 | Lamar Companies | 248-739-880.200 | Image Campaign | 760.00 |
| 01/23 | 01/11/2023 | 99662 | Lewis Municipal Sales | 592-549-785.000 | Small Tools | 2,761.18 |
| 01/23 | 01/11/2023 | 99662 | Lewis Municipal Sales | 592-544-775.000 | Materials & Supplies | 2,338.82 |
| 01/23 | 01/11/2023 | 99663 | Little Traverse Disposal | 271-790-802.000 | Contracted Services | 157.62 |
| 01/23 | 01/11/2023 | 99664 | MacDonald Garber Broadcasting | 248-739-880.200 | Image Campaign | 500.00 |
| 01/23 | 01/11/2023 | 99664 | MacDonald Garber Broadcasting | 248-739-880.200 | Image Campaign | 219.00 |
| 01/23 | 01/11/2023 | 99665 | Mango Languages | 271-790-762.100 | Data Bases | 2,940.84 |
| 01/23 | 01/11/2023 | 99666 | McCardel Culligan | 592-553-802.000 | Contracted Services | 60.00 |
| 01/23 | 01/11/2023 | 99666 | McCardel Culligan | 101-770-802.000 | Contracted Services | 10.00 |
| 01/23 | 01/11/2023 | 99666 | McCardel Culligan | 514-587-802.100 | Cont. Svcs - Downtown Office | 10.00 |
| 01/23 | 01/11/2023 | 99667 | McLean & Eakin Booksellers | 271-790-885.000 | Donation Expense | 712.13 |

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| 01/23 | 01/11/2023 | 99668 | Meyer Ace Hardware | 661-598-931.000 | Equipment Repair | 25.16 |
| 01/23 | 01/11/2023 | 99668 | Meyer Ace Hardware | 661-598-785.000 | Small Tools & Supplies | 8.36 |
| 01/23 | 01/11/2023 | 99668 | Meyer Ace Hardware | 582-590-775.000 | Materials & Supplies | 15.29 |
| 01/23 | 01/11/2023 | 99669 | Michigan Association of Recreation | 101-773-881.000 | Advertising | 280.00 |
| 01/23 | 01/11/2023 | 99670 | Michigan Municipal Executives | 101-172-915.000 | Memberships & Dues | 425.00 |
| 01/23 | 01/11/2023 | 99671 | Michigan Municipal League | 701-000-230.201 | SUTA | 140.34 |
| 01/23 | 01/11/2023 | 99672 | Michigan Trails & Greenways Alliance | 101-756-915.000 | Memberships & Dues | 200.00 |
| 01/23 | 01/11/2023 | 99673 | Mitchell Graphics Inc. | 271-790-905.000 | Printing/Advertising/Postage | 175.00 |
| 01/23 | 01/11/2023 | 99673 | Mitchell Graphics Inc. | 101-770-802.000 | Contracted Services | 580.00 |
| 01/23 | 01/11/2023 | 99674 | North Central Laboratories | 592-553-775.000 | Materials & Supplies | 1,209.05 |
| 01/23 | 01/11/2023 | 99675 | North Country Publishing Corp. | 248-739-880.200 | Image Campaign | 190.00 |
| 01/23 | 01/11/2023 | 99676 | Northern Lights | 101-770-767.000 | Uniforms | 380.00 |
| 01/23 | 01/11/2023 | 99677 | Northern Michigan Review Inc. | 101-400-802.000 | Contracted Services | 52.64 |
| 01/23 | 01/11/2023 | 99678 | Otis Elevator Co. | 271-790-930.000 | Building Repair & Maintenance | 1,560.00 |
| 01/23 | 01/11/2023 | 99679 | Pauls Meter Testing LLC | 582-592-802.000 | Contracted Services | 1,585.02 |
| 01/23 | 01/11/2023 | 99680 | Peninsula Fiber Network LLC | 271-790-802.000 | Contracted Services | 89.10 |
| 01/23 | 01/11/2023 | 99680 | Peninsula Fiber Network LLC | 101-228-850.000 | Communications | 446.00 |
| 01/23 | 01/11/2023 | 99681 | Petoskey Regional Chamber | 514-587-912.000 | Education & Training | 160.00 |
| 01/23 | 01/11/2023 | 99682 | Petoskey Rotary Club | 101-756-880.000 | Community Relations | 129.50 |
| 01/23 | 01/11/2023 | 99683 | Plunkett Cooney | 101-266-802.000 | Contracted Services | 2,607.50 |
| 01/23 | 01/11/2023 | 99683 | Plunkett Cooney | 101-266-802.000 | Contracted Services | 3,366.34 |
| 01/23 | 01/11/2023 | 99684 | Police and Firemen's Insurance | 701-000-230.185 | Police and Fire Insurance | 379.38 |
| 01/23 | 01/11/2023 | 99685 | Power System Engineering | 582-588-802.000 | Contracted Services | 1,750.00 |
| 01/23 | 01/11/2023 | 99686 | Pumco Interiors | 271-790-930.000 | Building Repair & Maintenance | 500.00 |
| 01/23 | 01/11/2023 | 99686 | Pumco Interiors | 271-081-658.000 | Reimbursements | 2,429.22 |
| 01/23 | 01/11/2023 | 99687 | Quality First Aid & Safety Inc. | 592-554-775.000 | Materials & Supplies | 404.74 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-172-751.000 | Office Supplies | 50.35 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-201-751.000 | Office Supplies | 50.35 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-208-751.000 | Office Supplies | 35.25 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-257-751.000 | Office Supplies | 25.18 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-253-751.000 | Office Supplies | 30.21 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-345-751.000 | Office Supplies | 130.91 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-345-751.000 | Office Supplies | 193.61 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-400-751.000 | Office Supplies | 2.98 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-400-751.000 | Office Supplies | 25.18 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-441-751.000 | Office Supplies | 75.53 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-770-751.000 | Office Supplies | 15.11 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-773-775.000 | Materials & Supplies | 5.04 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-756-751.000 | Office Supplies | 50.35 |
| 01/23 | 01/11/2023 | 99688 | Staples Advantage | 101-789-751.000 | Office Supplies | 10.04 |
| 01/23 | 01/11/2023 | 99689 | State of Michigan | 592-551-801.000 | Professional Services | 2,888.80 |
| 01/23 | 01/11/2023 | 99690 | Sure Lock & Homes LLC | 101-268-802.000 | Contracted Services | 130.00 |
| 01/23 | 01/11/2023 | 99691 | T-Mobile | 271-790-850.000 | Communications | 365.50 |
| 01/23 | 01/11/2023 | 99692 | Trace Analytical Laboratories LLC | 592-553-802.000 | Contracted Services | 65.00 |
| 01/23 | 01/11/2023 | 99693 | Trophy Case, The | 101-756-802.000 | Contracted Services | 10.00 |
| 01/23 | 01/11/2023 | 99693 | Trophy Case, The | 101-101-751.000 | Office Supplies | 47.50 |
| 01/23 | 01/11/2023 | 99693 | Trophy Case, The | 101-172-751.000 | Office Supplies | 47.50 |
| 01/23 | 01/11/2023 | 99694 | Unique Management Services Inc. | 271-790-802.000 | Contracted Services | 11.65 |
| 01/23 | 01/11/2023 | 99695 | UPS Store, The | 592-553-802.000 | Contracted Services | 62.07 |
| 01/23 | 01/11/2023 | 99695 | UPS Store, The | 592-553-802.000 | Contracted Services | 65.75 |
| 01/23 | 01/11/2023 | 99696 | Valley City Linen | 271-790-752.000 | Building Supplies | 26.00 |
| 01/23 | 01/11/2023 | 99696 | Valley City Linen | 271-790-752.000 | Building Supplies | 26.00 |
| 01/23 | 01/11/2023 | 99697 | Windemuller | 592-558-802.000 | Contracted Services | 438.99 |
| 01/23 | 01/13/2023 | 99703 | Charlevoix-Emmet ISD | 703-040-234.222 | Due Char-Em District - 2022 | 624,481.66 |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 665.18- |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 40.69- |

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| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-228.222 | Due County Set - 2022 | 822.90- |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 70,090.99 |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 36,031.20 |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 98,594.07 |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-233.000 | Due Interest & Penalty | 63.74 |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-233.000 | Due Interest & Penalty | 78.86 |
| 01/23 | 01/13/2023 | 99704 | Emmet County Treasurer | 703-040-233.000 | Due Interest & Penalty | 3.88 |
| 01/23 | 01/13/2023 | 99705 | Greenwood Cemetery | 703-040-238.222 | Due Greenwood Cemetery - 2022 | 85,146.46 |
| 01/23 | 01/13/2023 | 99706 | North Central Mich. College | 703-040-235.222 | Due NCMC - 2022 | 147,390.89 |
| 01/23 | 01/13/2023 | 99706 | North Central Mich. College | 703-040-235.222 | Due NCMC - 2022 | 132,390.40 |
| 01/23 | 01/13/2023 | 99707 | Voorheis, Margaret Ann | 271-790-802.000 | Contracted Services | 270.00 |
| 01/23 | 01/18/2023 | 99708 | Access Locksmithing Inc. | 582-593-930.000 | Building Repair & Maintenance | 394.00 |
| 01/23 | 01/18/2023 | 99709 | Airgas USA LLC | 661-598-785.000 | Small Tools & Supplies | 30.33 |
| 01/23 | 01/18/2023 | 99709 | Airgas USA LLC | 661-598-785.000 | Small Tools & Supplies | 59.61 |
| 01/23 | 01/18/2023 | 99710 | Alro Steel Corporation | 202-475-775.000 | Materials & Supplies | 301.20 |
| 01/23 | 01/18/2023 | 99710 | Alro Steel Corporation | 203-475-775.000 | Materials & Supplies | 301.21 |
| 01/23 | 01/18/2023 | 99711 | AT & T MOBILITY | 514-587-920.000 | Public Utilities | 263.82 |
| 01/23 | 01/18/2023 | 99712 | AT&T | 592-560-850.000 | Communications | 104.34 |
| 01/23 | 01/18/2023 | 99712 | AT&T | 592-558-920.000 | Public Utilities | 45.93 |
| 01/23 | 01/18/2023 | 99713 | AWE Acquisition, Inc. | 271-790-986.000 | Tech. Equipment & Software | 6,870.00 |
| 01/23 | 01/18/2023 | 99714 | Baird & Associates Ltd., W.F. | 101-770-802.000 | Contracted Services | 38,000.00 |
| 01/23 | 01/18/2023 | 99715 | Beckett & Raeder Inc. | 514-587-802.000 | Contracted Services | 4,905.00 |
| 01/23 | 01/18/2023 | 99715 | Beckett & Raeder Inc. | 247-751-802.000 | Contracted Services | 642.50 |
| 01/23 | 01/18/2023 | 99716 | Bek, Sarah | 101-101-751.000 | Office Supplies | 21.91 |
| 01/23 | 01/18/2023 | 99717 | C. C. Power LLC | 582-598-802.000 | Contracted Services | 5,280.00 |
| 01/23 | 01/18/2023 | 99718 | Carter's Imagewear & Awards | 101-789-767.000 | Uniforms | 110.00 |
| 01/23 | 01/18/2023 | 99719 | Charlevoix-Emmet ISD | 703-040-234.222 | Due Char-Em District - 2022 | 200,641.63 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 48.74 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 101-268-802.000 | Contracted Services | 22.67 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-544-802.000 | Contracted Services | 65.91 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 12.75 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 101-268-802.000 | Contracted Services | 22.67 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-544-802.000 | Contracted Services | 65.91 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 48.74 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 12.75 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 101-268-802.000 | Contracted Services | 22.67 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-544-802.000 | Contracted Services | 65.91 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-593-930.000 | Building Repair & Maintenance | 48.74 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 204-481-767.000 | Uniforms | 102.80 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 582-588-767.000 | Other - Uniforms | 100.70 |

| GL Period | Check Issue Date | Check Number | Payee | Invoice GL Account | Invoice GL Account Title | Check Amount |
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| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-560-767.000 | Other - Uniforms | 51.00 |
| 01/23 | 01/18/2023 | 99720 | Cintas Corp #729 | 592-549-767.000 | Other - Uniforms | 51.01 |
| 01/23 | 01/18/2023 | 99721 | Connective Consulting LLC | 271-790-905.000 | Printing/Advertising/Postage | 625.00 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 202-475-920.000 | Public Utilities | 140.84 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 205.97 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 257.71 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 234.02 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 819.51 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-538-920.000 | Public Utilities | 3,033.13 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 130.04 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 123.60 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 1,151.11 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 236.76 |
| 01/23 | 01/18/2023 | 99722 | Consumers Energy | 592-558-920.000 | Public Utilities | 208.71 |
| 01/23 | 01/18/2023 | 99723 | Crooked Tree Arts Center | 248-540-882.270 | Downtown Sound | 2,500.00 |
| 01/23 | 01/18/2023 | 99724 | David L Hoffman Landscaping & Nursery | 204-550-802.000 | Contracted Services | 3,808.00 |
| 01/23 | 01/18/2023 | 99725 | Decka Digital LLC | 204-481-751.000 | Office Supplies | 166.72 |
| 01/23 | 01/18/2023 | 99725 | Decka Digital LLC | 592-560-751.000 | Office Supplies | 203.30 |
| 01/23 | 01/18/2023 | 99725 | Decka Digital LLC | 582-593-751.000 | Office Supplies | 166.72 |
| 01/23 | 01/18/2023 | 99726 | Derrer Oil Co. | 661-598-759.000 | Gas & Oil | 1,385.47 |
| 01/23 | 01/18/2023 | 99727 | Duncan Parking Technologies Inc | 514-587-802.000 | Contracted Services | 2,200.50 |
| 01/23 | 01/18/2023 | 99727 | Duncan Parking Technologies Inc | 514-587-802.000 | Contracted Services | 2,200.50 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-172-751.000 | Office Supplies | 7.99 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-201-751.000 | Office Supplies | 7.99 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-208-751.000 | Office Supplies | 5.59 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-257-751.000 | Office Supplies | 4.00 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-253-751.000 | Office Supplies | 4.79 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-345-751.000 | Office Supplies | 20.78 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-400-751.000 | Office Supplies | 4.00 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-441-751.000 | Office Supplies | 11.99 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-770-751.000 | Office Supplies | 2.40 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-773-775.000 | Materials & Supplies | .80 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-756-751.000 | Office Supplies | 7.99 |
| 01/23 | 01/18/2023 | 99728 | Dunn's Business Solutions | 101-789-751.000 | Office Supplies | 1.59 |
| 01/23 | 01/18/2023 | 99729 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 23,371.02 |
| 01/23 | 01/18/2023 | 99729 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 11,576.59 |
| 01/23 | 01/18/2023 | 99729 | Emmet County Treasurer | 703-040-222.222 | Due County - 2022 | 31,677.64 |
| 01/23 | 01/18/2023 | 99730 | EPS Inc. | 101-268-802.000 | Contracted Services | 309.00 |
| 01/23 | 01/18/2023 | 99730 | EPS Inc. | 101-345-802.100 | Contracted Services-Station W | 309.00 |
| 01/23 | 01/18/2023 | 99731 | Factor Systems LLC | 101-208-803.000 | Contracted Services - Billing | 3,884.63 |
| 01/23 | 01/18/2023 | 99732 | Fastenal Company | 202-475-775.000 | Materials & Supplies | 35.85 |
| 01/23 | 01/18/2023 | 99732 | Fastenal Company | 203-475-775.000 | Materials & Supplies | 35.85 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 582-593-930.000 | Building Repair & Maintenance | 248.23 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 592-551-806.000 | Sludge Removal | 479.55 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 101-770-802.000 | Contracted Services | 189.97 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 101-756-802.000 | Contracted Services | 63.32 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 101-754-802.000 | Contracted Services | 161.83 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 101-268-802.000 | Contracted Services | 98.50 |
| 01/23 | 01/18/2023 | 99733 | GFL Environmental | 101-265-802.000 | Contracted Services | 189.98 |
| 01/23 | 01/18/2023 | 99734 | GHD Services Inc. | 271-790-802.000 | Contracted Services | 11,730.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 582-593-930.000 | Building Repair & Maintenance | 72.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 582-590-802.000 | Contracted Services | 468.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 661-598-931.000 | Equipment Repair | 828.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 661-598-932.000 | Vehicle Repair & Maintenance | 396.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 101-789-931.000 | Equipment Repair | 72.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 582-593-930.000 | Building Repair & Maintenance | 72.00 |

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| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 661-598-931.000 | Equipment Repair | 1,152.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 661-598-932.000 | Vehicle Repair & Maintenance | 180.00 |
| 01/23 | 01/18/2023 | 99735 | Gibby's Garage | 514-587-931.000 | Equipment Repair | 180.00 |
| 01/23 | 01/18/2023 | 99736 | Greenwood Cemetery | 703-040-238.222 | Due Greenwood Cemetery - 2022 | 28,391.02 |
| 01/23 | 01/18/2023 | 99737 | Haley's Plumbing & Heating | 582-593-930.000 | Building Repair & Maintenance | 1,129.78 |
| 01/23 | 01/18/2023 | 99738 | Hotshots Drain Cleaning LLC | 101-265-802.000 | Contracted Services | 500.00 |
| 01/23 | 01/18/2023 | 99738 | Hotshots Drain Cleaning LLC | 592-556-802.000 | Contracted Services | 1,950.00 |
| 01/23 | 01/18/2023 | 99739 | Hubbell Roth & Clark Inc. | 592-549-802.000 | Contracted Services | 930.83 |
| 01/23 | 01/18/2023 | 99740 | Huntington National Bank | 592-566-992.000 | Interest Expense | 64,337.50 |
| 01/23 | 01/18/2023 | 99740 | Huntington National Bank | 592-050-305.000 | Bonds Payable - WWTP 2017 | 210,000.00 |
| 01/23 | 01/18/2023 | 99740 | Huntington National Bank | 592-566-992.000 | Interest Expense | 52,425.00 |
| 01/23 | 01/18/2023 | 99740 | Huntington National Bank | 592-050-302.000 | Bonds Payable - WWTP | 720,000.00 |
| 01/23 | 01/18/2023 | 99741 | Ingram Library Services | 271-790-760.000 | Books - Adult | 891.71 |
| 01/23 | 01/18/2023 | 99741 | Ingram Library Services | 271-790-760.100 | Books-Children's | 936.24 |
| 01/23 | 01/18/2023 | 99741 | Ingram Library Services | 271-790-760.200 | Books - Young Adult | 22.32 |
| 01/23 | 01/18/2023 | 99742 | LexisNexis Risk Data Management Inc. | 101-208-802.000 | Contracted Services | 150.00 |
| 01/23 | 01/18/2023 | 99743 | M32 Enterprise LLC | 661-598-931.000 | Equipment Repair | 189.30 |
| 01/23 | 01/18/2023 | 99743 | M32 Enterprise LLC | 661-598-931.000 | Equipment Repair | 118.24 |
| 01/23 | 01/18/2023 | 99743 | M32 Enterprise LLC | 661-598-931.000 | Equipment Repair | 966.80 |
| 01/23 | 01/18/2023 | 99743 | M32 Enterprise LLC | 661-598-931.000 | Equipment Repair | 966.81 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-268-930.000 | Building Repair & Maintenance | 8.07 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-268-775.000 | Materials & Supplies | 53.99 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 582-590-775.000 | Materials & Supplies | 147.51 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 19.93 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 11.32 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-268-930.000 | Building Repair & Maintenance | 16.15 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-268-930.000 | Building Repair & Maintenance | 16.15 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-770-775.000 | Materials & Supplies | 20.68 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 101-345-775.000 | Materials & Supplies | 62.07 |
| 01/23 | 01/18/2023 | 99744 | Meyer Ace Hardware | 582-590-775.000 | Materials & Supplies | 12.88 |
| 01/23 | 01/18/2023 | 99745 | Midwest Tape | 271-790-762.000 | Electronic Materials | 5,000.00 |
| 01/23 | 01/18/2023 | 99746 | Millard's Furniture & Appliance | 101-773-931.000 | Equipment Repair | 1,546.00 |
| 01/23 | 01/18/2023 | 99747 | NAPA Auto Parts | 101-770-775.000 | Materials & Supplies | 11.77 |
| 01/23 | 01/18/2023 | 99747 | NAPA Auto Parts | 101-770-775.000 | Materials & Supplies | 29.99 |
| 01/23 | 01/18/2023 | 99747 | NAPA Auto Parts | 661-010-111.000 | Inventory - Materials | 11.54 |
| 01/23 | 01/18/2023 | 99747 | NAPA Auto Parts | 661-598-932.000 | Vehicle Repair & Maintenance | 271.00 |
| 01/23 | 01/18/2023 | 99748 | North Central Mich. College | 703-040-235.222 | Due NCMC - 2022 | 49,145.56 |
| 01/23 | 01/18/2023 | 99748 | North Central Mich. College | 703-040-235.222 | Due NCMC - 2022 | 44,143.94 |
| 01/23 | 01/18/2023 | 99749 | Northern A-1 | 592-556-802.000 | Contracted Services | 2,346.30 |
| 01/23 | 01/18/2023 | 99750 | Northern Gale Cleaning & Property Mgmt | 271-790-802.000 | Contracted Services | 1,250.00 |
| 01/23 | 01/18/2023 | 99751 | Onsite CPR Solutions LLC | 101-770-802.000 | Contracted Services | 300.00 |
| 01/23 | 01/18/2023 | 99752 | Petoskey Rotary Club | 248-540-882.200 | Holiday Parade | 3,000.00 |
| 01/23 | 01/18/2023 | 99753 | Petoskey Towing Inc. | 204-550-802.000 | Contracted Services | 125.00 |
| 01/23 | 01/18/2023 | 99754 | Power Line Supply | 582-592-775.000 | Materials & Supplies | 130.50 |
| 01/23 | 01/18/2023 | 99755 | Pro Image Design | 514-587-884.000 | Signs | 50.00 |
| 01/23 | 01/18/2023 | 99756 | Proclean North | 582-593-930.000 | Building Repair & Maintenance | 1,263.50 |
| 01/23 | 01/18/2023 | 99757 | Quality First Aid & Safety Inc. | 582-593-930.000 | Building Repair & Maintenance | 189.45 |
| 01/23 | 01/18/2023 | 99757 | Quality First Aid & Safety Inc. | 582-584-802.000 | Contracted Services | 176.45 |
| 01/23 | 01/18/2023 | 99757 | Quality First Aid & Safety Inc. | 582-593-930.000 | Building Repair & Maintenance | 27.76 |
| 01/23 | 01/18/2023 | 99758 | Range Telecommunications | 204-481-850.000 | Communications | 60.64 |
| 01/23 | 01/18/2023 | 99758 | Range Telecommunications | 101-756-850.000 | Communications | 60.64 |
| 01/23 | 01/18/2023 | 99758 | Range Telecommunications | 582-593-850.000 | Communications | 60.64 |
| 01/23 | 01/18/2023 | 99758 | Range Telecommunications | 592-560-850.000 | Communications | 60.64 |
| 01/23 | 01/18/2023 | 99758 | Range Telecommunications | 592-549-850.000 | Communications | 60.64 |
| 01/23 | 01/18/2023 | 99759 | Revize LLC | 101-228-802.000 | Contracted Services | 3,400.00 |
| 01/23 | 01/18/2023 | 99759 | Revize LLC | 101-228-802.000 | Contracted Services | 3,400.00 |

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| 01/23 | 01/18/2023 | 99759 | Revize LLC | 101-228-802.000 | Contracted Services | 3,400.00 |
| 01/23 | 01/18/2023 | 99760 | Scholastic Inc. | 271-790-885.000 | Donation Expense | 579.46 |
| 01/23 | 01/18/2023 | 99761 | Solutions Electric Inc. | 582-020-360.000 | Distribution System | 4,628.00 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-172-850.000 | Communications | 85.52 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-201-850.000 | Communications | 68.42 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-208-850.000 | Communications | 42.76 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-257-850.000 | Communications | 42.76 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-253-850.000 | Communications | 34.21 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 582-588-850.000 | Communications | 99.99 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-345-850.100 | Communications-Station West | 191.09 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-770-850.000 | Communications | 119.98 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 592-560-850.000 | Communications | 51.31 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 592-560-850.000 | Communications | 38.24 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-345-850.000 | Communications | 75.10 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 514-587-802.100 | Cont. Svcs - Downtown Office | 138.03 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 582-593-850.000 | Communications | 38.28 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 582-588-850.000 | Communications | 99.99 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-789-850.000 | Communications | 17.10 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 204-481-850.000 | Communications | 25.66 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 204-481-850.000 | Communications | 25.66 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 582-588-850.000 | Communications | 85.52 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 582-593-850.000 | Communications | 34.21 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 592-549-850.000 | Communications | 51.31 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-345-850.000 | Communications | 94.09 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-400-850.000 | Communications | 42.76 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-441-850.000 | Communications | 76.97 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-756-850.000 | Communications | 42.76 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-770-850.000 | Communications | 17.10 |
| 01/23 | 01/18/2023 | 99762 | Spectrum Business | 101-773-850.000 | Communications | 17.10 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-172-751.000 | Office Supplies | 12.61 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-201-751.000 | Office Supplies | 12.61 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-208-751.000 | Office Supplies | 8.82 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-257-751.000 | Office Supplies | 6.30 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-253-751.000 | Office Supplies | 7.56 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-345-751.000 | Office Supplies | 32.78 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-345-751.000 | Office Supplies | 187.81 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-400-751.000 | Office Supplies | 6.30 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-441-751.000 | Office Supplies | 18.91 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-770-751.000 | Office Supplies | 3.78 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-773-775.000 | Materials & Supplies | 1.26 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-756-751.000 | Office Supplies | 12.61 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-789-751.000 | Office Supplies | 2.53 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-172-751.000 | Office Supplies | 13.35 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-201-751.000 | Office Supplies | 13.35 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-208-751.000 | Office Supplies | 9.34 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-257-751.000 | Office Supplies | 6.67 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-253-751.000 | Office Supplies | 8.01 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-345-751.000 | Office Supplies | 34.70 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-400-751.000 | Office Supplies | 6.67 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-441-751.000 | Office Supplies | 20.02 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-770-751.000 | Office Supplies | 4.00 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-773-775.000 | Materials & Supplies | 1.33 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-756-751.000 | Office Supplies | 13.35 |
| 01/23 | 01/18/2023 | 99763 | Staples Advantage | 101-789-751.000 | Office Supplies | 2.68 |
| 01/23 | 01/18/2023 | 99764 | State of Michigan-Department of LARA | 582-081-642.300 | Residential | 3,564.00 |
| 01/23 | 01/18/2023 | 99764 | State of Michigan-Department of LARA | 582-081-642.400 | Commercial | 698.40 |

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| 01/23 | 01/18/2023 | 99764 | State of Michigan-Department of LARA | 582-081-642.500 | Industrial Sales | 4.50 |
| 01/23 | 01/18/2023 | 99764 | State of Michigan-Department of LARA | 582-081-642.200 | Non-Profit Sales | 164.70 |
| 01/23 | 01/18/2023 | 99765 | Tetra Tech Inc | 592-547-802.000 | Contracted Services | 800.00 |
| 01/23 | 01/18/2023 | 99766 | Up North Service LLC | 204-550-802.000 | Contracted Services | 888.00 |
| 01/23 | 01/18/2023 | 99766 | Up North Service LLC | 514-587-802.000 | Contracted Services | 1,271.00 |
| 01/23 | 01/18/2023 | 99767 | Van's Business Machines | 582-081-642.300 | Residential | 121.64 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-345-850.000 | Communications | 41.16 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-770-850.000 | Communications | 36.01 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-773-850.000 | Communications | 52.58 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-789-850.000 | Communications | 52.58 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-770-850.000 | Communications | 18.00 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-345-850.000 | Communications | 18.01 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-770-850.000 | Communications | 72.02 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-345-850.000 | Communications | 36.01 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-770-850.000 | Communications | 18.00 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-345-850.000 | Communications | 18.01 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 101-345-850.000 | Communications | 41.16 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 592-538-850.000 | Communications | 80.04 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 592-538-920.000 | Public Utilities | 280.07 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 204-481-850.000 | Communications | 26.13 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 582-588-850.000 | Communications | 26.14 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 592-549-850.000 | Communications | 26.14 |
| 01/23 | 01/18/2023 | 99768 | Verizon Wireless | 592-560-850.000 | Communications | 26.14 |
| 01/23 | 01/18/2023 | 99769 | Voss Lighting | 582-590-775.000 | Materials & Supplies | 478.20 |
| 01/23 | 01/18/2023 | 99770 | Writing Dailey | 248-739-880.200 | Image Campaign | 125.00 |
| 01/23 | 01/18/2023 | 999425 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 13,868.56 |
| 01/23 | 01/18/2023 | 999425 | ACH-EFTPS | 701-000-230.100 | Federal Withholding Payable | 21,693.14 |
| 01/23 | 01/18/2023 | 999425 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 13,868.56 |
| 01/23 | 01/18/2023 | 999425 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 3,243.44 |
| 01/23 | 01/18/2023 | 999425 | ACH-EFTPS | 701-000-230.200 | FICA Withholding Payable | 3,243.44 |
| 01/23 | 01/18/2023 | 999426 | ACH-ICMA 457 | 701-000-230.700 | Employees ICMA Payable | 901.17 |
| 01/23 | 01/18/2023 | 999426 | ACH-ICMA 457 | 701-000-230.700 | Employees ICMA Payable | 4,710.00 |
| 01/23 | 01/18/2023 | 999426 | ACH-ICMA 457 | 701-000-230.700 | Employees ICMA Payable | 2,377.98 |
| 01/23 | 01/18/2023 | 999427 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 2,275.30 |
| 01/23 | 01/18/2023 | 999427 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 2,049.33 |
| 01/23 | 01/18/2023 | 999427 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 112.24 |
| 01/23 | 01/18/2023 | 999427 | ACH-MERS Health Saving Plan | 701-000-230.195 | MERS Savings Plan | 123.58 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 701-000-230.120 | MERS Payable | 1,813.54 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 701-000-230.120 | MERS Payable | 1,760.40 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 001-000-001.001 | Cash | 484.24 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 001-000-001.001 | Cash | 511.75 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 701-000-230.120 | MERS Payable | 2,421.28 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 701-000-230.120 | MERS Payable | 2,558.63 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 001-000-001.001 | Cash | 880.21 |
| 01/23 | 01/18/2023 | 999428 | Mers DC 45 | 001-000-001.001 | Cash | 906.77 |
| 01/23 | 01/18/2023 | 999429 | MissionSquare 401 | 701-000-230.700 | Employees ICMA Payable | 842.92 |
| 01/23 | 01/18/2023 | 999430 | MissionSquare Roth | 701-000-230.900 | Roth IRA | 140.00 |
| 01/23 | 01/18/2023 | 999431 | MissionSquare Roth % | 701-000-230.900 | Roth IRA | 87.60 |
| Grand Totals: | | | | | | 2,947,868.84 |

Report Criteria:

Check.Check issue date = 01/05/2023-01/18/2023

| Check Number | Check Issue Date | Name | GL Account | Amount |
|---------------|------------------|------------------------|--------------|-----------------|
| 99698 | 01/11/2023 | Barron Title Co. | 703010020222 | 472.07 |
| 99699 | 01/11/2023 | Colfer, Harry and Dawn | 101090644030 | 1,000.00 |
| 99700 | 01/11/2023 | Dau, Barbara | 582081642300 | 204.00 |
| 99701 | 01/11/2023 | Hartman, Garfield | 101090644030 | 20.00 |
| 99702 | 01/11/2023 | Physicians Realty LP | 582588803000 | 2,504.58 |
| 99771 | 01/18/2023 | Damveld, Nicole | 582040285000 | 68.73 |
| 99772 | 01/18/2023 | Lynn Auto Parts Inc. | 582081642300 | 548.06 |
| 99773 | 01/18/2023 | Michalik, Jill | 582081642300 | 20.85 |
| 99774 | 01/18/2023 | Norton, Jeanette | 582040285000 | 41.23 |
| 99775 | 01/18/2023 | Rautio, John J | 582081642300 | 36.78 |
| 99776 | 01/18/2023 | Respecki, Jennifer | 582081642300 | 1.45 |
| 99777 | 01/18/2023 | Robbins, Curt | 582081642300 | 80.28 |
| Grand Totals: | | | | <u>4,998.03</u> |



BOARD: City Council

MEETING DATE: January 23, 2023

PREPARED: January 19, 2023

AGENDA SUBJECT: Appointment Recommendation

RECOMMENDATION: City Council confirm these appointments

The City Council will be asked to consider the following appointments:

- BOARD OF REVIEW – Reappointment of Joel Wurster, 909 Spruce Street, for a three-year term ending April 2025;
- BOARD OF REVIEW – Appointment of David Shuman, 111 Williams Street, for a three-year term ending April 2023; and
- BOARD OF REVIEW – Appointment of Christine Gebhard, 618 East Mitchell Street, as an alternate for a three-year term ending April 2025.



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

JAN 19 2023

CITY OF PETOSKEY
CITY MANAGER

Application to Serve on a Board or Commission

Please **print**. Answer each question accurately and completely. If you require any accommodation to complete the application process, please notify a City staff member.

| | | | | | | | | | |
|-------------------|--------------------|-----------|----------|------|---------|------------|-----|-----|------|
| Name | Joel | Wurster | | Date | 01 | 19 | 23 | | |
| | Last | | First | | Initial | | | | |
| Residence Address | 909 | Spruce St | Petoskey | MI | 49770 | Home Phone | | | |
| | Number | | Street | City | State | Zip | | | |
| Email Address | joel@jdwurster.com | | | | | Work Phone | 231 | 347 | 4988 |
| | | | | | | | | | |

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? Board of Review; willing to continue to serve
- How do you believe your appointment would benefit the City? Familiar with the tax assessment and appeal process and relevant concepts such as assessed and taxable values. Willing to serve with courtesy and fairness to those having matters brought to the board.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. Michigan Attorney Discipline Board hearing panelist; Emmet County Historical Commission member
- How many continuous years have you lived in Petoskey? 17
- Any other helpful information relevant to your application. Completed state mandated board of review training in 2022

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

YES NO Are you a City of Petoskey registered voter?

YES NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? Presently serve on Board of Review

YES NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.
N/A

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: [Signature] Date: 01/19/2023



City of Petoskey

Resolution

Resolution No. _____

WHEREAS, Mayor Murphy requests to reappoint Joel Wurster to serve on the Board of Review:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby approves the reappointment of Joel Wurster, 909 Spruce Street, to the Board of Review for a three-year term ending April 2025.

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 23rd day of January, 2023, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of January, 2023.

Sarah Bek, City Clerk



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

JAN 12 2023

CITY OF PETOSKEY
CITY MANAGER

SB

Application to Serve on a Board or Commission

Please print. Answer each question accurately and completely. If you require any accommodation to complete the application process, please notify a City staff member.

| | | | | | | | | | | | |
|-------------------|--------------------------|----------|----------|-------|-------|--|------------|------|-----|------|------|
| Name | Shuman | | | David | | | P | Date | 01 | 12 | 2023 |
| | Last | | | First | | | Initial | | | | |
| Residence Address | 111 | Williams | Petoskey | MI | 49770 | | Home Phone | 231 | 360 | 9149 | |
| | Number | Street | City | State | Zip | | | | | | |
| Email Address | david@baynorthrealty.com | | | | | | Work Phone | 231 | 360 | 9149 | |
| | | | | | | | | | | | |

Please answer the following questions using the space provided.

- What Board or Commission interests you and why are you applying? Board of Review
- How do you believe your appointment would benefit the City? As a Realtor I am experienced in understanding the values of property in the city of Petoskey.
- Describe any involvement in the community on a Board or Commission or in another volunteer capacity. I have served on the board of the Manna Food Project and the Top of Michigan Trails Council. I help the office of Vice President on the Manna board.
- How many continuous years have you lived in Petoskey? 18
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

YES NO Are you a City of Petoskey registered voter?

YES NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? Unsure

YES NO Are you applying to the Downtown Management Board? If yes, do you have an interest in property located in the downtown district or are you a resident of the downtown district? Please explain.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: David Shuman Date: 1/12/23



City of Petoskey

Resolution

Resolution No. _____

WHEREAS, Mayor Murphy requests to appoint David Shuman to serve on the Board of Review:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby approves the appointment of David Shuman, 111 Williams Street, to the Board of Review for a three-year term ending April 2023.

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 23rd day of January, 2023, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of January, 2023.

Sarah Bek, City Clerk



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

JAN 18 2023

CITY OF PETOSKEY
CITY MANAGER

93

Application to Serve on a Board or Commission

Please print. Answer each question accurately and completely. If you require any accommodation to complete the application process, please notify a City staff member.

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|----------------------|--|--|-------------------|--|--|----------|--|--|--------|----|--|-------|----|--|--------------|------|--|--|-----|--|--|------|--|--|
| ■ Name | Gebhard | | | Christine | | | L | | | ■ Date | 01 | | | 18 | | | 2023 | | | | | | | | |
| | Last | | | First | | | Initial | | | | | | | | | | | | | | | | | | |
| ■ Residence Address | 618 | | | E Mitchell Street | | | Petoskey | | | MI | | | 49770 | | | ■ Home Phone | 231 | | | 409 | | | 1623 | | |
| | Number | | | Street | | | City | | | State | | | Zip | | | | | | | | | | | | |
| ■ Email Address | cgebhard54@gmail.com | | | | | | | | | | | | | | | ■ Work Phone | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |

Please answer the following questions using the space provided.

1. What Board or Commission interests you and why are you applying? Board of Review
2. How do you believe your appointment would benefit the City? I believe my business experience, as CEO of North Country Community Mental Health and as a 17 year resident and home owner in Petoskey, will provide a useful perspective.
3. Describe any involvement in the community on a Board or Commission or in another volunteer capacity. I served as a Trustee and as President of the Petoskey District Library Board for several years. I recently served as an election worker in the November election and as a challenger for the recount.
4. How many continuous years have you lived in Petoskey? 17
5. Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City Boards and Commissions.

YES NO Are you a registered voter?

YES NO Are you currently in default of taxes or fines to the City of Petoskey?

YES NO Do you or immediate family members currently serve on a City Board or Commission? If yes, which Board or Commission? _____

YES NO Have you ever been convicted of a felony? If yes, please explain.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Applicant Signature: Christine Gebhard Date: 1/18/2023

CHRISTINE LEA GEBHARD
618 E. Mitchell Street, Petoskey MI 49770
(231) 409-1623

PROFESSIONAL EXPERIENCE

North Country Community Mental Health Authority - Petoskey, MI

Chief Executive Officer, April 1, 2017 – July 1, 2022

Serves as the chief executive and administrator of the six-county community mental health board in accordance with the Michigan Mental Health Code, the Michigan Department of Health and Human Services contract, and Medicaid Policy. Responsible for effectively operating within approved budget (\$58M in FY22); ensuring network provider capacity; demonstrating efficacy of programs and services; supporting its 14-member governing board; and advocating with the Michigan legislature and other stakeholders for mental health funding, regulations, and policies.

Chief Operating Officer, August 2014 – March 31, 2017

Responsible for overall agency functioning. Represents the agency and functions in the Director's absence. Retains all duties as Director of Administrative Services with added responsibility and supervision of the Information Technology department.

Director of Administrative Services, Provider Operations, April 2003 – September 2014

Responsible for compliance with Michigan Department of Health and Human Services contract requirements, state and federal regulations, and accreditation standards; development and monitoring of policy and procedures; coordinating site reviews; developing plans of correction and monitoring progress toward goals; supervision of administrative functions including safety, contract management, human resources, and data systems; chairing committees for quality improvement, utilization management, and risk management; and representing the agency at the Northern Affiliation (now the Northern Michigan Regional Entity-NMRE) Operations Committee and Quality Oversight Committee. Reported monthly to the Board of Directors.

Director, Improved Organizational Performance, January 2002 to April 2003 (Antrim Kalkaska CMH)

Responsible for developing and implementing a quality improvement plan, monitoring and reporting Michigan Department of Community Health (MDCH) performance indicators, coordinating MDCH site reviews and Joint Commission accreditation surveys. Acted on behalf of Interim Executive Director in his absence. Retained job responsibilities of Compliance Officer. Reported annually to the Board of Directors.

Compliance Officer, July 2000 to April 2003 (Antrim Kalkaska CMH)

Developed and implemented a Corporate Compliance Program, including an annual work plan, training and education, development of policy and procedure, auditing and monitoring practices, and investigations and enforcement. Facilitated the Clinical Peer Review Team and Operations Team. Supervised Contract Coordinator and Prevention Coordinator. Member of Risk Management, Leadership and Improved Organizational Performance Teams. Reported annually to the Board of Directors.

Safety and Prevention Coordinator, January 1997 to July 2000 (Antrim Kalkaska CMH)

Oversight of safety compliance with federal, state and local rules and regulations, and accreditation standards for environment of care. Monitored contract providers for compliance with state regulations and agency standards. Developed and managed training programs for employees and contractual providers. Coordinated community outreach through press releases, school programs, service agencies, civic groups and county coordinating councils (HSCB). Conducted parenting workshops.

Society of Michigan EMT Instructor Coordinators - Traverse City, MI

EMS EXPO Coordinator, October 1995 to 1999

Developed instructor-coordinator track for state-wide EXPO drawing 1300 participants. Responsible for speaker solicitation and facility coordination. Developed administrative manual documenting policies and procedures, job descriptions, committee structure, and timeline for conference planning.

Program Coordinator, December 1995 to October 1997

Responsible for coordination of two professional development conferences annually including speaker solicitation, budget preparation, facility coordination, and continuing education record maintenance.

Henry Ford Community College - Dearborn, MI

Adjunct Faculty, August 1993 to May 1996

Instructed Emergency Medical Technician and Advanced First Aid classes. Proctored state licensing examinations.

National Fire Academy - Emmitsburg, MD

Adjunct Faculty, August 1989 to August 1991

Instructed Fire Command Operations program to senior fire officers from multiple states.

Farmington Hills Fire Department - Farmington Hills, MI

Sergeant, May 1989 to July 1991

Company officer responsibilities included tactical command during fire suppression, medical and rescue response, record keeping and in-house personnel supervision.

Instructor, June 1987 to July 1991

Instructed firefighter, fire officer, and emergency medical technician programs. Conducted public fire education programs for community and school groups. Developed Kitchen Fire Safety curriculum for delivery in middle schools.

Firefighter/EMT, August 1985 to July 1989

Duties included fire inspection, fire suppression, rescue and emergency medical response.

Oakland Community College - Southfield, MI

Adjunct Faculty, September 1988 to January 1990

Responsible for classroom and practical instruction in fire suppression and state practical examination for Firefighter I and II certification.

Comshare, Inc. - Ann Arbor, MI

Marketing Representative, December 1981 to January 1985

Managed and developed \$2 million sales territory of Fortune 500 companies with emphasis in automotive industry. Conducted executive marketing seminars, executive sales presentations, and interviewed and trained sales personnel.

Control Data Corporation, Service Bureau Company - Minneapolis, MN

Marketing Representative, April 1979 to November 1981

Solicited and developed new business accounts. Developed marketing and business plans. Instructed customer workshops. Consistently achieved 100% sales quota.

EDUCATION AND CERTIFICATIONS

Master of Science, (Public) Administration – Central Michigan University, December 2006

Civil Mediator Certification, Michigan State Court Administrative Office, April 2005

Compliance Officer Certification – Health Care Compliance Board, June 2001

Bachelor of Arts, Liberal Studies - University of Michigan, Dearborn with high distinction, May 1996. Concentrations: communications, psychology, and history.
EMTB-Instructor Coordinator License, State of Michigan 1987 - 1996
Firefighter Instructor Certification, State of Michigan 1987

PROFESSIONAL AFFILIATIONS & VOLUNTEER ACTIVITIES

League of Women Voters Northern Michigan, member 2022
Petoskey Area Garden Club, member 2022
Community Health Innovation Region of Northern Michigan, Behavioral Health Parity Workgroup Co-Lead, 2021-present
Petoskey District Library, President, Board of Trustees, 2014-2017
Petoskey District Library, Board of Trustees, 2008-2014
Michigan Association of CMH Boards, Improving Outcomes Planning Committee, 2007-2009
Northern Community Mediation, Volunteer Mediator, 2006-present
Hiland Cottage Hospice Volunteer, 2007-2008
Little Traverse Humane Society Volunteer, 2006-2007
Crooked Tree Arts Center Volunteer, 2006-2007
Health Care Compliance Officers Member, 2001-2004
Antrim County Chapter of American Red Cross, Board of Directors 1996-1998
Society of Michigan EMT Instructor Coordinators, Board of Directors 1995-1999
Bellaire Fire Department Volunteer, 1995-1998

References available upon request.



City of Petoskey

Resolution

Resolution No. _____

WHEREAS, Mayor Murphy requests to appoint Christine Gebhard to serve on the Board of Review:

NOW, THEREFORE, BE IT RESOLVED, the City of Petoskey City Council hereby approves the appointment of Christine Gebhard, 618 East Mitchell Street, as an alternate to the Board of Review for a three-year term ending April 2025.

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 23rd day of January, 2023, and of the whole thereof.

In witness where of, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of January, 2023.

Sarah Bek, City Clerk



BOARD: City Council

MEETING DATE: January 23, 2023

PREPARED: January 18, 2023

AGENDA SUBJECT: Introduction, Discussion and Consideration to Set a Public Hearing Regarding the Potential Establishment of an Obsolete Property Rehabilitation Act (OPRA) District for 424 Emmet Street

RECOMMENDATION: That the City Council discuss with possible motion to set a date for a Public Hearing regarding the creation of an OPRA District for 424 Emmet Street

Background The City has received an Obsolete Property Rehabilitation Act (OPRA) application (see enclosed) from Tom Johnson working on behalf of Silva Properties LLC. The Obsolete Property Rehabilitation Act (OPRA) allows for an abatement of local taxes for up to 12 years to assist in the redevelopment of older buildings in which a facility is contaminated, blighted or functionally obsolete. The goal is to rehabilitate older buildings into vibrant commercial and mixed-use projects.

The application requests the City consider the establishment of an OPRA District for a 12-year tax abatement for 424 Emmet Street to renovate the property. Approval of the tax abatement is needed as a local match for Silva Properties LLC to qualify for an estimated \$773,000 Community Revitalization Program (CRP) Grant through MEDC.

Project Summary/Property History Paul Silva of Grosse Point Farms purchased 424 Emmet Street in July 2022. His company, Silva Property Management, LLC plans a complete renovation of the 6,822 square foot building into 12 modern apartments consisting of one bedroom and studio units. The total project cost is \$1.8 million. Silva Property Management has experience with other projects in the area having recently completed the renovation of Hotel Earl in Charlevoix.

The building is a historic part of this community having been originally created as a hotel around 1900. It was known to be operated as the Hotel Del-Rey and Moyer Hotel. In 1911 it was converted to Petoskey's fourth hospital location known as Petoskey Hospital and Nursing Home from 1911 to 1919. After 1919 it was operated again as a hotel under the names of Hotel Del-Rey and Hotel Moyer. The building had fires in 1955 and 1963, where some of the damage can still be seen today in the third-floor rafters.

The building has sat vacant since 2006 when it was determined to be uninhabitable and remains in a state of disrepair. All of the heating, plumbing and electrical elements have been removed. The flooring, insulation and drywall have also been removed. There are holes in the floor and the roof leaks.

A complete renovation is required to bring this property up to modern standards and insure it will be a viable property for decades to come.

The total renovation and development costs are expected to far exceed the value of the property. Silva Property Partners, LLC has approached MEDC and completed an application for a Community Revitalization Grant in the amount of \$773,000. This grant program also requires a local match. The recommendation by MEDC is to have a minimum match of approximately 10%. The local match proposed includes an OPRA tax abatement being requested which is estimated at \$16,659 per year for 12 years (total of \$199,908).

Financial Calculations If approved by City Council, the property taxes for the rehabilitated property will be based on the previous year's (prior to rehabilitation) taxable value. The taxable value is then frozen for the duration of the exemption. After 12 years, the City and other taxing entities would realize the full increase of taxable value for the property. The project, with the tax abatement and \$773,000 MEDC grant shows a positive return on investment of 4.5%, making the project financially feasible.

Financial Summary of an OPRA tax exemption for 424 Emmet Street

| | |
|--|--------------|
| 2022 Taxable Value (before building renovation): | \$ 28,196 |
| Current local taxes* (to all taxing jurisdictions): | \$ 1,478 |
| Estimated cost of building renovation: | \$ 1,861,301 |
| Anticipated additional taxable value after renovations that add twelve (12) residential units ** | \$ 576,000 |
| Projected additional taxes* (to all taxing jurisdictions) | \$ 25,539 |
| Less school operating and state education taxes*** | \$ 11,520 |
| Annual OPRA tax exemption | \$ 16,659 |

**Total local mills= 52.8774*

***Based on estimated value from City Assessor*

****School operating and state education mills=24*

Building Obsolescence The property has been identified as completely non-functional with a lack of walls, flooring, and electrical as well as lacking complete shingles, roof cover, and windows/doors. See enclosed Certificate of Obsolescence dated December 7, 2022 from Allan Berg, City Assessor.





Process of Approving an Obsolete Property Rehabilitation District Tax Exemption

The local government legislative body may establish an OPRA District on its own initiative or upon a written request filed by the owners of the property. In this case, we have a written request from Silva Property Management LLC to create an OPRA District for a 12-year duration.

Two resolutions would need to be approved by Council: 1) Resolution creating the OPRA District; and 2) Resolution approving an OPRA Exemption Certificate Application. Before consideration of approving the two resolutions, a Public Hearing would need to be scheduled to solicit comment for each resolution.

If Council desires to move forward with holding the Public Hearings, staff recommends scheduling these two hearings at a future Council meeting. Both the resolution creating the OPRA District and the resolution approving the OPRA Application can be scheduled at the same meeting but must be considered separately.

If Council approves moving forward with the Public Hearings, notices will be sent to Emmet County, North Central Michigan College, Greenwood Cemetery, Petoskey School District and Char/EM ISD seeking comment. Following the Public Hearing, the legislative body of the local government unit may establish an OPRA District by resolution. The resolution must set forth a finding and determination that the District meets all requirements of the OPRA program.

Action 424 Emmet Street has been vacant since 2006 and has had numerous Property Maintenance Code complaints over the years. This severely blighted structure currently has major building code issues that require substantial investment to create additional workforce/attainable housing options walkable to Downtown. The property requires significant repairs and is “unsafe for occupancy” in its current condition.

With major structural issues and building safety issues, both the interior and exterior of the property will need to be gutted to create 12 one-bedroom and studio apartments. From staff’s perspective, the tax abatement is a short-term sacrifice for a long-term benefit and a critical investment in downtown properties that have been vacant for decades.

Silva Property Management LLC, is applying for a \$773,000 MEDC Community Revitalization program (CRP) Grant contingent upon the City approving a 12-year OPRA tax abatement at \$16,659 per year, or \$199,908 total. After this 12-year abatement, the City and other taxing units will realize additional tax dollars that may not have been available without both State and local incentives.

If Council chooses to move forward to the next step, a motion could be made to “*schedule a Public Hearing for the City Council meeting on _____, 2023 to solicit comments on the potential establishment of an Obsolete Property Rehabilitation Act District for 424 Emmet Street.*”

sh
Enclosures



**RESOLUTION TO ESTABLISH AN OBSOLETE PROPERTY
REHABILITATION DISTRICT**

Minutes of a regular meeting of the City Council of the City of Petoskey, held on _____, 2023, at 101 East Lake Street in City Hall at 7:00pm.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

**Resolution # _____ Establishing an Obsolete Property Rehabilitation (OPRA) District
for Silva Property Management LLC**

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey has the authority to establish "Obsolete Property Rehabilitation Districts" within the City; and

WHEREAS, Silva Property Management LLC has filed a written request with the Clerk of the City of Petoskey requesting the establishment of the Obsolete Property Rehabilitation District for 424 Emmet Street located in the City of Petoskey hereinafter described; and

WHEREAS, the City Council of the City of Petoskey determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and by public posting of the hearing on the City's website as well as posted at City Hall on the establishment of the proposed district; and

WHEREAS, on _____, 2023 a public hearing was held and all residents and taxpayers of the City of Petoskey were afforded an opportunity to be heard thereon; and

WHEREAS, the City Council deems it to be in the public interest of the City of Petoskey to establish the Obsolete Property Rehabilitation District as proposed:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey that the following described parcel(s) of land situated in the City of Petoskey, Emmet County, and State of Michigan, to wit:

Legal Description:

IGNATIUS PETOSKEY'S 2ND ADD. S 70 FT OF LOT 1 BLK 1 SECTION 6, T34N, R5W.

be and here is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000 to be known as 424 Emmet Street Obsolete Property Rehabilitation District No.2.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Petoskey, County of Emmet, Michigan at a regular meeting held on _____, 2023.

Sarah Bek, City Clerk

Assessing Department

P.O. Box 25
Rogers City, MI 49779

Phone: 989.734.3555
Fax: 989.734.9901

<http://www.assessingoffice.com>
info@assessingoffice.com

Affidavit-Certification of Functional Obsolescence

Date: Wednesday, December 7, 2022
Owner: HOTEL DEL REY LLC
Location: 424 Emmet Street, Petoskey, Michigan
Site Visit: Wednesday, December 7, 2022
Property Classification: Residential

Legal Descriptions:

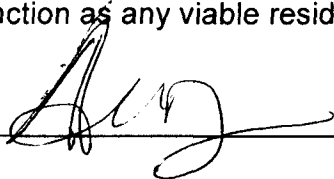
52-19-06-276-010:
IGNATIUS PETOSKEY'S 2ND ADD. S 70 FT OF LOT 1 BLK 1 SECTION 6, T34N, R5W.

Assessor Certification:

The property is declared to suffer from obsolescence. The property is currently a residential design, but completely non-functional with a lack of walls, flooring, electricity, electrical, to list a few of the non-functional items. Further, the exterior is in disrepair, including a lack of complete shingles, roof cover, and windows/doors are missing. The property will need a 100% overhaul to be in a functional state again for any residential purpose.

Therefore, this property is unable to be used to adequately perform the function for which it was intended. Without rehabilitation and substantial investment, the property will not function as any viable residential space.

Signed: _____



Date: _____

12-8-2022

Allan J. Berg, Assessor, City of Petoskey, Michigan Master Assessing Officer (R-7862)



BOARD: City Council

MEETING DATE: January 23, 2023

PREPARED: January 18, 2023

AGENDA SUBJECT: Introduction, Discussion and Consideration to Set a Date for a Public Hearing Regarding Potential Approval of an Obsolete Property Rehabilitation Exemption Certificate Application for 424 Emmet Street

RECOMMENDATION: That the City Council discuss with a possible motion to set a date for a public hearing regarding potential approval of an Obsolete Property Rehabilitation Exemption Certificate Application for 424 Emmet Street

Background Establishing an Obsolete Property Rehabilitation Act (OPRA) District and approving an Exemption Certificate Application is a three-step process:

First Step - Schedule two Public Hearings regarding the potential establishment of the OPRA District and potential approval of an Exemption Certificate Application;

Second Step - Consider potential approval of a resolution creating the OPRA District;

Third Step - Passage of a resolution approving an OPRA Exemption Certificate Application.

Before considering approval of the two resolutions, separate Public Hearings would need to be scheduled and held to solicit comment.

If Council desires to move forward with holding the Public Hearings, staff recommends scheduling these hearings at a future Council meeting. Consideration of approving the resolution creating the OPRA District and the resolution approving the OPRA Exemption Certificate Application can be scheduled at the same meeting but must be considered separately.

If directed by City Council, Public Hearing notices will be sent to Emmet County, North Central Michigan College, Greenwood Cemetery, Petoskey School District and Char/EM ISD seeking comment at future Council meeting. The City will notify the community of the Public Hearing through our website and post a Public Hearing notice at City Hall.

Following the first Public Hearing, City Council may then choose to establish an OPRA District by resolution. Upon completion of the second Public Hearing, the City Council may consider a resolution approving of the Exemption Certificate Application. This agenda item is to discuss the OPRA Exemption Certificate Application proposal and possibly set a date for a future Public Hearing.

See enclosed draft resolution as well as the OPRA Exemption Certificate Application.

Action If Council desires to move forward with setting a Public Hearing, a motion could be made to “set a Public Hearing on _____ (date) to consider approval of an Obsolete Property Rehabilitation Exemption Certificate Application for 424 Emmet Street.”

sh
Enclosures



RESOLUTION TO APPROVE AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE APPLICATION PA 146 OF 2000 AS AMENDED

Minutes of a regular meeting of the City Council of the City of Petoskey, held on _____ 2023, at 101 Lake Street in City Hall at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

Resolution #____, Approving Obsolete Property Rehabilitation Exemption Certificate Application for Silva Property Management LLC Located at 424 Emmet Street

WHEREAS, pursuant to PA 146 of 2000, the City of Petoskey is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Petoskey legally established the Obsolete Property Rehabilitation District known as 424 Emmet Street Obsolete Property Rehabilitation District No.2 on _____, 2023, after a public hearing held on _____, 2023; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Petoskey; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on _____, 2023; and

WHEREAS, Silva Property Management LLC is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant, Silva Property Management LLC, has provided answers to all required questions under the application instructions to the City of Petoskey; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Petoskey eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petoskey

Silva Property Management LLC is granted an Obsolete Property Rehabilitation Exemption for the real property, excluding land, located in an Obsolete Property Rehabilitation District known as 424 Emmet Street Obsolete Property Rehabilitation District No.2 at 424 Emmet Street for a period of twelve (12) years, beginning December 31, 2023 and ending December 31, 2035, pursuant to the provisions of PA 146 of 2000, as amended.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Petoskey, County of Emmet, Michigan at a regular meeting held on _____, 2023 .

Sarah Bek, City Clerk



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: January 23, 2023

DATE PREPARED: January 19, 2023

AGENDA SUBJECT: Records Management Policy and Records Retention and Disposal Schedules

RECOMMENDATION: That the City Council adopt the enclosed resolution

Background City staff recognizes that good records management is vital to the effective and efficient operation of government operations. The City Clerk is responsible for keeping and preserving all official documents, as well as individual City offices and departments. The City Clerk recommends City Council adopt a Records Management Policy and approve Records Retention and Disposal Schedules.

Policy The proposed Records Management Policy (enclosed) shall apply to all employees, agents, independent contractors and volunteers of the City of Petoskey. The policy covers various definitions, records vs. non-records, retention, maintenance, disposal and general schedules for local governments.

Retention and Disposal Schedule The City of Petoskey creates and maintains various records in its day-to-day operation and is required by statute (Michigan Compiled Laws, Section 399.811 and 750.491) to retain those records in accordance with an approved retention schedule. The retention of records beyond the period required by statutory law poses operational and feasibility difficulty in terms of creating adequate storage space, and devising a system that simplifies locating specific records within that space.

The Michigan Municipal League provides Retention and Disposal Schedules that have received approval from the Michigan Department of Technology, Management & Budget. City staff recommends that City Council approve Retention and Disposal Schedules as approved for Local Government, along with any subsequent amendments to said Schedules that shall, from time-to-time, be approved.

Action City staff recommends that City Council adopt the enclosed proposed resolution adopting a Records Management Policy and approve Records Retention and Disposal Schedules for offices and departments of the City.

sb
Enclosures



RESOLUTION NO. _____

**APPROVING RECORDS MANAGEMENT POLICY AND
RECORDS RETENTION AND DISPOSAL SCHEDULES**

WHEREAS, City staff recognizes that good records management is vital to the effective and efficient operation of government operations; and

WHEREAS, the City Clerk is responsible for keeping and preserving all official documents, as well as individual City offices and departments; and

WHEREAS, the City Clerk recommends City Council adopt a Records Management Policy and approve Records Retention and Disposal Schedules;

WHEREAS, the Records Management Policy shall apply to all employees, agents, independent contractors and volunteers of the City of Petoskey; and

WHEREAS, the Records Management Policy covers various definitions, records vs. non-records, retention, maintenance, disposal and general schedules for local governments; and

WHEREAS, the City of Petoskey creates and maintains various records in its day-to-day operation and is required by statute (Michigan Compiled Laws, section 399.811 and 750.491) to retain those records in accordance with an approved retention schedule; and

WHEREAS, the retention of records beyond the period required by statutory law poses operational and feasibility difficulty in terms of creating adequate storage space, and devising a system that simplifies locating specific records within that space; and

WHEREAS, the City of Petoskey is an active member of the Michigan Municipal League; and

WHEREAS, the Michigan Municipal League provides Retention and Disposal Schedules that have received approval from the Michigan Department of Technology, Management & Budget:

THEREFORE BE IT RESOLVED by the Petoskey City Council that the City adopts the Records Management Policy; and

BE IT FURTHER RESOLVED by the Petoskey City Council that the City adopts the following Records Retention and Disposal Schedules for Local Government, along with any subsequent amendments to said Schedules that shall, from time-to-time, be approved:

- a. General Records Retention and Disposal Schedule #8 (approved April 1998)
- b. General Records Retention and Disposal Schedule #11-Local Law Enforcement (approved December 2021)
- c. General Records Retention and Disposal Schedule #17-Public Libraries (approved January 2005)
- d. General Records Retention and Disposal Schedule #18-Fire/Ambulance Departments (approved March 2007)
- e. General Records Retention and Disposal Schedule #19-Prosecuting Attorneys (approved May 2007)

- f. General Records Retention and Disposal Schedule #23-Election Records (approved January 2016)
- g. General Records Retention and Disposal Schedule #24-City Clerks (approved November 2008)
- h. General Records Retention and Disposal Schedule #26-Local Government Human Resources (approved August 2022)
- i. General Records Retention and Disposal Schedule #28-City Treasurer (approved July 2010)
- j. General Records Retention and Disposal Schedule #30-Local Government Information Technology (approved December 2009)
- k. General Records Retention and Disposal Schedule #31-Local Government Financial Records (approved April 2009)
- l. General Records Retention and Disposal Schedule #32-Local Government Parks and Recreation (approved April 2010).

State of Michigan)
County of Emmet) ss.
City of Petoskey)

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the ____ day of January 2023, and of the whole thereof.

In witness whereof, I have here unto set my hand and affirmed the corporate seal of said City this ___ day of January 2023.

Sarah Bek, City Clerk



Records Management Policy

Adopted:

The City of Petoskey, recognizing that good records management is vital to the effective and efficient operation of government operations, enacts the following records management policy.

I. Applicability

This records management policy shall apply to all employees, agents, independent contractors, and volunteers of the City of Petoskey.

II. Definitions

Agency-specific schedule: covers records that are unique to a particular government agency. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency. Any record that is not covered by a general schedule must be listed on an agency-specific schedule. Agency-specific schedules always supersede general schedules.

General schedule: covers records that are common to a particular type of government agency. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them. Retention for longer periods is authorized if the individual has reason to believe that a record may be required beyond the minimum retention period for the efficient operation of the agency.

Non-record Materials: include, but are not limited to, extra copies of documents retained only for convenience of reference, and letters of transmittal/routine correspondence that do not document significant activities of the agency. A more comprehensive description may be found within General Schedule #1 which is available from the State of Michigan, Records Management Services' website (see below).

Public Records: recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created." Michigan Freedom of Information Act (FOIA) (MCL 15.231 - 15.232)

Retention and Disposal Schedule: define how long each record, regardless of its physical format, should be retained. Retention and Disposal Schedules also indicate which records have archival value, and when those records should be transferred to the Archives of Michigan. According to Michigan law, no public records may be destroyed without the authorization of an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board.

III. Records

Each individual who creates, sends or receives official records is responsible for retaining these records in accordance with this records management policy.

IV. Non-Records

Employees are not required to retain non-record materials once their reference value to the individual has expired. However, if a FOIA request is received, or if the agency becomes involved in litigation, non-records may be requested and may be released, if they have not already been destroyed.

V. Record Retention

All public records shall be retained in accordance with an approved Retention and Disposal Schedule. Records not listed on an approved Retention and Disposal Schedule may not be disposed of until a schedule is approved. Michigan Penal Code (MCL 750.491)

VI. Record Maintenance

Individuals and offices shall organize their records to promote fast and efficient retrieval of information. Appropriate and cost-effective office equipment, indexes and tools shall be used to maintain records.

Records that will be retained for more than 10 years shall be stored in an environment that facilitates the security and stability of the storage media. Recommended environmental conditions are available online at <https://www.michigan.gov/dtmb/services/recordsmanagement>.

The City Clerk shall work in conjunction with the Information Technology personnel to determine the most cost effective and reliable method of maintaining electronic records for their full retention period, so technology changes do not render them in accessible and unusable. The City Clerk shall publish that method to all affected individuals.

The City of Petoskey shall comply with the State of Michigan's standards for record reproduction, as authorized by the Records Reproduction Act (MCL 24.401-24.406). These standards are available online at <https://www.michigan.gov/dtmb/services/recordsmanagement>.

Records containing sensitive or confidential information shall be protected against unauthorized access, especially records that are protected by state or federal laws, records containing private information, financial information, background checks, medical information, and social security numbers. Individuals and offices shall employ appropriate locks, passwords and other devices to protect the privacy of this information.

VII. Separation from Employment

Employees shall not take public records with them when they terminate employment with the City of Petoskey, and they shall not destroy records that have not yet fulfilled their approved retention period. Supervisors are responsible for ensuring that the records (including e-mail and other electronic records) of employees who are separating from employment with the City of Petoskey continue to be retained in accordance with this policy.

VIII. Disposal

Public records which have reached their minimum retention period, and which are no longer required for the efficient operation of the agency, may be disposed of. Disposal shall be made by a method which is guaranteed to ensure the privacy of sensitive or confidential information.

The City of Petoskey shall destroy sensitive or confidential information by staff shredding documents internally at City Hall or through a contracted shredding service located on-site at City Hall while a staff member is present. The City of Petoskey shall destroy open records by recycling or regular trash disposal.

Some records possess permanent or historical value. These records may be designated for eventual transfer to the Archives of Michigan for permanent preservation. The City of Petoskey shall follow the Archives' procedures for transferring records, which are available online at <https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Law-and-Policies/Admin-Guide/900/092002-Direct-Transfer-of-Archival-Records-to-the-Archives-of-Michigan.pdf?rev=3721710bf35740809d813564aba9fc61&hash=C9AD3189F6E3A6088565AA5273F06965>.

IX. Litigation, Investigations, and Freedom of Information Act Requests

No records that are the subject of litigation, a pending investigation request, or a pending Freedom of Information Act (FOIA) request shall be destroyed until the legal action or activity has ended, even if the records are otherwise scheduled for destruction pursuant to this policy. Any individual with knowledge of pending litigation, a pending investigation, or a FOIA request shall immediately inform the City Clerk or legal counsel. The City Clerk or legal counsel shall direct all relevant individuals to immediately cease disposal of all records relevant to the pending litigation, pending investigation, or FOIA request. If the relevant records are in electronic form (including e-mail) the City Clerk or legal counsel shall notify Information Technology personnel so they can protect the records from destruction (which may include stopping the rotation of backup tapes). Should questions arise as to what records are relevant to the pending litigation, pending investigation, or FOIA request, the City Clerk or legal counsel shall direct the immediate cessation of the disposal of all records. The moratorium on the disposal of all records relevant to the pending litigation, pending investigation, or FOIA request shall remain in effect for the duration of the litigation, investigation, or until the FOIA request had been fully processed.

X. Failure to Adhere to this Records Management Policy

Failure to adhere to this records management policy may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of the volunteer relationship, or expulsion.

Further, the removal, mutilation, or destruction of public records may result in civil and criminal liability, up to and including a penalty of not more than two years in state prison or a fine of not more than \$1,000.

XI. References

Laws

| | |
|-------------------|---|
| MCL 15.231-15.232 | Freedom of Information Act, Definitions |
| MCL 18.1284-1292 | Management and Budget Act, Records Management |
| MCL 399.1-10 | Historical Commission Act |
| MCL 750.491 | Penal Code, Public Records |

Note: The Michigan Compiled Laws are available online at <http://www.legislature.mi.gov/>

XII. General Schedules for Local Governments

A current list of the general schedules that are approved for use by local governments is available online at http://www.michigan.gov/hal/0,1607,7-160-17451_18673_31548-56101--,00.html.

XIII. Additional Information

Agencies may contact the State of Michigan, Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <https://www.michigan.gov/dtmb/services/recordsmanagement>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

RECORDS MANAGEMENT

**Guidelines and Approved Retention and Disposal Schedule
for the City of Petoskey**



Adopted by City Council:

**Michigan State Administrative Board Approval
General Record Retention and Disposal Schedule #8**

This suggested schedule provides for the disposition of the usual records found in city and village offices. If a city or village elects to adopt this schedule, its public officials shall maintain its records for the retention periods specified herein. A record not listed herein shall not be destroyed without the submission of a separate retention and disposal schedule in accordance with sections 399.5 and 750.491 of the Michigan Compiled Laws. The forms and instructions needed to prepare separate schedules may be obtained from Appendix A.

Date: April 7, 1998

(signed) **APPROVED**
State Administrative Board

Date: 3 March 1998

(signed) Sandra S. Clark
Michigan Historical Center

Date: March 17, 1998

(signed) Richard L. Budumann
Treasury Department
Local Audit and Finance Division

Introduction

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a clerk’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a **minimum** retention period for them. Local governments are not required by law to adopt general schedules once they are approved by the State of Michigan; they can and should be used by local government agencies once they are approved. All general schedules approved by the State of Michigan are available online at <http://www.michigan.gov/recordsmanagement/>.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies

need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

We Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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- One:** General Records--All Offices
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- Five:** Building Department
- Six:** Finance Officer (superseded by General Schedule #31, Approved 4-7-2009)
- Seven:** City Clerk (superseded by General Schedule #23, Approved 10-16-2007 and General Schedule #24, Approved 11-5-2008)
- Eight:** District Court (superseded by General Schedule #16, Approved 11-8-2006)
- Nine:** Fire Department (superseded by General Schedule #18, Approved 3-6-2007)
- Ten:** Grants - Federal
- Eleven:** City Income Tax Office
- Twelve:** Manager/Mayor
- Thirteen:** Parks and Recreation Department (superseded by General Schedule #32, 4-20-2010)
- Fourteen:** Personnel Department (superseded by General Schedule #26, Approved 10-7-2008)
- Fifteen:** Planning Department, Zoning
- Sixteen:** Police Department (superseded by General Schedule #11, approved 8-2-2005, updated 2009)
- Seventeen:** Public Utilities
- Eighteen:** Public Works
- Nineteen:** Treasurer (superseded by General Schedule #28, approved 7-20-2010)

Section One: General Records -- All Offices

Note about record series that are crossed out: Duplicate copies of official records are considered to be “nonrecords.” Their retention is governed by General Schedule #1: Nonrecord Material Defined (approved 11-16-2004).

The retention of official accounting records are governed by General Schedule #31: Local Government Financial Records (approved 4-7-2009), and the retention of official personnel records are governed by General Schedule #26: Local Government Human Resources (approved 10-7-2008).

| Record Series | Minimum Retention Period | Disposition |
|---|---|--|
| Accounting Records: | | |
| (Copies only — see individual Department Sections for retention periods for originals.) | | |
| Bids | Audit | |
| Checks | Audit | |
| Cost Distribution Records | Audit | |
| Daily Income Reports | Audit | |
| Daily Time Reports | Audit | |
| Delivery Slips (purchases) | Audit | |
| Gas and Oil inventory | Audit | |
| Gas Tickets | Audit | |
| Invoices | Audit | |
| Invoices — Capital Outlay | 2 yrs after disposal of property or 6 yrs after purchase, whichever is later | |
| Purchase Orders | Audit | |
| Receipts | Audit | |
| Requisitions | Audit | |
| Rental Fee Records | Audit | |
| Time Cards | Audit | |
| Vouchers | Audit | |
| Work Orders | Audit | |
| Administrative Records: | | |
| Annual Reports | Permanent | If changed, contact Archives of Michigan |
| Correspondence and Memoranda | | |
| a. General or Routine | 2 yrs | |
| b. Policy | Permanent | If changed, contact Archives of Michigan |
| Minutes of Council, Boards, Commissions, Committees and other official groups | Permanent | If changed, contact Archives of Michigan |
| Personnel Records: | | |
| (use for all offices except Finance Office and Central Personnel Office. If there is no Central Personnel Office, then use the schedule for Personnel office — Section O): | | |
| Employee Folder | | |

| Record Series | Minimum Retention Period | Disposition |
|---|--|---|
| a. Current Employee | Permanent | |
| b. Separated Employee | Transfer to Central Office upon separation | |
| Job Description and Salary Schedules | Current | |
| Photographic Records: | | |
| Prints (identify fully) | Current needs | Transfer selected to Archives of Michigan |
| Negatives (identify fully) | Permanent | |
| Publications: | | |
| Publications Produced by Own Unit of Government | | |
| a. Official Record | Permanent | If changed, contact Archives of Michigan |
| b. Duplicates | Current needs | |
| Vehicle Repair Records: | | |
| Lubrication Reports | Audit + 1 yr | |
| Vehicle Maintenance Card | Audit + 1 yr | |

Section Two: Airport

| Record Series | Minimum Retention Period | Disposition |
|---|---------------------------------|--|
| Airfield Inspection Report | Current + 6 yrs | |
| Airport Advisory Board Minutes | | |
| a. If a permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Annual Report | | |
| a. If a permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Budget | Current + 5 yrs | |
| Construction Plans | Permanent | If changed, contact Archives of Michigan |
| Daily Balance Sheets | Current + 5 yrs | |
| Daily Security Report | Current + 1 yr | |
| Hanger Leases | Life of Lease + 6 yrs | |
| Height Zoning Report | Permanent | |
| Operational Field Report | Current + 1 yr | |

Section Three: Assessor

| Record Series | Minimum Retention Period | Disposition |
|--|--|--|
| Appraisals | 5 yrs | |
| Appraisals – City Property | Permanent | |
| Assessment Rolls – Real and Personal Property | 20 yrs | |
| Assessment Rolls – Special | Life of Assessment + 5 yrs | |
| Assessment Rolls – “Dummies” | Current | |
| Assessor’s Cross Index | Current | |
| Board of Review Minutes and Records (minutes, correspondence, action, summary) | | |
| a. If a permanent copy is filed in the City Clerk’s Office | Unit completion of appeal process + 3 yrs | |
| b. If a permanent copy is not filed in the City Clerk’s Office | Permanent | If changed, contact Archives of Michigan |
| Building Permit Applications (copies) | 3 yrs | |
| Building Plans (copies) | | |
| a. Commercial | Current needs | |
| b. Residential | Current needs | |
| Certification of Assessed Values, Tax Levy and Tax Spread | 7 yrs | |
| Commercial and Industrial Facilities Exemptions | 2 yrs after expiration | |
| Dog Census – unless function delegated to county | 2 yrs | |
| Equalization Records: | | |
| Notice of Change | 3 yrs | |
| Equalization Study, Factor and Reports | 5 yrs | |
| Support Data | Current needs | |
| Exemption Data | | |
| a. Hardship Exemption | 3 yrs | |
| b. Special Adapted Housing – Veterans | 3 yrs | |
| c. Homestead Affidavit | Until property is transferred or a rescission is filed | |
| d. Property Transfer Affidavit (L4260) | 3 yrs | |
| e. Other Exempt Property Data | 3 yrs | |
| Jury Lists (obsolete records) | Dispose of now | |
| Maps and indexes | Permanent | If changed, contact Archives of Michigan |
| Permanent Parcel Number Assignment Files | Permanent | |
| Personal Property Affidavits | Current + 3 yrs | |
| Personal Property Cards | Current + 3 yrs | If changed, contact Archives of |

| | | |
|---|--|------------------------------------|
| | | Michigan |
| Personal Property Field Check and Audit | Current + 3 yrs | |
| Plat Books and Indexes | Permanent | |
| Pollution Control Exemptions | Life of Exemption | |
| Property Transfer Slips | Current + 3 yrs | |
| Special Assessment Preliminary Work Files | Current + 3 yrs | |
| Special Assessment Ledger | Current + 10 yrs | |
| Street Index – Master File | Permanent | If changed, contact State Archives |
| Tax Rolls – Real and Personal (copies) | Current | |
| Tax Tribunal Appeals Records | 5 yrs | |
| Valuation Records Primary records include such information as property classification, zoning, land estimate (measurements, base value, appraised value), type of structure and construction information, utilities, location of deed. | 20 yrs | |
| Support Documentation (field sheets) | Until information recorded as part of primary valuation record | |

Section Four: Attorney/Legal Department

| Record Series | Minimum Retention Record | Disposition |
|--|---------------------------|--|
| Annual Report | Permanent | If changed, contact Archives of Michigan |
| Accounts Receivable Cases | | |
| Record of court actions relating to claims arising from other city departments turned over to Attorney's Office for handling – includes correspondence and legal papers | | |
| a. Indexes | Permanent | |
| b. Case Files | 10 yrs after closing | |
| Real Property Acquisition Cases | | |
| Record of real property acquired by city through purchases and/or eminent domain proceedings – includes notices, orders, correspondence, deeds, conversions (alley closing) and workpapers | | |
| a. Indexes | Permanent | |
| b. Case Files | Permanent | |
| Negligence Cases | | |
| Record of negligence and general law actions involving the city – includes all workpapers, correspondence and legal papers | | |
| a. Indexes | Permanent | |
| b. Case Files | 10 yrs after final action | |
| Labor Relations Cases | | |
| Record of contract negotiations and arbitrations for the city – includes workpapers and correspondence | | |
| a. Case Files | Permanent | |
| Taxation cases | | |
| Record of actions involving collections for tax arrears -- includes correspondence and legal papers related to the action | | |
| a. Indexes (any retrieval guide) | 5 yrs after final action | |
| b. Case Files | 5 yrs after final action | |
| Workers Compensation Cases | | |
| Record of action in workers | | |

| | | |
|---|---------------------------|--|
| compensation cases to which the city is a party – includes correspondence, legal papers, and workpapers | | |
| a. Indexes | Permanent | |
| b. Case Files | 30 yrs after final action | |
| Opinions | 6 yrs | |
| Ordinances (see Section G) | 6 yrs | |
| Resolutions | 6 yrs | |
| Warrant Requests | 10 yrs | |

Section Five: Building Department

| Record Series | Minimum Retention Period | Disposition |
|---|--------------------------|--|
| Building Permit Applications | Current + 1 yr | |
| Building Plans | | |
| a. Commercial Buildings | Life of Structure | If changed, contact Archives of Michigan |
| b. Non-Commercial | 10 yrs | |
| Building Maintenance Record (city owned) | Current | |
| Building Reports (monthly) | Permanent | If changed, contact Archives of Michigan |
| Citizen Complaints | Current + 5 yrs | |
| Commercial Postings (Building Requirements) | Permanent | |
| Contractor Licensing Record | Current + 10 yrs | |
| Daily Reports | Current + 2 yrs | |
| Housing Posting List | Current | |
| Minutes of Board Meetings | | |
| a. If permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Nonconforming Uses Record | Current + 10 yrs | |
| Permits: | | |
| a. Building and Wrecking | Permanent | If changed, contact Archives of Michigan |
| b. Curb Cut | Current + 5 yrs | |
| c. Culverts | Current + 5 yrs | |
| d. Excavations | Current + 5 yrs | |
| e. Plumbing, Heating, Electrical | Current + 5 yrs | |
| f. Pavement Removal | Current + 5 yrs | |
| g. Sidewalk Construction | Current + 5 yrs | |
| Permit Log Books | Permanent | If changed, contact Archives of Michigan |
| Permit Receipts | 6 yrs | |
| Registrations (dwellings) | Life of Dwelling | |

Section Six: Finance Officer

This section was superseded by General Schedule #31--Local Government Financial Records (approved 4-7-2009).

Section Seven: City Clerk

This section was superseded by General Schedule #23--Elections Records (approved 10-16-2007) and General Schedule #24--City and Village Clerks (approved 11-5-2008).

Section Eight: District Court

This section was superseded by General Schedule #16--Trial Courts (approved 11-8-2006).

Section Nine: Fire Department

This section was superseded by General Schedule #18--[Fire/Ambulance Departments](#) (approved 3-6-2007).

Section Ten: Grants – Federal

The following information was downloaded from the Internet. For additional information, please visit <http://www.grants.gov>.

A Guide to OMB's Grants Management Circulars and Related Documents

The U.S. Office of Management and Budget (OMB), working cooperatively with Federal agencies and non-Federal parties, establishes policies and guidelines through its grants management circulars and government-wide common rules that are codified by each grant-making agency. Seven OMB circulars provide the standard administrative requirements for the management of Federal dollars, the cost principles for determining allowable and unallowable expenditures of Federal dollars, and the requirements for auditing non-Federal parties' management of Federal dollars.

The following two-part chart identifies the location of the agencies' codified rules for the following subject areas:

- Federal administrative requirements for State and local grantees;
- Federal administrative requirements for universities and non-profit organizations;
- Non-procurement suspension and debarment;
- Requirements under the Drug-Free Workplace Act; and
- Anti-lobbying requirements (Byrd Amendment).

Notes:

The following notes furnish additional information about OMB issuances relating to these common rules.

1. Abbreviations used for the following independent agencies: African Development Foundation (ADF); Agency for International Development (AID); Corporation for National & Community Service (CNCS); Environmental Protection Agency (EPA); Export-Import Bank of the United States (EX-IM); Federal Emergency Agency (FEMA); Federal Mediation & Conciliation Service (FMCS); General Service Administration (GSA); Institute of Museum Services (IMS); Inter-American Foundation (IAF); National Aeronautics & Space Administration (NASA); National Archives & Records Administration (NARA); National Endowment for the Arts (NEA); National Endowment for the Humanities (NEH); National Science Foundation (NSF); Office of National Drug Control Policy (ONDCP); Office of Personnel Management (OPM); Overseas Private Investment Corporation (OPIC); Small Business Administration (SBA); Tennessee Valley Authority (TVA); & United States Information Agency (USIA).

2. Additional agencies are expected to codify OMB Circular A-110 (58 FR 62992); in the meantime, the Circular's requirements apply to them and their awards.

3. Executive Code 12549 provided that agencies including those which have not yet codified the common rule, are covered by OMB's government-wide guidelines which are identical to the common rule (see OMB's memorandum to the agencies at 60 FR 33036 and OMB's notice at 53 FR 34474). For additional information about implementation of the Drug-Free Workplace Act, see OMB's notices at 54 FR 4946 and 55 FR 21679.

4. The law only required major agencies, as identified by OMB, to codify the common rule; all other agencies are covered by OMB's government-wide guidance (54 FR 52306) which is identical to the common rule (also see OMB's clarification notices at 55 FR 24540 and 57 FR 1772). Because of a new law on lobbying, OMB issued amendments to its government-wide guidance, effective 1/1/96 (61 FR 1412).

Codification of Certain Government-wide Grants Requirements by Department

| Department (see Note 1) | Grants Management Common Rule (State & Local Governments) | OMB Circular A-110 (Universities and Non-profit Organizations) (See Note 2) | Non-procurement Suspension & Debarment and Drug-Free Workplace Act Common Rule (See Note 3) | Byrd Anti-Lobbying Amendment Common Rule (See Note 4) |
|-----------------------------|---|---|---|---|
| Agriculture | 7 CFR 3016 | 7 CFR 3019 | 7 CFR 3017 | 7 CFR 3018 |
| Commerce | 15 CFR 24 | | 15 CFR 26 | 15 CFR 28 |
| Defense | 32 CFR 33 | | 32 CFR 25 | 32 CFR 28 |
| Education | 34 CFR 80 | 34 CFR 74 | 34 CFR 85 | 32 CFR 82 |
| Energy | 10 CFR 600 | 10 CFR 600 | 10 CFR 1036 | 10 CFR 601 |
| Health & Human Services | 45 CFR 92 | 45 CFR 74 | 45 CFR 76 | 45 CFR 93 |
| Housing & Urban Development | 24 CFR 85 | 24 CFR 84 | 24 CFR 24 | 24 CFR 87 |
| Interior | 43 CFR 12 | 43 CFR 12 | 43 CFR 12 | 43 CFR 18 |
| Justice | 28 CFR 66 | 28 CFR 70 | 28 CFR 67 | 28 CFR 69 |
| Labor | 29 CFR 97 | 29 CFR 95 | 29 CFR 98 | 29 CFR 93 |
| State | 22 CFR 135 | 22 CFR 145 | 22 CFR 137 | 22 CFR 138 |
| Transportation | 49 CFR 18 | 49 CFR 19 | 49 CFR 29 | 49 CFR 20 |
| Treasury | | | 31 CFR 19 | 31 CFR 21 |
| Veterans Affairs | 38 CFR 43 | | 38 CFR 44 | 38 CFR 45 |

Codification of Certain Government-wide Grants Requirements by Agency

| Agency (see Note 1) | Grants Management Common Rule (State & Local Governments) | OMB Circular A-110 (Universities & Non-Profit Organizations (see Note 2)) | Non-procurement Suspension & Debarment and Drug-Free Workplace Act Common Rule (see Note 3) | Byrd Anti-Lobbying Amendment Common Rule (see Note 4) |
|---------------------|---|---|---|---|
| ADF | | | 22 CFR 1508 | |
| AID | | 22 CFR 226 | 22 CFR 208 | 22 CFR 227 |
| CNCS | 45 CFR 2541 | 45 CFR 2543 | 45 CFR 2542 | |
| EPA | 40 CFR 31 | 40 CFR 30 | 40 CFR 32 | 40 CFR 34 |
| EX-IM | | | | 12 CFR 411 |
| FEMA | 44 CFR 13 | | 41 CFR 17 | 44 CFR 18 |
| FMCS | 29 CFR 1470 | | 29 CFR 1471 | |
| GSA | 41 CFR 105-71 | 41 CFR 105-72 | 41 CFR 105-68 | 41 CFR 105-69 |
| IMS | 45 CFR 1183 | | 45 CFR 1185 | |
| IAF | | | 22 CFR 1006 | |
| NASA | 14 CFR 1273 | 14 CFR 1260 | 14 CFR 1265 | 14 CFR 1271 |
| NARA | 36 CFR 1207 | 36 CFR 1210 | 36 CFR 1209 | |
| NEA | 45 CFR 1157 | | 45 CFR 1154 | 45 CFR 1158 |
| NEH | 45 CFR 1174 | | 45 CFR 1169 | 45 CFR 1168 |
| NSF | 45 CFR 602 | | 45 CFR 620 | 45 CFR 604 |
| ONDCP | 21 CFR 1403 | | 21 CFR 1404 | |
| OPM | | | 5 CFR 970 | |
| OPIC | | | | 22 CFR 712 |
| Peace Corps | | | 22 CFR 310 | 22 CFR 311 |
| SBA | 13 CFR 143 | | 13 CFR 145 | 13 CFR 146 |
| TVA | | | | 18 CFR 1315 |
| USIA | | 22 CFR 518 | 22 CFR 513 | 22 CFR 519 |

Section Eleven: City Income Tax Office

| Record Series | Minimum Retention Period | Disposition |
|---|--------------------------|-------------|
| Withholding Tax Statement (CW-2) Copy A – filed with employer | 6 yrs | |
| Reconciliation of Income Tax Withheld (CW-3) | 10 yrs | |
| This form is filed by employer along with W-2 for each employee. Also accompanying is adding machine tape or accounting machine listing showing the total of income tax withheld on form W-2 (employee) | | |
| Employee Withholding Certificate (CW-4) | Current + 6 yrs | |
| Employer's Withholding Registration (C-SS-4) | Current + 6 yrs | |
| Trade name, Employer's name, type of organization | | |
| Employer's Return of Income Tax Withheld (C941) | 6 yrs | |
| Tax withheld, adjustments, total. This form accompanies Employer's payment to City Treasurer. | | |
| Quarterly Statement of Account (Estimated Tax) (C1124) | 6 yrs | |
| One filed each quarter (color coded). They are attached to 1040 ES at end of year | | |
| Tax Statement (IT-23) | Current + 6 yrs | |
| Payment form used when there is some type of payment or filing irregularity | | |
| Miscellaneous Income (1099-MISC) | Current + 4 yrs | |
| Individual Income Tax Return (resident) (C1040R) | 6 yrs | |
| With attached copy of employee W-2 | | |
| Individual Income Tax Return (non-resident) (C1040N) | 6 yrs | |
| With attached copy of employee's W-2 | | |
| Declaration of Estimated Income Tax (Annual Declaration) (C1040ES) | 6 yrs | |
| Quarterly cards are added to this | | |
| Fiduciary Return (C1041) | 6 yrs | |

| | | |
|--|-----------------|--|
| Income returns for trust funds and estates | | |
| Corporation Income Tax Return (C1065) | 6 yrs | |
| Partnership Income Tax Return (C1065) | 6 yrs | |
| Application for Extension for Filing | Current + 6 yrs | |
| Annual Returns | | |
| Filled out and submitted in triplicate, if approved one copy kept in agency file, two copies returned to file – one of which he/she attaches to his/her return form when filed | | |
| Receipt Books | 7 yrs | |
| Validated Receipts | 7 yrs | |
| Refund Warrants | 8 yrs | |
| Computer Printouts: | | |
| File Maintenance | Current | |
| Payment Batch Total also labeled "Batch Balancing Printout" or "Kickout Register" | 4 yrs | |
| Federal ID# or SS#; quarter; year; amount paid by or to each individual in that batch; what total amount should be; any difference | | |
| Quarterly Mailing List (C941 and W-3) | Current | |
| Names and addresses of persons to whom forms should be sent – by ID# | | |
| Bank Reconciliation (from bank) | 6 yrs | |
| Reconciliation of tax revenues giving account #; serial # of checks; date | | |
| Reconciliation (W-3) | 6 yrs | |
| Verifies balance between W-2 and W-3; lists any discrepancies | | |
| Refund Register of "Final Return Reconciliation" | 6 yrs | |
| Account #; Batch #; name; tax due; tax paid; refund amount | | |
| Personal Property Master Roll | Current | |
| Property code; county; mailing address; description; assessor; Board of Review | | |
| Check Register or "Refunds" | 6 yrs | |
| SS#; name, additions; subtractions; net; gross; exemptions; batch #; tax; check #; amount of refund | | |

Section Twelve: Manager/Mayor

| Records Series | Minimum Retention Period | Disposition |
|-----------------------------------|---------------------------------|--|
| Annual Budget | Permanent | If changed, contact Archives of Michigan |
| Annual Budget – Workpapers | Current + 1 yr | |
| Annual Report/Message | Permanent | If changed, contact Archives of Michigan |
| Complaint Files | 1 yr or until settled | |
| Correspondence/Memoranda | | |
| a. Routine | 1 yr | |
| b. Policy | Permanent | If changed, contact Archives of Michigan |
| Emergency Plan – Civil Defense | Current | |
| Labor Agreements (city employees) | Permanent | If changed, contact Archives of Michigan |
| Opinions – Legal Advisor | Permanent | If changed, contact Archives of Michigan |
| Organization Charts | Permanent | If changed, contact Archives of Michigan |

Section Thirteen: Parks and Recreation Department

Note: This section was superseded by General Schedule #32--Local Government Parks and Recreation Departments (approved 4-20-2010).

Section Fourteen: Personnel Department

This section was superseded by General Schedule #26--Local Government Human Resources (approved 10-7-2008).

Section Fifteen: Planning Department, Zoning

| Record Series | Minimum Retention Period | Disposition |
|---|--|--|
| Address Coding Guide List | Current | |
| Annexation Record | Permanent | If changed, contact Archives of Michigan |
| Census Data | Permanent | If changed, contact Archives of Michigan |
| Citizen Complaints | Current + 5 yrs | |
| Community Development Block Grant Records | Contact HUD since retention requirements not listed in 24CFR 570.490 | If changed, contact Archives of Michigan |
| Historic District Commission Minutes | | |
| a. If a permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Land Use Survey | Permanent | If changed, contact Archives of Michigan |
| Maps, Plans, Indexes | Permanent | If changed, contact Archives of Michigan |
| Master Plans | Permanent | If changed, contact Archives of Michigan |
| Plat Book | Permanent | If changed, contact Archives of Michigan |
| Planning Commission Minutes | | |
| a. If a permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Rezoning Applications | Current + 5 yrs | |
| Street Index | Permanent | |
| Subdivision Plans and Plats | Permanent | |
| Variances | Current + 4 yrs | |
| Zoning Appeal Board Minutes | | |
| a. If a permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Zoning Appeal Records | Completion of Appeal Process + 5 yrs | |
| Zoning Board Minutes | Same as Zoning Appeal Board Minutes (above) | If changed, contact Archives of Michigan |

Section Sixteen: Police Department

This section was superseded by General Schedule #11--Local Law Enforcement (approved 8-2-2005, updated 2009).

Section Seventeen: Public Utilities

| Record Series | Minimum Retention Period | Disposition |
|--|----------------------------|--|
| Accounting Records: | | |
| Accounts Payable Voucher Report | 7 yrs | |
| Accounts Receivable Ledger | 10 yrs | |
| Accounts Written Off | Audit + 4 yrs | |
| Annual Appropriations Ledger | 10 yrs | |
| Annual Interest Refunds | 7 yrs | |
| Assessments | 20 yrs | |
| Assessments – Special | Life of assessment + 5 yrs | |
| Audit Reports | Permanent | If changed, contact Archives of Michigan |
| Bank Deposit Slips | Audit | |
| Bank Statements | 6 yrs | |
| Billing Adjustments | 2 yrs | |
| Billing Registers | 3 yrs | |
| Budget Materials: | | |
| Annual Budget | Permanent | If changed, contact Archives of Michigan |
| Support Documentation | Current | |
| Annual Financial Statements | Permanent | If changed, contact Archives of Michigan |
| Canceled Checks | | |
| Originals | 6 yrs | |
| Copies | Audit | |
| Cash Receipts and Disbursements Journal | 10 yrs | |
| Check Registers | 6yrs | |
| Construction Costs Ledger | 10 yrs | |
| Departmental and Transfers Journal | 10 yrs | |
| Deposit Receipts | Termination of account | |
| Deposit Refund Report | 6 yrs | |
| Deposit Refund Checks | 6 yrs | |
| Depreciation Schedule | 25 yrs | |
| Fixed Asset Information | Permanent | |
| Gasoline Tax Record (State Form for Refund) | Audit | |
| Gasoline Tickets | Audit | |
| General Journal | 20 yrs | |
| General Ledgers | 20 yrs | |
| Grant Information | Permanent | |
| Insurance Records (Property/Fleets): | | |
| While property is owned and/or maintained by the utility | Permanent | |
| After disposal by the utility | 7 yrs | |
| Monthly Financial Reports/Statements | Active + 2 yrs | |
| Municipal Bonds | | |
| Bond Coupons | 7 yrs | |

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|--|---|--|
| Bond Transcripts | 7 yrs | |
| Permanent Asset Account Ledger | Permanent | |
| Proof of Billing Reports | | |
| Daily | Destroy at option after 1 yr | |
| Monthly | Destroy at option after 1 yr | |
| Rate Studies | 50 yrs | |
| Receipts (all funds) | 6 yrs | |
| Revenue and Expense Reports | | |
| Monthly | 2 yrs | |
| Yearly | 10 yrs | |
| Signature Cards, Bank Accounts | Current | |
| Tax Exempt Accounts Information | Destroy at option | |
| Vouchers and Invoices | 6 yrs | |
| Vouchers and invoices – Capital Outlay | 2 yrs after disposal of property or 6 yrs after purchase whichever is later | |
| Warrant and Check Registers | 6 yrs | |
| Warrants | Audit | |
| Work Order Cost Sheets: | | |
| Files detailing labor, material and other costs related to construction, maintenance and other work performed. | 6 yrs | |
| Administrative/General Records | | |
| Accident Reports | Active + 6 yrs. If there is a Workers Compensation claim, 30 yrs after the close of the case. | |
| Agreements and Contracts | Termination + 6 yrs | |
| Annual Reports | Permanent | If changed, contact Archives of Michigan |
| Board Minutes | Permanent | If changed, contact Archives of Michigan |
| Compliance Reports | Permanent | |
| Construction Project Information | | |
| Analysis or cost reports | Permanent | |
| Contractor's Bonds and Insurance Policies | Active + 7 yrs | |
| Project Location Files | Permanent | |
| Work in Progress Ledgers | Permanent | |
| Work Order Cost Sheets | 6 yrs | |
| Work Orders | Audit | |
| Correspondence and Memoranda | | |
| General or Routine | 2 yrs | |
| Policy | Permanent | If changed, contact Archives of Michigan |
| With State and Federal | Permanent | |

| | | |
|---|---|--|
| Agencies | | |
| Customer Records: | | |
| Account adjustments | 2 yrs | |
| Application for Service | Termination + 1 yr | |
| Change of Address Forms | Destroy at option after 1 yr | |
| Complaints | Settlement of issue + 2 yrs | |
| Connect/Disconnect Orders | 2 yrs | |
| Credit Reports | Destroy at option after 1 yr | |
| Customer Account History | Life of account + 1 yr | |
| Demolition Form | Permanent | |
| Damage Claims and supporting material | 2 yrs after settlement | |
| Job Orders and supporting materials for details of charges to customers for work done | 3 yrs | |
| Inspections of Customers' Premises | 2 yrs | |
| Vendoring Authorization from Department of Social Services | 50 yrs | |
| Deeds / Property Information | Permanent | |
| Easements | Permanent | |
| Environmental Permits | Permanent | |
| Excavation Permits | Current + 5 yrs | |
| Litigation files including correspondence and legal papers: | | |
| Indexes | Permanent | |
| Case files | 10 yrs after case closed | |
| Manuals: | | |
| Operation, Maintenance | Life of equipment | |
| Software | Until superseded + 6 yrs | |
| Maps, Plans, Tracings of System: | | |
| Master/Original | Permanent | If changed, contact Archives of Michigan |
| Duplicates | Current | |
| Meters: | | |
| History Records | Life of meter | |
| Horn Voucher | Audit | |
| Inventory | Audit + 1 yr | |
| Location Cards | Active | |
| Maintenance | Life of meter | |
| Reader Sheets | Audit + 1 yr | |
| Tests | Until superseding test, not less than 2 yrs | |
| Miss Dig Requests | 1 yr | |
| Payroll Records: | | |
| Daily Time Reports | 3 yrs | |
| Deduction Authorization Cards | Current | |
| Employee Earnings Record | 50 yrs | |
| Employee Retirement Record | Permanent | |
| Employee Service Record | Permanent | |
| Payroll Cost Distribution Ledger | 10 yrs | |

| | | |
|--|---------------------|---|
| Payroll Journal | 10 yrs | |
| Summary Time Reports | 3 yrs | |
| Time Cards | 3 yrs | |
| Personnel Records (if there is no Central Personnel Office, then use the schedule for Personnel Office Section 14) | | |
| Photographic Records: | | |
| Prints (Identify fully) | Current needs | Transfer selected to Archives of Michigan |
| Negatives (identify fully) | Permanent | |
| Policies and Procedures | Permanent | |
| Purchasing Records: | | |
| Bid Packs (include bids received) | 6 yrs | |
| Purchase Orders | 6 yrs | |
| Requisitions | 6 yrs | |
| Vehicle Repair/Safety Records: | | |
| Lubrication Reports | Audit + 1 yr | |
| Safety Inspections | Life of the vehicle | |
| Vehicle Maintenance Card | Audit + 1 yr | |
| Vehicle Titles | Life of vehicle | |
| Work Orders | Audit | |
| Electric Department Records: | | |
| Distribution Service Orders and Outage Reports | 7 yrs | |
| Electrical Inspections | 7 yrs | |
| Electrical Licenses | Current + 10 yrs | |
| Electrical Equipment Catalogs | Life of equipment | |
| Electrical Permits | Current + 5 yrs | |
| Electrical Substation Information | 3 yrs | |
| Electrical System & Substation Prints/Drawings | Permanent | |
| Lightning and Storm Data | 3 yrs | |
| Interruption Logs and Reports | 6yrs | |
| Insulator Test Records | 3 yrs | |
| PCB information including site locations, regulations, spill reports, disposal vendors | Permanent | |
| Permits | | |
| Highway | Current + 5 yrs | |
| Railroad | 6 yrs | |
| Pole Attachment Agreements | Permanent | |
| Street Openings Reports, Inspections, and Repairs | 6 yrs | |
| Power Production Plant Records: | | |
| Air Flow Studies | 2 yrs | |
| Annual Summary Sheets | 10 yrs | |
| Boiler, Condenser, Turbine and Pump Room Logs, including supporting data | 3 yrs | |

| | | |
|---|--|--|
| Boiler and Turbine Room Reports of Equipment in Service and Performance | 3 yrs | |
| Boiler-tube Failure Report | 3 yrs | |
| Coal and Water Logs | 3 yrs | |
| DNR Permits | Permanent | |
| Equipment Records (pole, tower, structure, etc.) | Life of equipment | |
| Gage Reading Reports | 2 yrs, except river-flow data collected in connection with hydro operation shall be retained for the life of the operation | |
| Generating Station High-tension and Low-tension Load Records | 3 yrs | |
| Generation and Output Logs with supporting data | 6 yrs | |
| Load Curves, Temperature Logs | 3 yrs | |
| Load Dispatcher's and Station Permits | 1 yr except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 yr | |
| Monthly Summary Sheets | 2 yrs | |
| Oil and Waste Reports | 3 yrs | |
| Opacity Reports | 2 yrs | |
| Purchased Power Information | 6 yrs | |
| Recording Instrument Charts | 1 yr except where the basic chart information is transferred to another record, the charts need only be retained for 6 months provided the record containing the basic data is retained 1 yr | |
| Station and System Generation Reports | 25 yrs | |
| Supply Studies | Destroy at option | |
| Statement/Analysis of Operations | 10 yrs | |
| Waste/Wastewater Department Records: | | |
| Annual Summary Sheets | 10 yrs | |
| Apparatus Failure Reports | 6 yrs | |
| Controlled Flushing Information | 25 yrs | |
| Daily Log Sheets | 1 month | |
| Equipment Failure Reports and Logs | 3 yrs | |
| Fire Hydrants: | | |
| Location, type | Active | |
| Meter Pressure Test | 3 yrs | |

| | | |
|--|--|--|
| Flow Test Data Sheet | Current + 5 yrs | |
| Log Books | 6 yrs | |
| Maintenance/Repair Records | Permanent | |
| Manhole Sewer Inspections | 6 yrs | |
| Maps, Prints, Drawings of Water System | Permanent | |
| Monthly Operation Report | 2 yrs | |
| Pipelines, Structures and other equipment records | Life of equipment | |
| Plumbing Permits | Current + 5 yrs | |
| Recording Instrument Charts | 3 yrs | |
| Sewer Claims | Current + 5 yrs | |
| Sewer/Water Connection Agreements | Termination + 6 yrs | |
| Street Openings Reports on Inspections and Repairs | 6 yrs | |
| Tanker Filling Log | 4 yrs | |
| Water Main Test Report | 7 yrs | |
| Water System Grid Pressure Information | Active | |
| Water Processing Plant Records: | | |
| Bacteria Tests of Water Samples | 5 yrs | |
| Boiler, Condenser, Turbine and Pump Room Logs, including supporting data | 3 yrs | |
| Chemical Tests of Water Samples | 10 yrs | |
| Filter Log Sheets | 6 yrs | |
| Lead Sampling | 12 yrs | |
| Monthly Operation Reports | 2 yrs | |
| Monthly Report to Michigan Department of Health | 2 yrs | |
| Pumping Output Logs with supporting data | 3 yrs | |
| Record Charts | 1 yr | |
| Residential Sampling Records | 5 yrs | |
| Sources, water supplied to the distribution system | 15 yrs or 3 yrs after source is abandoned whichever is shorter | |
| Station Output Records | 25 yrs | |
| Test Wells Information | 4 yrs | |
| Water Level Charts | 4 yrs | |
| Wastewater Treatment Plant Records: | | |
| Daily Operating Records | 6 yrs | |
| Flow Charts | Current + 5 yrs | |
| Industrial User Records | | |
| Influent Compliance and Limit Reports | Current + 5 yrs | |
| Inspection Reports | 6 yrs | |
| Lab Reports/Analysis | Current + 5 yrs | |
| Lift Station Alarm Data | Permanent | |

| | | |
|-----------------------------------|-----------------|--|
| Log Books | 6 yrs | |
| Monthly Summary Sheets | 2 yrs | |
| Oil and Waste Reports | 3 yrs | |
| Operator's Daily Logs and Reports | 6 yrs | |
| Pollution Control Lab Reports | Current + 5 yrs | |
| Pretreatment Performance Summary | Current + 5 yrs | |
| Sample Data | Current + 5 yrs | |
| Sample Schedule | Current + 5 yrs | |
| Statement of Operations Analysis | 10 yrs | |
| Wastewater Analysis Information | Current + 5 yrs | |

Section Eighteen: Public Works

| Record Series | Minimum Retention Period | Disposition |
|---|--------------------------|--|
| Aerial Photographs and Surveys | Permanent | If changed, contact Archives of Michigan |
| Annual Report | | |
| a. If a permanent copy is filed in the City Clerk's Office | Current + 1 yr | |
| b. If no permanent copy is filed in the City Clerk's Office | Permanent | If changed, contact Archives of Michigan |
| Benchmark Records | Permanent | |
| Citizen Complaints | Settlement + 2 yrs | |
| Contract Record and Index | Permanent | |
| Driveway Plans | Current + 5 yrs | |
| Garbage, Grass Cutting and Trash Removal Records | | |
| a. Log sheets | Audit | |
| b. Weight Tickets | Audit | |
| c. Summary Reports | Audit | |
| Maps, photographs, plans, drawings, blueprints (originals) | Permanent | If changed, contact Archives of Michigan |
| Michigan State Highway Act 51 Records | Current + 5 yrs | |
| Parking Lot and Meter Records; Financial, e.g. Receipts; Deposit sheets, Revenue accounts | Audit + 1 yr | |
| Sanitary Sewer Survey, Construction and Maintenance Records | Permanent | |
| Sign Ledger File | Current | |
| Soil Borings and Compactor Results and Indexes | Permanent | |
| Survey Records | Permanent | |
| Sewage Treatment Plant Records: | | |
| Daily Operations Log | Current + 5 yrs | |
| Flow Records | Current + 5 yrs | |
| Influent Sheets | Current + 5 yrs | |
| Laboratory Sheets | Current + 5 yrs | |
| Precipitation Records | Permanent | |
| Plans, Specifications, Drawings | 50 yrs | |
| Reports: | | |
| a. Monthly to Michigan Health Department | 2 yrs | |
| b. Annual Summary to Michigan Health Department | 10 yrs | |

Section Nineteen: Treasurer

This section was superseded by General Schedule #28--City and Village Treasurers (approved 7-20-2010).

| General Schedule #11 - Local Law Enforcement | | | | |
|---|--|---|---|----------------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 000000 - | Introduction | This schedule applies to law enforcement at all levels of local government, including counties, cities, townships, villages, tribes, colleges, universities, etc. Records Division: 11.001 - 11.070 Administration Division: 11.100 - 11.152 County Jail Division: 11.200 - 11.224 | | |
| 11.001 - | Abandoned Vehicle Notice | These records document vehicles that are abandoned/impounded. They may include, but may not be limited to, photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. (MCL 257.252b) | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.002 - | Accident Reports | These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form. (MCL 257.622) These records also include accidents that take place on private property that are not reported on the UD-10. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.003 - | Animal Control | These records document activity associated with animal control. They may include, but may not be limited to, transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines. | RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.004 - | Animal Control - Citations | These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.005 - | Animal Control - Dog License Data | These records document licensed dogs. Data may include, but may not be limited to, money paid, license number, dog name, dog history, owner name and contact information. | RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.006 - | Animal Control - Return to Owner Records | These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They may include, but may not be limited to, the name, date, and address of animal owner. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |

General Schedule #11 - Local Law Enforcement

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------|--|---|---|----------------------|
| 11.009 - | Arrest/Detention Log Data | These records document people who were arrested. They may include, but may not be limited to, names, dates, charges, and disposition. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.010 - | Blood Alcohol Content (BAC) Logs | These records document the evidentiary breath test that is administered to a suspect. They do not document preliminary tests. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.011 - | Background Checks | These records document background checks that are used to determine if an individual who is applying for a job with a public body previously committed any crimes. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.012 - | Bicycle Registrations | These records bicycles that are registered. The information is used to attempt to recover stolen bicycles. They may include, but may not be limited to, the owner name, contact information, bicycle description, serial number, and registration tag number. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.013 - | Cab Records | These records document licenses that are issued to oversized vehicles. The licenses grant permission to move throughout the community for a maximum of 1 year. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.014 - | Complaint Log Data | These records document the tracking of incidents. They may include, but may not be limited to, incident numbers, date, time, names, location, and nature of crime. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.015 - | Computer Aided Dispatch (CAD) Log Data | These records document the dispatch of officers for incidents. They may include, but may not be limited to, incident type, who responded, incident number generated, and date and time. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.016 - | Field Contact Information | These records document individuals who are involved in suspicious activities. They may include, but may not be limited to, names, date, and activity or charge. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 12/14/2021 |
| 11.017 - | Discovery Orders | These records document discovery orders submitted by attorneys for information related to cases. | RETAIN UNTIL: Calendar year ends | 12/14/2021 |

| General Schedule #11 - Local Law Enforcement | | | | |
|--|---|---|--|---------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | | PLUS: 1 year THEN: Destroy | |
| 11.018 - | Evidence Property Log Data | These records document what has come into, and left, the evidence storage area. They may include, but may not be limited to, the receipt number, case number, and complaint number. | RETAIN UNTIL: Related incident report is destroyed THEN: Destroy | 12/14/2021 |
| 11.019 - | Expunged Records Information | These records document what records were expunged. They may include, but may not be limited to the name, charge, date, and correspondence. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.020 - | Extradition Packets | These records document the extradition of a suspect or prisoner to a different jurisdiction. | RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.021 - | Federal Firearms License (FFL) Applications | These records document who applied for a federal firearms license. They are completed by licensed firearm dealers and forwarded to the federal government. They may include, but may not be limited to, "snaps out" of the registration form (ATF-Form 8 part II), and supporting documentation. | RETAIN UNTIL: Dealer license is no longer in force THEN: Destroy | 12/14/2021 |
| 11.022 - | Fingerprint Records | <p>These records document fingerprints that are collected. They may include, but may not be limited to, Arrest/Fingerprint Cards (RI-07) that are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, and other laws.</p> <p><i>NOTE: Michigan State Police (MSP) is the official recordkeeper for fingerprints. The fingerprints retained by local law enforcement agencies should be convenience copies, and they can be destroyed in compliance with General Schedule #1. If an agency has fingerprints that are not duplicates of records maintained by MSP, please contact the Biometric and Identification Division.</i></p> | See note. | 12/14/2021 |
| 11.023 - | Freedom of Information Act (FOIA) Requests | These records document requests for information or public records. They may include, but may not be limited to, requests for information, correspondence, a copy of the information released, and billing information. | RETAIN UNTIL: Request is filled PLUS: 1 year THEN: Destroy | 12/14/2021 |

| General Schedule #11 - Local Law Enforcement | | | | |
|---|--|--|---|----------------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.024 - | Gem Dealer Information | These records document the registration of dealers of precious metal or gems in compliance with P.A. 95 of 1981. They may include registration documents, supply transaction information regarding sales to police agencies, etc. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.025 - | Identification Data and Images | These records document individuals whose identity is verified by local law enforcement. They may include, but may not be limited to, fingerprints and photographs of the individuals. | RETAIN UNTIL: Related incident report is destroyed THEN: Destroy | 12/14/2021 |
| 11.026 A - | Incident Files - Non-Criminal (supersedes item #11.038A) | These records document non-criminal incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to. | RETAIN UNTIL: Incident file is closed PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.026 B - | Incident Files - Misdemeanor (supersedes item #11.038B) | These records document misdemeanor incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood | RETAIN UNTIL: Incident file is closed and there are no open warrants PLUS: 7 years THEN: Destroy | 12/14/2021 |

General Schedule #11 - Local Law Enforcement

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|-----------------------|--|---|---|-------------------|
| | | <p>Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.</p> | | |
| <p>11.026 C -</p> | <p>Incident Files - Felony (supersedes item #11.038C)</p> | <p>These records document felony incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to.</p> | <p>RETAIN UNTIL: Incident file is closed and there are no open warrants PLUS: 20 years THEN: Destroy</p> | <p>12/14/2021</p> |
| <p>11.026 D -</p> | <p>Incident Files - Homicide/Felony CSC (supersedes item #11.038D)</p> | <p>These records document homicide and criminal sexual conduct incidents. They are typically filed according to the number assigned by the central dispatch. They may include, but may not be limited to, arrest records, Uniform Traffic Crash Reports (UD-10), computer printouts, written reports, statements, tips, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, Breath, Blood, Urine Test Reports (DI-177), Refusal to be Tested forms (DI-93), LEIN breath entry, Blood Alcohol Content reports, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case</p> | <p>RETAIN UNTIL: Incident file is closed and there are no open warrants PLUS: 110 years THEN: Destroy</p> | <p>12/14/2021</p> |

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|--|---|---|--|---------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam requests, diagrams, and interrogation video recordings. Classification is assigned according to what the person was charged with doing, not what they pled to. | | |
| 11.027 - | Intake/Release Property Records | These records document which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include, but may not be limited to, personal history information. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.028 - | Juvenile Arrest Records & Fingerprint Cards | These records document juveniles who are arrested. They may include, but may not be limited to, a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, and incident reports. | RETAIN UNTIL: Juvenile's 17th birthday THEN: Destroy | 12/14/2021 |
| 11.029 - | Letters of Clearance | These records document that a private citizen was not involved in criminal activity within the community. They are issued by the local law enforcement agency upon request. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.030 - | Liquor Inspection Records | These records document establishments that sell or serve liquor. They may include, but may not be limited to, quarterly inspection reports completed by officers pertaining to the named establishment. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.031 - | Liquor License Establishment Records | These records document monitoring of licenses issued to liquor establishments. They may include, but may not be limited to, liquor licenses issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, and Auto-Track reports. | RETAIN UNTIL: Establishment is no longer in business THEN: Destroy | 12/14/2021 |
| 11.032 - | Miscellaneous Business Licenses | These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawnshops, car shops, etc. | RETAIN UNTIL: Establishment is no longer in business PLUS: 1 year THEN: Destroy | 12/14/2021 |

| General Schedule #11 - Local Law Enforcement | | | | |
|---|---|--|---|----------------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.033 - | Officer Dailies | These records document the daily activity of road patrol and animal control officers. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.034 - | Officer's Monthly Activity Evaluation | These records document officer activity for the month. They are generated from information collected in the dailies completed by patrol officers. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.035 - | Pawn Shop Slips | These records document items received by pawn shops. They are submitted by pawnshops in compliance with P.A. 231 of 1945. They assist with the recovery of stolen material. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.036 - | Peddlers License Records | These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include, but may not be limited to, background checks, and computer printouts. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.037 - | Personal Protection Orders (PPO) | These records document personal protection orders issued by the court. | RETAIN UNTIL: PPO expires THEN: Destroy | 12/14/2021 |
| 11.040 - | Radio Logs | These records document calls that officers were dispatched on. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.041 - | Records Management Database and Imaging System Data and Documents (supersedes item #11.042) | These records document incidents and activities handled by the law enforcement agency. They may include, but may not be limited to, information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations, and permits. These systems may | RETAIN: Data and documents in the system in compliance with the other items on this schedule that establish a retention period for the content OR, RETAIN: 110 years, whichever is sooner THEN: Destroy | 12/14/2021 |

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|---|-----------------------------------|---|--|----------------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. | | |
| 11.043 - | Roll Call Log | These records document who is on duty each day when roll call is taken. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.044 - | Roll Call Board | These records document which information was distributed to officers at the beginning of each shift. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.045 - | Salvaged Vehicle Report | These records document citizens who applied for a Salvaged Vehicle Title. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.046 - | Sex Offender Address Verification | These records document tracking of the location of sex offenders. They may include, but may not be limited to, Michigan Sex Offender Registration forms (DD-4) that are required by P.A. 295 of 1994 to register sex offenders. Information from the forms is entered into the L.E.I.N. | RETAIN: Only the most recent registrations THEN: Destroy previous registrations | 12/14/2021 |
| 11.047 - | Skate Park Registrations | These records document skate park equipment like skateboards, roller blades, helmets, pads, etc. They may include, but may not be limited to, the owner's name, contact information, description of equipment, serial number and registration tag number. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.048 - | Special Transportation Permit | These records document the issuing of permits to allow a one-time movement of an oversized load/object. They expire after the date of the move. They may include, but may not be limited to, a description of what was moved, equipment, route, date, company name, and fees. | RETAIN UNTIL: Permit expires THEN: Destroy | 12/14/2021 |
| 11.049 - | Subpoenas | These records document subpoenas received to appear in court or requesting for information. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |

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|--|-----------------------------------|---|---|---------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.050 - | Taxicab Permit Records (obsolete) | These records document the issuing of taxicab driver permits. They may include, but may not be limited to, applications, computer printouts, and background checks. <i>Note: Per MCL 257.2101 - 2153, transportation network companies, taxicabs, and certain limousines are now regulated by the Department of Licensing and Regulatory Affairs.</i> | RETAIN UNTIL: Permit is no longer active THEN: Destroy | 12/14/2021 |
| 11.051 - | Temporary License Plate Records | These records document temporary license plates issued by the agency. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.052 - | Tickets/Citations | These records document traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court in response to the citation that was issued. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.053 - | Ticket/Citation Book Receipts | These records document the ticket/citation numbers for the book and the officer that it was assigned to. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.054 - | Ticket/Citation Logs | These records document the tickets that were issued. A copy is forwarded to the courts. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.055 - | Vehicle Lockout Waiver | These records document waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.056 - | Vehicle Impound/Release Records | These records document the release of vehicles that were impounded. They may include, but may not be limited to, the complaint number, vehicle, wrecker agent, and release information. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.057 - | Audio and Video Recordings | These records document audio and/or video that is recorded using any type of device of routine surveillance/security, training, patrols, incidents, activities, red light violations, public space or crowd monitoring, etc. The recordings are cleared and re-used on a monthly basis. <i>Recordings that contain evidence of incidents</i> | RETAIN UNTIL: Recording is created PLUS: 30 days THEN: Destroy | 12/14/2021 |

| General Schedule #11 - Local Law Enforcement | | | | |
|--|--|---|---|---------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | <i>are retained until the case is solved, closed and litigation ends. (MCL 780.316)</i> | | |
| 11.057 A | Body Worn Camera Recordings - Formal Complaint | These records document recordings captured by body worn cameras (a device worn by a law enforcement officer), if the recording is relevant to a formal complaint against a law enforcement officer or agency. (MCL 780.316) This retention period is in addition to the timeframe referenced in item #11.057. | RETAIN UNTIL: Date of recording PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.058 - | Warrants | These records document warrants that were issued by the court/prosecutor. They may include, but may not be limited to, orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. They are active until the suspect is arrested or recalled by a court. They are used to verify LEIN entries when audited. After the individual is arrested they are forwarded to the arresting authority or prosecutor. | RETAIN UNTIL: Warrant is no longer active and no longer in L.E.I.N. THEN: Destroy | 12/14/2021 |
| 11.059 - | Prescription Drug Destruction Records | These records document the weight of drugs received for destruction. They may include, but may not be limited to, the location, weight, activity dates, and people involved. | RETAIN UNTIL: Documents are created PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.060 - | Traffic Crash Release Acknowledgement Forms | These records document when someone obtains a traffic crash report within 30 days of a crash. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.061 - | License Plate Reader (LPR) Information | These records document license plate information (images and metadata) that are collected by LPR devices to support investigations. They may include, but may not be limited to, plate information, location and GPS coordinates, time and date of image capture, and camera identification. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.062 - | Tips Received – Not Used | These records document tips that are received from the public, but are not used. They may include, but may not be limited to, tip forms, audio recordings, notes, and email correspondence. If the tip is used, retain in the incident file (11.026A-D). | RETAIN UNTIL: Date received PLUS: 2 years THEN: Destroy | 12/14/2021 |

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|---|---|--|---|----------------------|
| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.063 - | Traffic Control Orders | These records document traffic controls. They may include, but may not be limited to, traffic control orders, rescinded traffic control orders, traffic control determinations (stop/yield), rescinded traffic control determinations, and parking regulations. | RETAIN UNTIL: Replaced by a new order or the order is rescinded THEN: Destroy | 12/14/2021 |
| 11.064 - | Prison Rape Elimination Act (PREA) Records | These records document efforts to eliminate the occurrence of rape while in prison. They may include, but may not be limited to, incident reports, investigations, plans, and proof of training. | RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.065 - | Marijuana Facility Inspection Records | These records document the inspection of marijuana retail sales facilities. They may include, but may not be limited to, sales records, licensing documents, inspection documents, correspondence, and supporting documentation. | RETAIN UNTIL: Inspection is completed PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.066 A - | Applications for License to Purchase of Firearms - Approved | These records document that the local law enforcement agency asked a potential purchaser of a firearm certain questions to determine their eligibility for a license. They may include, but may not be limited to, application, copy of the State of Michigan identification. | RETAIN UNTIL: Approved PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.066 B - | Applications for License to Purchase of Firearms - Denied | These records document that the local law enforcement agency asked a potential purchaser of a firearm certain questions to determine their eligibility for a license. They may include, but may not be limited to, application, denial letter, copy of the State of Michigan identification, and supporting documentation not in LEIN. | RETAIN UNTIL: Denied PLUS: 50 years THEN: Destroy | 12/14/2021 |
| 11.067 - | Trespass Log | These records document individuals who are prohibited from going to a particular address/location. | RETAIN UNTIL: Date person is added to the log PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.068 - | Applicant Fingerprinting Records | These records document the authority of the law enforcement agency to fingerprint individuals for non-criminal justice purposes. They may include, but may not be limited to, applicant forms (RI-030), and copies of identification cards. | RETAIN UNTIL: Conclusion of the next audit cycle THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.069 - | LEIN Validation Records | These records document the validation of the accuracy of LEIN and NCIC records. They may include, but may not be limited to, reports, warrants, injunctive orders, and notes. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 3/15/2022 |
| 11.070 - | Repossession Notices | These records document notification that a vehicle was repossessed so local law enforcement is aware that the vehicle is not stolen. They may include, but may not be limited to, orders received from the repossessing company, and lists of repossessed vehicles. | RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy | 3/15/2022 |
| 11.100 - | Accounts Receivable Records | These records document money received for restitution payments. They may include, but may not be limited to, transactions, and daily balances. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.101 - | Administrative Training Schedule | These records document in-house and external training. They may include, but may not be limited to, dates, course titles, and training hours the officer received. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.102 - | Alarm Billings | These records document the billing for alarms and false alarms that officers respond to. They may include, but may not be limited to, billings, statements, and receipts. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.103 - | Americans with Disabilities Act (A.D.A.) Files | These records document compliance with the Americans with Disabilities Act. They may include, but may not be limited to, employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, and credit report. | RETAIN UNTIL: Employment ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.104 - | Annual Reports | These records document annual reporting of activities and events. | PERMANENT | 12/14/2021 |
| 11.105 - | Bank Statements | These records document money that was received and then deposited for preliminary breath tests, vehicle fines, bonds, etc. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.106 - | Bond Receipts | These records document the payment of bail bonds. The form is a 3-part document. 1 copy is issued to the bonder, 1 copy is forwarded to the courts, and the agency retains 1 copy. The | RETAIN UNTIL: Calendar year ends | 12/14/2021 |

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| | | form identifies the person's name, case number, charges, date, appearance information, amount of bail, etc. | PLUS: 1 year THEN: Destroy | |
| 11.107 - | Budget Records | These records document the development of annual budgets. They may include, but may not be limited to, the amount that was requested and eventually approved, proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.108 A - | Building Plans - Buildings Owned by the Law Enforcement Agency | These records document buildings that are owned by the law enforcement agency. They are used to construct and maintain buildings and other infrastructure. They may include, but may not be limited to, blueprints, building plans, drawing plans and diagrams of the office/jail. | RETAIN UNTIL: Building is destroyed, or transfer to the new owner if the building is sold THEN: Destroy | 12/14/2021 |
| 11.108 B | Building Plans - Buildings the Law Enforcement Agency Provides Security For | These records document buildings that the law enforcement agency may need to provide security/protection for. They may include, but may not be limited to, blueprints, building plans, security system information, and emergency plans. | RETAIN UNTIL: Superseded by new versions, or when security is no longer required THEN: Destroy | 12/14/2021 |
| 11.109 - | Committee Records | These records documents internal committees associated with the office, such as the Awards Committee. They may include, but may not be limited to, membership lists, agendas, supporting documentation, minutes, and reports. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.110 - | Internal Investigation Records | These records document department investigations of alleged employee misconduct and the outcome of such investigations. They may include, but may not be limited to, citizen and internal complaint forms, final disposition reports, and investigative narrative reports. | RETAIN UNTIL: Investigated employee separates from employment PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.111 - | - Internal Investigation Records - Supporting Documents | These records document information that is collected to support investigations of alleged employee misconduct. They may include, but may not be limited to, incident reports, video and audio recordings, crash reports, letters, | RETAIN UNTIL: Investigation is completed PLUS: 6 years THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | memoranda, written statements, photographs, and supporting documentation. | | |
| 11.112 - | Contracts | These records document agreements between the agency and anyone else. They are used for various services including, but not limited to, jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors. | RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.113 - | Correspondence (supersedes item #11.114) | These records document communication between staff members within the department, correspondence with outside groups, generally inquiries from the public or other government agencies, etc. This correspondence does not relate to specific incidents or initiatives. This correspondence is arranged chronologically or by correspondent name, and it is not filed in topical files or case files. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.115 - | General Orders and Policies | These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may include, but may not be limited to, official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff. | PERMANENT | 12/14/2021 |
| 11.116 - | Disposition of Department Property/Equipment | These records document equipment/property donated or disposed of with a value over \$500.00. | RETAIN UNTIL: Item is disposed of PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.117 - | Drug Forfeiture Records | These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. They may include, but may not be limited to, descriptions of what was seized, titles, deeds, and disposition of the item(s). | RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.118 A - | Grant Records - Received | These records document grants that the law enforcement agency received. They may include, but may not be limited to, applications, financial reports, progress reports, final reports, and supporting documentation. | RETAIN UNTIL: Grant is closed by the grantor PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.118 B | Grant Records - Denied | These records document grants that the law enforcement agency applied for, but were denied. They may include, but may not be limited to, applications, and supporting documentation. | RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.119 - | Grievance Files | These records document grievances filed against union contracts. | RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.120 - | Job Applications- Not Interviewed and Not Hired | These records document individual job applicants who were not interviewed. They may include, but may not be limited to, resumes, applications, and supporting documentation. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.121 - | Job Applications- Interviewed and Not Hired | These records document individual job applicants who were interviewed, but not hired. They may include, but may not be limited to, resumes, applications, and supporting documentation. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.122 - | Invoices - Original | These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime, licenses, etc. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.123 - | Job Descriptions | These records document job classification systems and positions. They may include, but may not be limited to, research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria, etc. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications. | RETAIN UNTIL: Job description is superseded THEN: Destroy | 12/14/2021 |
| 11.124 - | Litigation Files | These records document litigation to which the department or an officer is a party. They may include, but may not be limited to, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, and media clippings. | RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.125 - | Mutual Aid Agreements | These records document agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. | RETAIN UNTIL: Agreement ends PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.126 - | Officer Field Training Observations (FTO) | These records document a new officer's training period, such as performance, areas needing improvement during their probation period after being hired, etc. They may include, but may not be limited to, dailies, daily observations, weekly summaries, road logs, | RETAIN UNTIL: Probation period ends PLUS: 2 years THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | tickets, UD-10's, case reports, warrants, and property receipts. | | |
| 11.127 - | Official Bulletins | These records document internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.128 - | Outside Employment Form | These records document employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. | RETAIN UNTIL: Employment ends THEN: Destroy | 12/14/2021 |
| 11.129 - | Overtime Equalization Records | These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.130 - | Payroll Timesheets | These records document timesheets that are completed and forwarded to the payroll office. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.131 - | Personnel Information Records | These records document summary information that is collected about employees. They may include, but may not be limited to, employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, and birthday. | RETAIN UNTIL: Employment ends THEN: Destroy | 12/14/2021 |
| 11.132 - | Personnel Files | These records document the personnel transactions for each employee. If these records are maintained centrally by the local government's human resources department, the law enforcement agency's copy is a duplicate covered by General Schedule #1. | RETAIN UNTIL: Term of employment ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.132 A - | MCOLES Certified Employee Separation Records | These records document the reason for, and circumstances surrounding, a separation of service for employees who are Michigan Commission on Law Enforcement Standards (MCOLES) certified. (MCL 28.563) | RETAIN UNTIL: Employee separates PLUS: 50 years THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.133 - | Position Interview Questions | These records document interview questions that are associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. | RETAIN UNTIL: Questions are superseded PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.134 - | Promotional Results | These records document testing that qualifies officers for promotion. They may include, but may not be limited to, test scores, test sheets, order of ranking, and results of offsite testing. | RETAIN UNTIL: Test is no longer active PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.135 - | Receipt Books | These records document money received for preliminary breath tests, vehicle fines, bonds, etc. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.136 - | Ride Along Waiver | This is a waiver of liability signed by a citizen who rides with the deputies. It is used to document the date and the name of the person who participated. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.137 - | Training Bulletins | These records document notifications to a department or officers that they are scheduled for upcoming training. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.138 - | Training Files | These records document the training that officers received. They may include, but may not be limited to, training schedules, certificates, course descriptions, and receipts. | RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.139 - | Training Fund | These records document money available and spent from the training fund. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.140 - | Unclaimed Monies | These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.141 - | Uniform Crime Reports | These records document crime statistics and other information that is generated by the Michigan State Police. | RETAIN UNTIL: Calendar year ends | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| | | | PLUS: 6 years THEN: Destroy | |
| 11.142 - | Calendars | These records document an employee's work schedule, activities and tasks. They may include, but may not be limited to, automated or manual planners and calendars. | RETAIN UNTIL: Event takes place PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.143 - | Livery Program Records | These records document inspections of boat liveries that are conducted annually on behalf of the Department of Natural Resources, Law Enforcement Division. They may include, but may not be limited to, applications, inspection worksheets, correspondence, and supporting documentation. | RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.144 - | Equipment Maintenance Records | These records document the maintenance of equipment used by law enforcement agency. They may include, but may not be limited to, manuals, calibration documentation, repair documentation, information about replacement parts and supplies, and supporting documentation. | RETAIN UNTIL: Equipment is no longer in use THEN: Destroy | 12/14/2021 |
| 11.145 - | Transitory Records | These records document the activities of an agency or employee, but have temporary value and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no: administrative action, policy decision, special compilation or research. They may include, but may not be limited to, requests to order supplies, and reminders for an upcoming meeting. | RETAIN UNTIL: Activity is completed THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
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| 11.146 - | Administrative Subject Files | These records document various topics, issues, projects or activities that an agency/employee is involved in. Subject files are generally organized alphabetically by topic. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, and special project files. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records. | RETAIN UNTIL: Topic is closed PLUS: 5 years THEN: Destroy | 12/14/2021 |
| 11.147 - | Meeting Records - Public Bodies | These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act, such as governing boards, community advisory bodies, etc. They include, but may not be limited to, meeting minutes, agendas, recordings, and documentation reviewed and considered for decision-making during the meeting. Note: recordings may be destroyed after the meeting minutes are approved. | PERMANENT | 12/14/2021 |
| 11.148 - | Meeting Records - Staff Meetings | These records document internal staff meetings. They may include, but may not be limited to, agendas, minutes, and handouts. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.149 - | Visitor Logs | These records document individuals who visited the facility who are not employees. They may include, but may not be limited to, sign in/out sheets or other records that contain the visitor's name, and date/time of arrival and departure. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.150 - | Facility Access Data | These records document employees who used a badge or key card to access a building or other type of facility. Data may include, but may not be limited to, location that was accessed, employee information, and date/time of access. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.151 A - | Emergency/ Disaster Response Planning Records | These records document the command structure and crisis management response plan for emergencies and disasters to ensure the continuity of operations. They may include, but may not be limited to, plans, contact lists, checklists, manuals, procedures (operational, | RETAIN UNTIL: Replaced by updated versions of the documents THEN: Destroy | 12/14/2021 |

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| | | security, recovery, evacuation, etc.), site-specific information, and supporting documentation. | | |
| 11.151 B - | Emergency/ Disaster Response Exercise Records | These records document the testing and evaluation of emergency/disaster response plans and procedures. They may include, but may not be limited to, exercise instructions, documentation created or used during the exercise, notification/siren test results, follow-up documents, critiques, evaluations, correspondence, and supporting documentation. | RETAIN UNTIL: Analysis of the exercise is completed PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.151 C - | Emergency/Disaster Response Incident Records | These records document the local response to an emergency or disaster incident. They may include, but may not be limited to, incident command system documents, activity logs, briefings, assignments, correspondence, and supporting documentation | RETAIN UNTIL: Incident ends PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.152 | Breath Test Instrument Evaluation Records | These records document the regular evaluation of instruments that are used to collect breath tests. They may include, but may not be limited to, logs, test results, and supporting documentation. | RETAIN UNTIL: Evaluation is completed PLUS 3 years THEN: Destroy | 12/14/2021 |
| 11.153 | Press Releases | These records document statements that are prepared and distributed to the press by the law enforcement agency. They may include, but may not be limited to, official press releases, and supporting documentation. | RETAIN UNTIL: Release is published PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.200 - | Jail - Booking Center Log | These records document jail inmate counts. | RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy | 12/14/2021 |
| 11.201 - | Jail - Check Logs | These records document the hourly checks performed by correction officers to confirm inmate counts and location. | RETAIN UNTIL: Calendar year ends PLUS: 4 years THEN: Destroy | 12/14/2021 |
| 11.202 - | Jail - Daily Count Summary | These records document the hourly check log that verifies inmate counts. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.203 - | Jail - Daily Work Schedules | These records document the actual time worked by jail deputies. | RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy | 12/14/2021 |
| 11.204 A - | Jail - Facility Management Data | These records document jail security monitoring by corrections officers. They may include, but may not be limited to, door activity, inmate activity, and inmate movement throughout the facility. | RETAIN UNTIL: Calendar year ends PLUS: 25 years THEN: Destroy | 12/14/2021 |
| 11.204 B - | Jail - Facility Management Video | These records document jail security monitoring by corrections officers. They may include, but may not be limited to, audio and video monitoring of inmates and the facility. Recordings are typically rotated every 30 days, unless an incident occurs that would require the media to be pulled from rotation during an investigation. | RETAIN UNTIL: Recording is created PLUS: 1 month THEN: Destroy | 12/14/2021 |
| 11.205 - | Jail - Housing Report | These records document the count of inmates who are housed in the jail. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.206 - | Jail - Incidents | These records document incidents inside the jail. They include, but may not be limited to, incident numbers, what happened, when, and disciplinary action taken. | RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.207 - | Jail - Inmate Bank Reconciliation Statements | These records document bank accounts for inmates. They are used to reconcile accounts for charges associated with housing costs. They include, but may not be limited to, bank statements. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.208 - | Jail - Inmate Claim for Reimbursement of Booking Fee | These records document the process of returning money collected for the booking fee, if the accused was found to be innocent. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.209 - | Jail - Inmate Hygiene Kit Log | These records document that the inmate received his/her personal hygiene kit. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
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| 11.210 - | Jail - Inmate Jackets | These records document inmates of the jail. They may include, but may not be limited to, intake records, booking cards, medical review information, mug shots, classification documents, classification review documents, defendant's sentencing record, orientation check sheets, medical and financial release forms, primary classification, inmate property release forms, transfer to prison, official court documents, inmate release forms, arrest cards, writ papers, visitation authorizations, weekend work agreements, time cards, commitments, library requests, correspondence, incidents, disciplinary action, bonds, mental health forms, kites, warrants, haircut requests, extradition paperwork, and Blood Alcohol Content reports. The records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual. | RETAIN UNTIL: Inmate is released PLUS: 10 years THEN: Destroy | 12/14/2021 |
| 11.211 - | Jail - Inmate Medical Records | These records document medical care received by jail inmates. They are created and maintained by the jail doctor. They may include, but may not be limited to, inmate release records, medical notes, health appraisals, medical questionnaires, medical sheets, medical requests, x-rays, test results, and prescriptions issued. All inmates are (re)evaluated when imprisoned. (MCL 333.16213) | RETAIN UNTIL: Calendar year ends PLUS: 7 years UNLESS: Permission is obtained from the patient to destroy sooner THEN: Destroy | 12/14/2021 |
| 11.212 - | Jail - Inmate Property Intake/Release Records | These records document personal property removed from an individual held in a county facility or released. They may include, but may not be limited to, personal history information. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.213 - | Jail - Inmate Receipts | These records document money that was received from inmates associated with bond fees, work release and weekender passes. They may include, but may not be limited to, receipts. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.214 - | Jail - Inmate Request Forms ("Kites") | These records document requests from inmates to the jail staff, and the response from the department. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |

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| 11.215 - | Jail - Inmate Social Security Information | These records document money that is received from social security for inmates. It is reported back to the federal government. | Destroy 10 years after the inmate is released. | 12/14/2021 |
| 11.216 - | Jail - Inmate Trust Fund | These records document money that is spent/deposited by inmates into their own trust fund. They may include, but may not be limited to, commissary records, booking fees, invoices, daily balances, invoices indigent, haircut lists, check statements, voided checks, bond fees, weekly transaction statements, credit bureau housing fees, restitution payments, deposit books, and cleared checks. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.217 - | Jail - Inspections | These records document annual inspections of the jail that are conducted by the Michigan Department of Corrections. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.218 - | Jail - Jail Population Information System (JPIS) Reports | These records document monthly summaries that are produced from the Jail Population Information System (JPIS), a database that is owned by the Michigan Department of Corrections. JPIS is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.219 - | Jail - Midnight Counts | These records document the number of inmates admitted, released, males, females, and status of sent/unsent. They are submitted to the State of Michigan. They may include, but may not be limited to, both daily and monthly summaries. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.220 - | Jail - Ministry Volunteer Applications | These records document people who volunteer their time to counsel inmates, such as AA counselors, clergy, etc. They include, but may not be limited to, signed waivers. | RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy | 12/14/2021 |
| 11.221 - | Jail - Overtime Sign up Sheet | These records document overtime requests submitted by corrections officers. They may include, but may not be limited to, the officer's name, and date available. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
| 11.222 - | Jail - Pass on Books | These records document the hourly inmate counts and log each inmate's movement within the facility. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |
| 11.223 - | Jail - Transmittal of Booking Fees | These records document the number of bookings that took place during a quarter. P.A. 124 of 2003 requires that \$2.00 of the \$12.00 fee that is collected for booking be submitted to the State of Michigan, and be deposited in a training fund. The records may include Local Corrections Officers Training Fund forms (4147), etc. | RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy | 12/14/2021 |
| 11.224 - | Jail - Visitor Log | These records document individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc. | RETAIN UNTIL: Calendar year ends PLUS: 2 years THEN: Destroy | 12/14/2021 |

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
GENERAL SCHEDULE #17 - PUBLIC LIBRARIES

| Item # | Series Title | Series Description | Total Retention | Approval Date |
|----------|--------------------------------------|---|----------------------------|---------------|
| 17.001 - | Bylaws | Bylaws state the purpose of the library, establish the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the board. These records are preserved permanently to document the institutional memory of the library. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.002 - | Policies, Procedures, and Directives | Policies may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, collection development, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and the Library Privacy Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the board. These records are preserved permanently to document the institutional memory of the library. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.003 - | Annual Reports | These records document the library's services and finances over the previous year. They are presented to the board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the library over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the library. | RETAIN UNTIL: Permanent | 1/18/2005 |

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| 17.004 - | Meeting Records--Open Session | Meeting records document all matters brought before the board at meetings. Board records document all changes to policies, board resolutions, millage proposals, and board correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the Librarian/Director's report, monthly financial/Treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the library. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.005 - | Meeting Records--Closed Session | These records consist of minutes taken during a closed session, including any audio or visual recordings. | RETAIN UNTIL: Meeting minutes are approved PLUS: 1 year and 1 day THEN: Destroy | 1/18/2005 |
| 17.006 - | Administration - General Correspondence | General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference. | RETAIN UNTIL: Sent/received PLUS: 2 years THEN: Destroy | 1/18/2005 |
| 17.007 - | Director/Assistant Director's Reports | These monthly reports to the board summarize current issues facing the library. They are both narrative and statistical, and include information received from department managers. A copy of the report is included in board meeting records. | RETAIN UNTIL: Report is created PLUS: 7 years THEN: Destroy | 1/18/2005 |

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| 17.008 - | Administrative Subject Files | These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. | RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy | 1/18/2005 |
| 17.009 - | Meeting Records-Internal Staff | These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library. | RETAIN UNTIL: Meeting is held PLUS: 2 years THEN: Destroy | 1/18/2005 |
| 17.010 - | Planners/Calendars | These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. | RETAIN UNTIL: Event takes place PLUS: 2 years THEN: Destroy | 1/18/2005 |
| 17.011A - | Donor File--Monetary Donations | This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation. | RETAIN UNTIL: Donation is acknowledged PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.011B - | Donor File--Property Donations | This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation. | RETAIN UNTIL: Item is no longer in the library's possession THEN: Destroy | 1/18/2005 |
| 17.012 - | Friends of the Library Files | These organizations support library services and fund raising. Library files concerning these organizations may contain lists of current officers and members, informational reports from the Friends group, meeting minutes, copies of the group's 501c3 status documentation, by-laws, correspondence, and information about fundraising projects. | RETAIN UNTIL: Topic is no longer of interest for ongoing administration THEN: Destroy | 1/18/2005 |

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| 17.013 - | Annual Report to the Library of Michigan | This statistical report is submitted to the Library of Michigan annually, and describes the governing structure of the library, its size, the population of the area served, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures. | RETAIN UNTIL: Report is created PLUS: 10 years THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their institutional memory | 1/18/2005 |
| 17.014 - | Grant Files | These files document grants from the Library Services and Construction Act (LSCA), Library Services Technology Act (LSTA), Reed Act, the Gates Foundation, Universal Service Fund, and any others. The files may include planning session documents, meeting notes, the grant application, contracts with builders, files from construction, and final reports. | RETAIN UNTIL: Grant expires, plus any additional time that is required by the granting institution THEN: Destroy | 1/18/2005 |
| 17.015 - | Millage Records | These records document efforts by the library to generate revenue through millage increases. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the board to request millage increases and legal opinions on the ballot proposal. | RETAIN UNTIL: Millage vote is certified PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.016 - | Accident Reports/Claims | The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims. | RETAIN UNTIL: Claim is filed PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.017 - | Patron Disciplinary Files | These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians. | RETAIN UNTIL: Date of the last incident involving the patron PLUS: 5 years THEN: Destroy | 1/18/2005 |
| 17.018A - | Strategic Planning--Development Documentation | These documents are used to outline the mission and long-term goals for the library. A consultant, management team, staff, board, and/or community members may prepare plans. | RETAIN UNTIL: Subsequent plan is approved by the library board THEN: Destroy | 1/18/2005 |

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| 17.018B - | Strategic Planning--Final Approved Plan | This is the final version of the strategic plan that is approved by the library board. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.019 - | Freedom of Information Act (FOIA) Records | This file will document any requests for information or public records maintained by the library. They may include requests for information, correspondence, a copy of the information released, and billing information. | RETAIN UNTIL: Request is fulfilled PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.020 - | Final Annual Budget | The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. <i>If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.</i> | RETAIN UNTIL: Final version is approved PLUS: 10 years THEN: Destroy | 1/18/2005 |
| 17.021 - | Budget Documentation | These records are used to prepare the library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding. The draft budget is sent to the board for approval and may be kept with the board meeting records. | RETAIN UNTIL: Final version is approved PLUS: 5 years THEN: Destroy | 1/18/2005 |
| 17.022 - | Annual Financial Report/Audit | These records document the library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. Michigan law (P.A. 2 of 1968 and amendments M.C.L. 141.421 et al.) requires any local government agency that serves more than 4,000 residents to have an annual audit. An audit is conducted by an outside accounting firm and includes comments on the library's accounting practices. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently. | RETAIN UNTIL: Final version is submitted to the library board PLUS: 10 years THEN: Destroy | 1/18/2005 |
| 17.023 - | Monthly Financial Reports | These statistical reports list the income and expenses for library operations. They may itemize income streams and expenses such as state aid, millage, investment income, cash receipts, fixed costs, payroll, and purchases. These record may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy is kept with board meeting records. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |

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| 17.024 - | Accounts Payable/Receivable | Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the library from governmental entities or from grantors among others. These records may be generated manually or they may be maintained using electronic accounting software. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.025 - | Journal Entries/General Ledger | Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.026 - | Balance Sheet | This record reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.027 - | Deposit Slips and Cancelled Checks | Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.028 - | Invoices | These documents accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.029 - | Purchase/Order Records | This file documents the ordering of goods that are not added to the library's collection, such as monographs, serial publications and recordings. The file may include purchase requisitions, purchase orders, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger. Records of a purchase are usually compared to invoices and are filed with packing slips and payment records. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.030 - | Sales Records | These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |

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| 17.031 - | Cash Receipts | This file contains cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems. | RETAIN UNTIL: Fiscal year ends PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.032 - | Petty Cash Vouchers | Vouchers authorize expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.033 - | Bank Statements and Reconciliations | These records list all transfers of money through a given bank account. For each bank account held by the library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month. Attached to the statement is a reconciliation form which the library uses to compare their drafts, transfers, withdrawals, and deposit records with those on the bank statement. | RETAIN UNTIL: Fiscal year ends PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.034 - | Contracts | This record series consists of any original contracts that document agreements between the library and vendors or customers. It may also include contracts with Internet service providers, other agencies, library cooperatives or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract. | RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.035 - | Leases | This file contains any leases for library buildings. | RETAIN UNTIL: Lease expires PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.036 - | Legal Opinions | These files consist of correspondence with the law firm that provides legal counsel to the library. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.037 - | Litigation Files | These files document any litigation to which the library is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. | RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy | 1/18/2005 |

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| 17.038 - | Annual Inventory and Depreciation Schedules | This record is a list of all major library property and its book value. Library policy determines the value at which property must be included on an inventory. The cost of these items is then distributed across the useful life of the property. Governmental Standards Accounting Board (GASB) Statement 34 (1999) requires that library property be inventoried and listed on a depreciation schedule. This includes circulating and non-circulating collections, furniture, computers, vehicles, and office equipment. The report is used as a source document for the annual financial report. Items remain on the inventory until their active life has elapsed. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.039 - | State Tax Returns | These statements report the taxes collected on sale of items and for rent or use of library facilities and equipment. The library may submit sales and use tax statements to the State of Michigan annually. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.040 - | Payroll Deduction/Liability Records | These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.041 - | Insurance | These files contain any insurance policies that the library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems. | RETAIN UNTIL: Policy expires PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.042 - | Bids Not Awarded | This file consists of formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference. | RETAIN UNTIL: Bid is awarded to another vendor PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.043 - | W-2 Forms | This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes. One copy is retained and duplicates of these forms are given to employees. | RETAIN UNTIL: Fiscal year ends PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.044 - | Employer Contributions to Retirement Accounts | These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |

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| 17.045 - | Payroll Summaries | Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.046 - | Blueprints/Building Plans | Plans and blueprints give specific construction details for existing buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation. If the library sells the property, the new owner should be given these documents. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.047 - | Licenses and Permits | This file contains legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits. | RETAIN UNTIL: License/permit expires PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.048 - | Inspection Reports | Government officials who have inspected the library facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation. | RETAIN UNTIL: Superseded or equipment/building is not owned by the library THEN: Destroy | 1/18/2005 |
| 17.049 - | Hazardous Material Safety Data Sheets | Federal law [OSHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets includes information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. These records are maintained where they are readily available by employees working with or near the materials. | RETAIN UNTIL: Hazardous material being used or stored is on library property PLUS: 30 years THEN: Destroy | 1/18/2005 |
| 17.050 - | Security Log | The log consists of reports regarding unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings. | RETAIN UNTIL: Incident occurs PLUS: 3 years THEN: Destroy | 1/18/2005 |
| 17.051 - | Surveillance Video | These are video recordings of activity taking place on library property. | RETAIN UNTIL: Recording is created PLUS: 7 days THEN: Destroy | 3/16/2021 |

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| 17.052 - | Vehicle Files | These files record financial and maintenance information about individual vehicles in the library fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records. | RETAIN UNTIL: Vehicle is no longer owned THEN: Destroy | 1/18/2005 |
| 17.053 - | Payroll Records | Payroll records document the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service. | RETAIN UNTIL: Individual is no longer employed by the library PLUS: 40 years THEN: Destroy | 1/18/2005 |
| 17.054 - | Personnel Files | These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). | This series is subdivided to distinguish those documents requiring different retention periods. | 1/18/2005 |
| 17.054A - | Personnel Files-Retirement, Leave, and Life Insurance Records | Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. | RETAIN UNTIL: Individual is no longer employed by the library PLUS: 40 years THEN: Destroy | 1/18/2005 |

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| 17.054B - | Personnel Files-Application, Hiring, Salary, and Position | These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract. | RETAIN UNTIL: Individual is no longer employed by the library PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.054C - | Personnel Files-Withholding Forms | These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations. | RETAIN UNTIL: Superseded PLUS: 6 years THEN: Destroy | 1/18/2005 |
| 17.054D - | Personnel Files-Health Plans | These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans. | RETAIN UNTIL: Superseded PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.054E - | Personnel Files-Union Membership | These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. | RETAIN UNTIL: Superseded or employment ends THEN: Destroy | 1/18/2005 |
| 17.054F - | Personnel Files-Electronic Funds Transfer | This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. | RETAIN UNTIL: Superseded, voided or employment ends PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.055 - | I-9 File | Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal Code 8 CFR 274A.2 (1998) | RETAIN UNTIL: Date of hire PLUS: 3 years THEN: Destroy <i>or</i> RETAIN UNTIL: Date of termination PLUS: 1 year THEN: Destroy <i>NOTE: Whichever is later applies</i> | 1/18/2005 |
| 17.056 - | Staff Work Schedules | These records consist of schedules of employee hours in order to provide library services during hours of operation. They may list the days of the month, the name of employees and hours of work. | RETAIN UNTIL: Pay period ends PLUS: 2 years THEN: Destroy | 1/18/2005 |

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| 17.057 - | Time and Attendance | Time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee. They are usually organized chronologically by pay period and then by name. | RETAIN UNTIL: Pay period ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.058 - | Vacation and Sick Leave Calculator and Report | These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.059 - | Time Off/Vacation Requests | These forms document requests for time off. They may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file. | RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.060 - | Employee Injury Records-Exposure | These files consist of any reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and any supporting medical documentation. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i). | RETAIN UNTIL: Individual is no longer employed by the library PLUS: 30 years THEN: Destroy | 1/18/2005 |
| 17.061 - | Employee Injury Records-Non-exposure | These files consist of any reports of accidents or injuries involving the employee. Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. OSHA requires any information pertaining to job-related illness and injury to be kept on file for five years after the end of the fiscal year in which the event occurred. | RETAIN UNTIL: Individual is no longer employed by the library PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.062 - | Grievances | These files document employee grievances against the library and the resolution of the grievance. It includes written grievances sent to the Human Relations Director, the response of the Director, correspondence, summary sheets, legal documents, and employee history information. | RETAIN UNTIL: Grievance is closed PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.063 - | Union Contract Negotiation Files | This file documents the negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract. | RETAIN UNTIL: Contract expires PLUS: 3 years THEN: Destroy | 1/18/2005 |

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| 17.064 - | Staff Newsletter | Internal newsletters communicate new policies and procedures and relate important news to employees. They are used to disseminate information and promote staff cohesion. | RETAIN UNTIL: No longer needed for reference THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their history | 1/18/2005 |
| 17.065 - | Job Applications-Not Interviewed/Not Hired | These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents. | RETAIN UNTIL: Received PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.066 - | Job Applications-Interviewed/Not Hired | These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents. | RETAIN UNTIL: Received PLUS: 2 years THEN: Destroy | 1/18/2005 |
| 17.067 - | Workers Disability Compensation Files | These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file. | RETAIN UNTIL: Claim is settled PLUS: 10 years THEN: Destroy | 1/18/2005 |
| 17.068 - | Job Descriptions | These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. Job descriptions are filed alphabetically by position title in a separate file. | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |
| 17.069 - | Volunteer/Subsidized Employee Personnel Files | These files document volunteers or subsidized workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the releases of employee information, correspondence with program officers, timesheets and schedules. | RETAIN UNTIL: Individual is no longer participating in the program and working at the library THEN: Destroy | 1/18/2005 |
| 17.070 - | Continuing Education | These records document on-going training of librarians, which is required by state law as a condition of receiving state aid. The file consists of certificates of completion for accredited programs. | RETAIN UNTIL: Individual is no longer employed by the library THEN: Destroy | 1/18/2005 |

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| 17.071 - | User Accounts | These accounts give library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers. | RETAIN UNTIL: Individual is no longer employed by the library THEN: Destroy | 1/18/2005 |
| 17.072 - | Electronic Equipment Inventory | This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff. The inventory may identify the model number, manufacturer, location, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device. | RETAIN UNTIL: Equipment is no longer in use THEN: Destroy | 1/18/2005 |
| 17.073 - | Network Drop Map/Schematic | This schematic indicates how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them. | RETAIN UNTIL: Superseded or obsolete THEN: Destroy | 1/18/2005 |
| 17.074 - | Integrated Library System (ILS) | The ILS manages circulation and ordering records. It consists of a database of bibliographic/holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |
| 17.075 - | Back-Up Tapes | These duplicate tapes of library servers prevent loss of essential library information. The back-up tapes are often labeled according to server and date. They are written over on a regular schedule, according to library policy. | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |
| 17.076 - | Software Guides | These files consist of software and equipment installation, operation, and trouble-shooting information. | RETAIN UNTIL: Equipment or software is no longer in use THEN: Destroy | 1/18/2005 |
| 17.077 - | Web/Intranet Files | These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site. | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |
| 17.078 - | Web Server and Routers | These files document equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of the connecting cables, and the capacity of the equipment. | RETAIN UNTIL: Equipment is no longer in use THEN: Destroy | 1/18/2005 |
| 17.079 - | Library/Cooperative Website | Library websites may include information about hours, library events and classes, links to popular reference resources, and provide a gateway to the catalog. Cooperative websites may include information about the location, hours and services. The website also serves as a gateway to member library websites and online catalogs. The website may also provide links to online library sources. | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |

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| 17.080 - | Order Records | These records document acquisitions to the library collections and track new acquisitions. The order forms may include short bibliographic information, the person who selected or ordered the item, the source of funding, the number of copies ordered, the estimated cost of the order, the vendor, the date received, the invoice number, date, amount, and the date the invoice is paid. The records may include order lists, acquisition records, printouts of online purchase, and electronic ordering data on the ILS. | RETAIN UNTIL: Order is received PLUS: 7 years THEN: Destroy | 1/18/2005 |
| 17.081 - | Magazine Order Records | These records list magazine subscriptions whether ordered separately or through a subscription service. It may list the titles of current subscriptions, renewal dates and expected dates for new issues. This information may be kept in lists, spreadsheets, or vendor order records. | RETAIN UNTIL: Subscription ends THEN: Destroy | 1/18/2005 |
| 17.082 - | Memorials Book Donations | These files document memorial money donated to the library. Information may include the donor name and contact information, an inventory of the items purchased with the funds, and the name of the person memorialized. Large financial gifts usually include a letter of acknowledgement. | RETAIN UNTIL: Item is deaccessioned THEN: Destroy | 1/18/2005 |
| 17.083 - | Shelf List | The shelf list consists of catalog cards for each item in the library collection. The list may identify the item by its call number, title, cost, ISBN, date acquired, and Library of Congress Subject Headings. ACT = until item is deaccessioned. | RETAIN UNTIL: Item is deaccessioned THEN: Destroy | 1/18/2005 |
| 17.084 - | Circulation Cards | These cards document which items are borrowed, when they are due, and who has borrowed them. The card for books may include the author, title, call number, date due, and patron card number. Cards for video checkout may include the name, address and phone number of the patron, and a responsibility statement to be signed and dated by the borrower. Cards are removed from the item when it is borrowed and are retained at the library. | RETAIN UNTIL: Item is deaccessioned, and all relevant fines are paid or are written off, per library policy THEN: Destroy | 1/18/2005 |
| 17.085 - | Bibliographic Records | These records contain the basic information about each title in the library collection. These records may have been created in house (for local publications or AV materials), or may have been acquired from a vendor or Online Computer Library Center (OCLC). Once acquired, they are maintained in a card catalog system or electronically in an integrated library system (ILS). They contain highly structured Machine Readable Catalog (MARC) information including, title, author, publisher, copyright dates, subject headings, content notes, Library of Congress numbers, ISBN, Dewey numbers, barcode numbers, and the location of copies held by the library. | RETAIN UNTIL: Item is deaccessioned THEN: Destroy | 1/18/2005 |

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| 17.086 - | Item Level Record | These records document each individual copy of any title within the collection. The record consists of all bibliographic information, plus the copy number, location, and availability. If it is maintained in the ILS it may also include links to patron information about the current and last patron who borrowed the item. However, libraries are encouraged to only retain information about the current circulation transaction. When the library possesses only a single copy, the bibliographic record may also serve as the item level record. | RETAIN UNTIL: Item is deaccessioned THEN: Destroy | 1/18/2005 |
| 17.087 - | Authority Files | These files promote consistency of identifying names and subjects according to established rules in bibliographic records. Libraries may purchase authority files from a vendor. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference). | RETAIN UNTIL: File no longer references an item in the collection THEN: Destroy | 1/18/2005 |
| 17.088 - | Patron Registration Forms | Patron registration cards contain identifying information for each individual who may withdraw materials from the library collection. Many libraries have separate forms for adults and youth. All cards are signed by adults and may list the adult's name, address, telephone, birth date, gender, drivers' license number, contact information, and a signed statement of responsibility for any library materials borrowed. Youth cards include identifying information for the youth. Borrowing privileges may extend for indefinite or limited periods of time. Libraries are encouraged to establish an expiration date for borrowing privileges (that may be renewed) and to arrange patron registration records according to these dates to facilitate weeding. Registration forms are kept until all fines have been paid and all items returned. | RETAIN UNTIL: Account is closed per library policy THEN: Destroy | 1/18/2005 |
| 17.089 - | Patron Database | Identifying information from the patron registration forms, including a card number, is entered into the ILS for purposes of identifying which patrons have borrowed which items. In addition, patron records identify the items currently borrowed, fines, holds, and any interlibrary loans. | RETAIN UNTIL: Card expires without renewal and all items are returned and fines paid, per library policy THEN: Destroy | 1/18/2005 |
| 17.090 - | Internet Use Agreements | These documents are signed by patrons who agree to abide by the library's internet usage policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. The forms may indicate if the patron will have access to the filtered or unfiltered terminals. Libraries are encouraged to arrange youth agreements by birth date and adult agreements alphabetically. | RETAIN UNTIL: Account is closed per library policy THEN: Destroy | 1/18/2005 |

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| 17.091 - | Computer Use Schedules | These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Libraries are encouraged to erase the electronic log of web sites visited by each patron when the patron logs off the computer. | RETAIN UNTIL: End of the business day THEN: Destroy | 1/18/2005 |
| 17.092 - | Overdue Notices | These notices are sent to patrons to remind them to return borrowed items including videos, print materials, or interlibrary loan items. Notices may be generated manually or automatically by the ILS. | RETAIN UNTIL: Fines are paid or are written off, per library policy THEN: Destroy | 1/18/2005 |
| 17.093 - | Overdue/Fine Records | These records document all items that are currently overdue and the notification of patrons of overdue materials. They are created when the items become overdue. If the fine is not paid, patron contact information may be turned over to the police or a collection agency. | RETAIN UNTIL: Item is returned or until fines are paid or are written off, per library policy THEN: Destroy | 1/18/2005 |
| 17.094 - | Interlibrary Loan Records | These records track the request and return of library items exchanged under cooperative, consortium, Online Computer Library Catalog (OCLC) or InMICH agreements. The requests may be made manually, but are generally made and filled through databases. No patron information is included in these requests. Patron information is found in the requesting library's patron database as ILL requests and/or material checked out on item level records. Records of lent items are noted on the item level records as checked out to the library. All of these records indicate when and where the item was sent, when it is due back, and when it was returned. Records are kept until monthly statistics are created. | RETAIN UNTIL: Item is received by the sender and monthly statistics are compiled THEN: Destroy | 1/18/2005 |
| 17.095 - | Monthly Circulation Reports | These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and OCLC. A copy of this report may be submitted to the board each month and filed with the board meeting records. | RETAIN UNTIL: End of the month PLUS: 5 years THEN: Destroy | 1/18/2005 |
| 17.096 - | Reference Statistics | These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports. | RETAIN UNTIL: No longer of use to the library THEN: Destroy | 1/18/2005 |

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| 17.097 - | Publicity, Design, and Production Requests | These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job. | RETAIN UNTIL: Request is completed PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.098 - | Publicity and Programming Files | These files provide information about specific library programs or events. These files may contain a copy of materials developed for publicity and programming, attendance sheets, and evaluation forms. They may also include any contracts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission to photograph forms signed by attendees, any donation requests, correspondence, and flyers. A copy of any performer contract may be kept in contract files. These files may include subject files about performers in general, copies of flyers or other promotional ephemera. Select promotional materials may be kept permanently, in accordance with item #103. | RETAIN UNTIL: Project is completed PLUS: 3 years THEN: Destroy | 1/18/2005 |
| 17.099 - | Mailing Lists | This list is used to distribute information and announcements to targeted groups of patrons and/or supporters. The list may include names, addresses, e-mail addresses, phone numbers, and other demographic information. | RETAIN UNTIL: Information about individuals or organizations who need to remain on the list is no longer current. Retain the list while it is relevant to current activities. THEN: Destroy | 1/18/2005 |
| 17.100 - | Photographs | These digital and paper images of library events are kept to document library activities and/or to accompany press releases. A clearance signed by the subject of the image to reproduce the image should be kept with the photograph. | RETAIN UNTIL: No longer needed for reference THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their history | 1/18/2005 |

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| 17.101 - | Contest Entry Forms | These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples. | RETAIN UNTIL: Contest winner is determined PLUS: 1 month THEN: Destroy | 1/18/2005 |
| 17.102 - | Exhibit Files | These records describe a library exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. | RETAIN UNTIL: Exhibit closes PLUS: 3 years THEN: Destroy | 1/18/2005 |
| 17.103 - | Library Publicity and Historical Files | These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.104 - | Library Newsletters | These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on electronic resources, or changes in library policies. They are useful for creating and preserving library cohesion and institutional memory. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.105 - | Press Releases | These records may contain documentation pertaining to the development of a press release. Files may include work requests, drafts, approved distribution lists, topical indexes, and official press releases. Only the official press release and related topical indexes need to be retained permanently. The remaining documents should be retained in accordance with item #98. | RETAIN UNTIL: No longer needed for reference THEN: These records may be destroyed, but libraries are encouraged to retain them permanently to document their history | 1/18/2005 |
| 17.106 - | Donor Files | These files document the donation of materials to the collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.107 - | Accession Records | These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was sent. | RETAIN UNTIL: Permanent | 1/18/2005 |

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| 17.108 - | Processing Files | These files contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.109 - | Finding Aids | These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection. | RETAIN UNTIL: Collection is deaccessioned THEN: Destroy | 1/18/2005 |
| 17.110 - | Plan of Service | The plan identifies the services that are offered by the cooperative, and the manner in which member libraries are represented on the cooperative's board and council. It also outlines the structure and responsibilities of the cooperative board, cooperative council, and all member libraries. Member libraries approve the plan. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.111 - | Council Meeting Records | The council consists of all member libraries. The meeting records document all matters brought before the council. Records may include an agenda, treasurer's report, minutes, and any committee reports. They also include any supporting documents relating to agenda items. | RETAIN UNTIL: Permanent | 1/18/2005 |
| 17.112 - | Membership Lists | These lists contain contact information for member libraries. These may include public, school, academic, and special use libraries. The lists are used to facilitate administration and communication within the cooperative. These lists may be available on the cooperative's website. | RETAIN UNTIL: Information about individuals or organizations who need to remain on the list is no longer current. Retain the list while it is relevant to current activities. THEN: Destroy | 1/18/2005 |
| 17.113 - | Online Union Catalogs | Cooperatives may provide online access to the combined catalogs of member libraries. | RETAIN UNTIL: Catalog is no longer accessed THEN: Destroy | 1/18/2005 |
| 17.114 - | Interlibrary Loan (ILL) Records | These records track requests to borrow or lend items through a service administered by the cooperative. These records document three types of ILL activity: a member library borrowing materials from another member library; a request from a member library that is not available within the cooperative; and a request to borrow material held by a member library. | This series is subdivided to distinguish those documents requiring different retention periods. | 1/18/2005 |

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| 17.114A - | ILL Requests by Member Libraries--Filled Within the Cooperative | These electronic records are created and stored only in the cooperative's union catalog and interlibrary loan automation system. Requesting libraries identify the item requested, find the member libraries that hold the item, and input a string of holding libraries by code number. The system automatically completes the request. | RETAIN UNTIL: Loaned item is returned THEN: Destroy | 1/18/2005 |
| 17.114B - | ILL Requests by Member Libraries--Not Filled Within the Cooperative | These records consist of printouts of request screens from the Online Computer Library Catalog's (OCLC) ILL system. These screens list the code for all participating OCLC libraries that hold the item. It may also include the request date, OCLC transaction number, bibliographic information, requesting library, and any terms of lending. Cooperative staff enters the codes of five libraries that possess the item and the computer system contacts these libraries sequentially until a loan is secured. The computer system records then indicate where the item was borrowed and when it is due back. The computer system includes fields for all items shipped, unfilled requests, conditional loans, renewal requests, and returns. Library staff checks these fields to process requests and record any information about the request on the printout. Printed copies of these transactions are kept in an active file until the item is returned, plus an additional month in an inactive file. | RETAIN UNTIL: Loaned item is returned PLUS: 1 month THEN: Destroy | 1/18/2005 |
| 17.114C - | Interlibrary Loan Requests from Non-Member Libraries | These requests are received in the pending data file of the OCLC ILL system. They list the requesting library, title and other bibliographic information, as well as any notes regarding the request. This form is printed and a lending library is sought through the cooperative's ILL system. Member libraries holding the item are entered, and the ILL system automates the request. The printout of the item, with the lending library code, is kept by the cooperative in a loan file. If the request cannot be filled within the cooperative, a note is attached in the reply stating the reason why the item is not currently available. | RETAIN UNTIL: Loaned item is returned PLUS: 1 month THEN: Destroy | 1/18/2005 |
| 17.115 - | Log of ILL Requests by Member Libraries | This document lists the OCLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics. | RETAIN UNTIL: Request is received PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.116 - | Log of Interlibrary Loan Requests from Non-Member Libraries | This log lists the OCLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned. If the request cannot be filled, the reason is noted. This log is a source document for monthly statistics. | RETAIN UNTIL: Request is received PLUS: 1 year THEN: Destroy | 1/18/2005 |

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| 17.117 - | Monthly ILL Transactions-Borrowing Statistics | These reports summarize the number of items borrowed by member libraries. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year. A copy of this report is submitted to the board each month and is filed with the board packet. | RETAIN UNTIL: End of the month PLUS: 1 year THEN: Destroy | 1/18/2005 |
| 17.118 - | Monthly Statistics on Items Lent by Member Libraries | These detailed reports summarize the number of requests shipped from individual member libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through OCLC and the cooperative's ILL system. A copy of this report is submitted to the board each month and is filed with the board packet. | RETAIN UNTIL: End of the month PLUS: 5 years THEN: Destroy | 1/18/2005 |
| 17.119 - | Interlibrary Loan Reference Codes | These documents list ILL codes for member libraries in order to facilitate ILL requests. The lists may include OCLC and cooperative codes, codes and or e-mail addresses of member libraries that participate the rapid journal article transmission service. Other documents may specify the policies of various libraries regarding the loan of materials such as reference books, audio, CDs, video, etc. | RETAIN UNTIL: No longer of use to the program THEN: Destroy | 1/18/2005 |
| 17.120 - | 16 mm Film Collection Records | This file contains the current list of 16 mm films available for circulation. Libraries interested in borrowing a film contact the cooperative by phone or e-mail and the cooperative sends the film by courier. The lending records for films are may identify the name and number of the borrowing library, and the date they are checked out. Items can also be reserved if they are currently checked out. When the films are returned, the title is checked in. | RETAIN UNTIL: No longer of useful for reference THEN: Destroy | 1/18/2005 |
| 17.121 - | Rotating Video Collection Inventory | These records document cooperative-owned videos. Boxed collections of videos rotate from library to library on a monthly basis. Each box contains a copy of the box inventory listing the title, rating, price, length, and if it is in color. When the box is returned, all items are checked, broken items are replaced, and the inventory is updated. Replacements are made from extra copies of videos kept in the cooperative. Video collection records may include a full inventory of all videos owned by the cooperative, an inventory of all extra videos kept as replacements, an official copy of the inventory of each box, and a copy of the inventory kept in the box. A rotation schedule for boxes is revised annually, presented to board and kept in board packet. | RETAIN UNTIL: No longer of useful for reference THEN: Destroy | 1/18/2005 |

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| 17.122 - | Film/Video Circulation Summary | This monthly report lists the number of 16 mm films and other videos circulated from the cooperative holding by member libraries. The 16 mm film collection and the rotating video collection are the only circulating items owned and maintained by the cooperative | RETAIN UNTIL: End of the month PLUS: 5 years THEN: Destroy | 1/18/2005 |
| 17.123 - | Document Delivery Service Forms | These forms document ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other cooperative, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item. | RETAIN UNTIL: Item is delivered THEN: Destroy | 1/18/2005 |
| 17.124 - | Delivery Schedule | These records list the courier routes, stops, and times for each delivery route and the day of the week. The courier does not carry a manifest of ILL items while in transit. The delivery schedule is revised as needed. | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |
| 17.125 - | Training and Workshop Records | These files include materials used to teach workshops such as handouts, electronic presentations, and other documents created by cooperative training staff. They may also include preparation files or subject files, and information about workshop leaders and their offerings, but do not include contracts. | RETAIN UNTIL: Training is discontinued PLUS: 3 years THEN: Destroy | 1/18/2005 |
| 17.126 - | Workshop Calendars and Flyers | These materials publicize workshop offerings and are mailed statewide to participants of previous workshops. They are also mailed electronically to all cooperative directors and are posted on the cooperative website. Flyers may include titles, dates, times, locations, course descriptions, presenter information, general information, and registration forms. | RETAIN UNTIL: Superseded THEN: Destroy | 1/18/2005 |
| 17.127 - | Workshop Authorization Form | This form authorizes individuals who are not employees of member libraries to attend cooperative workshops. The form may include registrant information and their patron status at a member library. The director of the member library will sign them. | RETAIN UNTIL: Patron completes workshop THEN: Destroy | 1/18/2005 |
| 17.128 - | Registration Forms | These forms accompany payments for workshops, and are used when applying for Continuing Education Units (CEUs). The forms and a photocopy of the payment are used to compare attendance and fees received. The forms may include names, contact information, and library membership. | RETAIN UNTIL: Attendee completes workshop THEN: Destroy | 1/18/2005 |
| 17.129 - | Workshop Statistics | This summary of training room events may include workshop titles, dates, CEUs granted, number of attendees, revenue received, expenses and the net income. Attendance and income/expense/net profit is totaled monthly and annually according to the cooperative's fiscal year. | RETAIN UNTIL: End of reporting period PLUS: 3 years THEN: Destroy | 1/18/2005 |

STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE
GENERAL SCHEDULE #17 - PUBLIC LIBRARIES

| Item # | Series Title | Series Description | Total Retention | Approval Date |
|----------|----------------------------|--|--|---------------|
| 17.130 - | Proposals for New Services | Proposals may include planning documents, a description of the new service, date the policy was established, and costs for the service. Proposals are presented to member libraries at council meetings. | RETAIN UNTIL: Introduction of new service is completed THEN: Destroy | 1/18/2005 |

General Retention Schedule #18 Local Fire and Ambulance Departments



Photo of Lansing Fire Station #4, Choate Collection, courtesy of the Archives of Michigan, Lansing.



Approved March 6, 2007

Records Management Services
3405 N. Martin Luther King Blvd.
Lansing, Michigan 48909
(517) 335-9132

<http://www.michigan.gov/recordsmanagement/>

GENERAL SCHEDULE #18 – Local Fire/Ambulance Departments

This Retention and Disposal Schedule covers records that are commonly found in Local Fire Departments and Ambulance Services. The records that are described on the attached pages are deemed necessary (1) for the continued effective operations of Michigan government, (2) to constitute an adequate and proper recording of it's activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

William I. Nelson

1/23/07

Chief William Nelson, President
Michigan Association of Fire Chiefs

(Date)

Mark Harvey

2/9/07

Mark Harvey, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

(Date)

Debra Gearhart

1/28/07

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

(Date)

APPROVED

3/6/07

State Administrative Board

(Date)

General Retention Schedule #18 Fire/Ambulance Departments

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they're listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A "**general schedule**" will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an "**agency specific schedule**" that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 18 for Fire/Ambulance Departments while also adopting General Schedule # 1 – Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

DeptCode DeptName
 /GS18/ *Fire/Ambulance Departments*

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

| | | | | |
|---------------|---|------------------------------|-------------|-------------------|
| 18.001 | - | <u>Alarm Billings</u> | CR+2 | 03/06/2007 |
|---------------|---|------------------------------|-------------|-------------------|

These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.

| | | | | |
|---------------|---|------------------------------|-------------|-------------------|
| 18.002 | - | <u>Annual Reports</u> | PERM | 03/06/2007 |
|---------------|---|------------------------------|-------------|-------------------|

This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.

| | | | | |
|---------------|---|---|------------|-------------------|
| 18.003 | - | <u>Apparatus/Vehicle Inspections</u> | ACT | 03/06/2007 |
|---------------|---|---|------------|-------------------|

These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment

| | | | |
|------------------|---------------|---------------------------|------------------|
| ACT = Active | CR = Creation | EXP = Expiration | FY = Fiscal Year |
| SUP = Superseded | EVT = Event | DISP = Immediate Disposal | |

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.004 - Budget Information CR+6 03/06/2007

These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.

18.005 - Building Inspection Reports/Files - Construction ACT+10 03/06/2007

These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

18.006 - Building Occupancy Inspection Reports/Files ACT+10 03/06/2007

These records document inspections performed pursuant to M.C.L. 29.8 or P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.007 - | <u>Burning Permits (Recreational)</u> | CR+1 | 03/06/2007 |
| | <p>These records document permits issued to residents to burn leaves, brush, etc.. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.</p> | | |
| 18.008 - | <u>Carbon Monoxide Inspection/Checklist</u> | CR+1 | 03/06/2007 |
| | <p>These records document carbon monoxide inspections performed for citizens homes.</p> | | |
| 18.009 - | <u>Computer Aided Dispatch (C.A.D.) Log</u> | CR+2 | 03/06/2007 |
| | <p>These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any/all calls that the department was sent or dispatched on. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.</p> | | |
| 18.010 - | <u>Committee Records</u> | CR+2 | 03/06/2007 |
| | <p>These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.</p> | | |

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.011 - Complaints - Citizens **CR+2** **03/06/2007**

These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.

18.012 - Contracts **EXP+6** **03/06/2007**

These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires

18.013 - Controlled Burn Release Agreements **CR+10** **03/06/2007**

These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.

18.014 - Correspondence - General **CR+2** **03/06/2007**

This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.015 - | <u>Daily Activity Logs (Journals)</u> | CR+3 | 03/06/2007 |
| | These records document the daily activities of the department or it's staff | | |
| 18.016 - | <u>Daily Work Schedules</u> | CR+1 | 03/06/2007 |
| | These records document the work schedule showing who is on duty when. | | |
| 18.017 - | <u>Discovery Orders</u> | CR+1 | 03/06/2007 |
| | These are copies of discovery orders submitted by attorneys for information related to incidents. | | |
| 18.018 - | <u>Dispatch Activity Log</u> | CR+10 | 03/06/2007 |
| | These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call. | | |
| 18.019 - | <u>Dispatch Recordings</u> | CR+0/1 | 03/06/2007 |
| | These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc.. | | |

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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.020 - Driving Logs CR+1 03/06/2007

These records document time spent driving department vehicles by department personnel and are used for driver certification.

18.021 - Educational Programs - Schools, Community, Etc. ACT 03/06/2007

These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant

18.022 - Equipment Inspections - Portable CR+3 03/06/2007

These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.

18.023 - Equipment Inventory SUP 03/06/2007

These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--|-----------------|--|
| 18.024 - | <u>Equipment Operator Log</u> | CR+1 | 03/06/2007 |
| | <p>These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.</p> | | |
| 18.025 - | <u>False Alarm Reports</u> | CR+2 | 03/06/2007 |
| | <p>These records document false alarms that the department was dispatched on.</p> | | |
| 18.026 - | <u>Field Training Observations (FTO)</u> | EVT+2 | 03/06/2007 |
| | <p>These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc. EVT = When the probation period ends.</p> | | |
| 18.027 - | <u>Fire Drill Reports</u> | CR+3 | 03/06/2007 |
| | <p>These records document fire drills performed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.</p> | | |

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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.028 - | <u>Firefighter (S.C.B.A.) Fit Test</u> | ACT | 03/06/2007 |
| | <p>These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the department.</p> | | |
| 18.029 - | <u>Fire Station House Inspections</u> | CR+3 | 03/06/2007 |
| | <p>These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc..</p> | | |
| 18.030 - | <u>Fire Station Licensure Files</u> | ACT | 03/06/2007 |
| | <p>These records document the inspections performed by the state and support the actual licensing of the fire department. ACT = While station is active</p> | | |
| 18.031 - | <u>Freedom of Information Act (FOIA) Requests</u> | CR+1 | 03/06/2007 |
| | <p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.</p> | | |

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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.032 - Grant Records ACT+7 03/06/2007

These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.

18.033 - Grievance Files CR+7 03/06/2007

These are copies of grievances filed against union contracts.

18.034 - Historical Records ACT 03/06/2007

These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.

18.035 - Hydrant Repair/Inspections CR+3 03/06/2007

These records document the locations and/or inspections performed on fire hydrants.

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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.036 - | <u>Incident/Run Reports (Ambulance/EMS/Fire)</u> | CR+10 | 03/06/2007 |
| | <p>These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.</p> | | |
| 18.037 - | <u>Investigative Reports (Open) - Non-Criminal</u> | CR+3 | 03/06/2007 |
| | <p>These records document any open investigations regarding fires that have been unsolved and classified as Non-Criminal.</p> | | |
| 18.038 - | <u>Investigative Reports (Open) - Misdemeanor</u> | CR+7 | 03/06/2007 |
| | <p>These records document any open investigations regarding fires that have been unsolved and classified as a Misdemeanor.</p> | | |
| 18.039 - | <u>Investigative Reports (Open) - Felony</u> | CR+20 | 03/06/2007 |
| | <p>These records document any open investigations regarding fires that have been unsolved and classified as a Felony.</p> | | |
| 18.040 - | <u>Investigative Reports (Open) - Homicide</u> | PERM | 03/06/2007 |
| | <p>These records document any open investigations regarding fires that have been unsolved involving a homicide.</p> | | |

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 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--|-----------------|--|
| 18.041 - | <u>Invoices - Original</u> | CR+6 | 03/06/2007 |
| | These records document invoices that are generated by the department for contract services, overtime, licenses, etc.. | | |
| 18.042 - | <u>Job Applications-Not Interviewed/Not Hired</u> | CR+1 | 03/06/2007 |
| | These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents. | | |
| 18.043 - | <u>Job Applications-Interviewed/Not Hired</u> | CR+2 | 03/06/2007 |
| | These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents. | | |
| 18.044 - | <u>Job Descriptions</u> | SUP | 03/06/2007 |
| | These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. | | |
| 18.045 - | <u>Key/Knox Box Records</u> | SUP | 03/06/2007 |
| | These records document the locations of keys or security systems within buildings and structures. | | |

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.046 - Litigation Files ACT+10 03/06/2007

These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

18.047 - Material Safety Data Sheets (M.S.D.S.) ACT 03/06/2007

The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.

18.048 - Medical/Exposure Records ACT+30 03/06/2007

These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.049 - Medical Consent Forms **CR+2** **03/06/2007**

These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.

18.050 - Meeting Minutes **CR+10** **03/06/2007**

These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.

18.051 - MIOSHA Logs **CR+5** **03/06/2007**

These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety & Health Standard, Part 11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.

18.052 - Monthly Reports **CR+7** **03/06/2007**

These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.053 - Mutual Aid Agreements ACT+10 03/06/2007

These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.

18.054 - Outside Employment Form ACT 03/06/2007

This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the 2nd party.

18.055 - Overtime Equalization Records CR+2 03/06/2007

These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.

18.056 - Pass Tag SUP 03/06/2007

These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.057 - | <u>Payroll Timesheets</u> | CR+5 | 03/06/2007 |
| | These are typically copies of timesheets that are completed and forwarded to the payroll office. | | |
| 18.058 - | <u>Personal Equipment Records</u> | ACT | 03/06/2007 |
| | These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in use | | |
| 18.059 - | <u>Personnel Information Records</u> | SUP | 03/06/2007 |
| | These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record. | | |
| 18.060 - | <u>Personnel Files</u> | ACT+7 | 03/06/2007 |
| | These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc. ACT = While employed by the department. | | |

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.061 - | <u>Photographs</u> | ACT | 03/06/2007 |
| | <p>These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department</p> | | |
| 18.062 - | <u>Policy/Procedure Manuals</u> | SUP | 03/06/2007 |
| | <p>These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.</p> | | |
| 18.063 - | <u>Position Interview Questions</u> | SUP | 03/06/2007 |
| | <p>These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.</p> | | |
| 18.064 - | <u>Pre-Fire Surveys</u> | SUP | 03/06/2007 |
| | <p>These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.</p> | | |

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--|-----------------|--|
| 18.065 - | <u>Promotional Results</u> | ACT | 03/06/2007 |
| | These records contain information associated with test scores, test sheets order of ranking, results of offsite testing, etc. ACT = While test are active | | |
| 18.066 - | <u>Public/Community Activity Schedules</u> | CR+1 | 03/06/2007 |
| | These records document social events held within the community that th department may be involved with such as dances, festivals, etc. | | |
| 18.067 - | <u>Purchasing Records</u> | CR+6 | 03/06/2007 |
| | These records are documents that support purchases made by the department. | | |
| 18.068 - | <u>Records Management Database System - NFIRS/MFIRS</u> | CR+25 | 03/06/2007 |
| | These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next. | | |

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
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| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.069 - Reference Files ACT 03/06/2007

These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.

18.070 - Ride Along Waiver CR+1 03/06/2007

This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.

18.071 - SARA III/Fire Fighter Right-to-Know Records ACT 03/06/2007

These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.

18.072 - Siren Test CR+3 03/06/2007

These document the test performed on the public warning sirens that are used to alert the community of danger.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 18.073 - | <u>Subpoenas</u> | CR+1 | 03/06/2007 |
| | These are copies of subpoenas received to appear in court or requesting for information. | | |
| 18.074 - | <u>Tickets/Citations</u> | CR+2 | 03/06/2007 |
| | These are copies of the tickets issued for fire lane violations, minor fire code violations, etc.. | | |
| 18.075 - | <u>Time/Attendance Records</u> | CR+5 | 03/06/2007 |
| | These document the time attendance of firefighters and may or may not include roll call logs, time sheets, etc.. | | |
| 18.076 - | <u>Tornado Watch/Warning Records</u> | CR+3 | 03/06/2007 |
| | These records document the dates and times that tornado watch/warning are issued by the National Weather Service and show who responded and/or participated in the watch/warning. | | |
| 18.077 - | <u>Training Bulletins/Schedules</u> | CR+3 | 03/06/2007 |
| | These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training. | | |

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------|-----------------|--|
|-------------|--------------|-----------------|--|

18.078 - Training Courses - Administrative CR+3 03/06/2007

These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.

18.079 - Training Files - Firefighter ACT+7 03/06/2007

These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules certificates, course descriptions and receipts. ACT = While employed by the department.

18.080 - Training Fund CR+6 03/06/2007

These records document money available and spent from the training fund.

18.081 - Vehicle Accident Report ACT 03/06/2007

These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--------------------|-----------------|--|
| 18.082 - | <u>Video Tapes</u> | CR+0/1 | 03/06/2007 |

These video tapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.

**Michigan Department of History, Arts and Libraries
Records Management Services**

**Frequently Asked Questions
About General Schedules**

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Q: Are all records considered to be “official” records?

A: No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical

standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

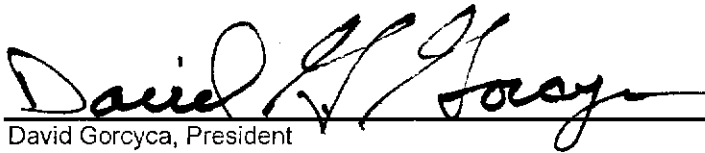
Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.



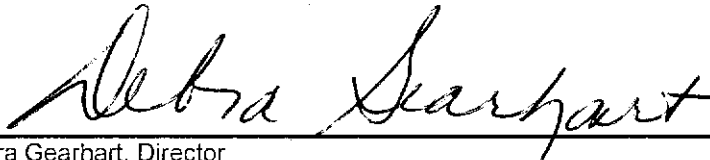
GENERAL SCHEDULE #19 – Prosecuting Attorneys

This Retention and Disposal Schedule covers records that are commonly found in **prosecuting attorney offices**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (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. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



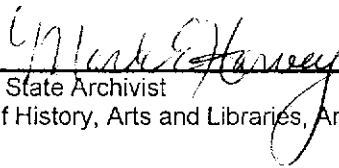
David Gorcyca, President
Prosecuting Attorneys Association of Michigan

3-27-07
(Date)



Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

3/29/07
(Date)



Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan

4/1/07
(Date)

APPROVED

State Administrative Board

5/1/07
(Date)

GENERAL RETENTION SCHEDULE #19 PROSECUTING ATTORNEYS INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a prosecuting attorney’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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**General Retention Schedule #19
Prosecuting Attorneys**

| Item Number | Series Title and Description | Total Retention |
|-------------------------------|---|-----------------|
| General Administrative | | |
| 100 | <u>Subject Files</u> These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration. | ACT+5 |
| 101 | <u>General Correspondence</u> General correspondence does not pertain to a specific issue and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. | CR+2 |
| 102 | <u>Transitory Correspondence</u> Transitory correspondence is any form of written communication with a short-term interest that has no documentary value and need not be retained more than 30 days. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | CR+30 days |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|-------------|--|-----------------|
| 103 | <u>Freedom of Information Act (FOIA) Requests</u> This file will document any requests for information or public records maintained by the prosecutor's office. They may include requests for information, correspondence, a copy of the information released, and billing information. | CR+1 |
| 104 | <u>Planners/Calendars</u> These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period. | CR+2 |
| 105 | <u>Meeting Records</u> These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project. | CR+2 |
| 106 | <u>Budget</u> These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. | CR+5 |
| 107 | <u>Reimbursements</u> These records document when the prosecutor's office is reimbursed for expenses by other parties, such as the Prosecuting Attorneys Coordinating Council, the Department of Human Services or the Secretary of State. These records are used to verify the accuracy of the reimbursement. The actual payments are handled by the county's accounting/business office. | FY+7 |
| 108 | <u>Grants</u> These files are used to administer grants that are applied for by the office from state, federal and private agencies. Examples of grants include victims rights projects, child support projects, training programs, etc. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, | ACT |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| | periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes. | |
| 109 | <u>Publications</u> | ACT |
| | These records may include press releases, brochures, newsletters, annual reports and other items that are published by the office. ACT = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes. | |
| 110 | <u>Policies, Procedures and Directives</u> | SUP |
| | These records document office policies, procedures, etc. | |
| 111 | <u>Speeches</u> | ACT |
| | These files document official presentations conducted by the Prosecuting Attorney and staff. They may contain electronic presentations, speaker notes, formal papers, etc. ACT = while of reference value for preparing future presentations, or for documenting significant events. | |
| 112 | <u>Memorabilia</u> | ACT |
| | This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the office. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes. | |
| 113 | <u>Grievances</u> | ACT |
| | Grievances may be filed against an attorney for malpractice. These cases are investigated by the Attorney Grievance Commission. There records may include accusations, responses, judgments, correspondence, copies of case documents, etc. ACT = until the case is resolved or attorney's employment with the office ends, whichever is later. | |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|-------------------|--|-----------------|
| Litigation | | |
| 200 | <u>Denied Cases</u> | CR+1 |
| | <p>Warrant requests may be received from police agencies, the Department of Human Services, businesses and the Department of Attorney General. These records represent cases that were reviewed by prosecuting attorney and were denied. They may include warrant requests, investigative reports, photographs, 911 recordings, medical records, lab reports, etc. The prosecutor's office may return these documents to another agency for recordkeeping purposes.</p> | |
| 201 | <u>Misdemeanor Cases</u> | ACT+1 |
| | <p>These records document the prosecution of misdemeanor cases (any crime with a potential sentence of less than 2 years) at a District Court. These files may include police reports, notices, complaints, correspondence, appearances, subpoenas, motions, 911 recordings, photographs, video recordings, medical records, lab reports, victim impact statements, forensic reports, extraditions, LEIN information (removed from the file after the case is closed), case notes, etc. ACT = until final disposition of the case.</p> | |
| 202 | <u>Civil Infraction Cases</u> | ACT+30 days |
| | <p>These records document the prosecution of civil infraction cases (generally traffic citations) at a District Court. These files may include the ticket, notices, LEIN information, case notes, etc. ACT = until final disposition of the case.</p> | |
| 203 | <u>Felony Cases</u> | ACT+2 |
| | <p>These records document the prosecution of felony cases (any crime with a potential sentence of more than 2 years). These files may include police reports, bench warrants, writs, line ups, grand jury investigations (sealed), notices, complaints, correspondence, appearances, subpoenas, motions, victim impact statements, lab reports, transcripts, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, extraditions, judgment of sentence, pre-sentence investigation, restitution, LEIN information, OTIS information, exhibits, evidence release forms, case notes, etc. These cases originate at the District Court, but may be appealed to higher courts. Appealed cases will also contain briefs. ACT = until final disposition of the case.</p> | |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| 204 | <u>Capital Offense Cases</u> | ACT |
| | <p>These records document the prosecution of capital offense cases (any crime with a life sentence). These files may include police reports, bench warrants, writs, line ups, grand jury investigations (sealed), notices, complaints, correspondence, appearances, subpoenas, motions, victim impact statements, lab reports, transcripts, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, extraditions, judgment of sentence, pre-sentence investigation, restitution, LEIN information, OTIS information, exhibits, evidence release forms, case notes, etc. These cases originate at the District Court, but may be appealed to higher courts. Appealed cases will also contain briefs. ACT = until final disposition of the case plus 50 years, or the felon dies, whichever is sooner.</p> | |
| 205 | <u>Personal Protection Order Violations</u> | CR+1 |
| | <p>These records document the prosecution of offenders who deny that they have violated a personal protection order. These files may include the personal protection order, violation police report, LEIN information, subpoena, etc.</p> | |
| 206 | <u>Driver License Restoration</u> | ACT+30 days |
| | <p>Prosecuting attorneys will represent the Secretary of State in court when supporting or rejecting a request to restore a driver's license. If the court denies the request, the prosecutor's office will produce the order for the court. These files may include a report received from the Secretary of State, driving record, appearance, transcripts, etc. These files are returned to the Secretary of State after the hearing is completed. ACT = until final disposition of the case.</p> | |
| 207 | <u>Juvenile Delinquency Cases</u> | ACT+2 |
| | <p>These records document the prosecution of juveniles (up to age 16) for any offense (misdemeanors, felonies, civil infractions and status offenses). Juveniles are prosecuted in their county of residence, not the county in which the crime was committed. These files may include police reports, bench warrants, writs, petitions, correspondence, notices, appearances, subpoenas, motions, orders, transcripts, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, school records, pre-sentence investigation, pre-disposition reports, restitution, probation reports, LEIN information, OTIS information, exhibits, evidence release forms, case notes, etc. These cases originate at</p> | |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| | the Probate Court, but may be appealed to higher courts. Appealed cases will also contain briefs. ACT = until final disposition of the case, and the juvenile turns 18 years old. | |
| 208 | <u>Neglect and Abuse Cases</u> | ACT+2 |
| | These records document the prosecution of parents or guardians for child abuse or neglect. These files may include allegation reports prepared by the Department of Human Services, police reports, petitions, summons, orders, notices, motions, subpoenas, appearances, 911 recordings, photographs, video recordings, medical records, psychological evaluations, forensic reports, proof of service, school records, briefs, LEIN information, OTIS information, newspaper notices, correspondence, case notes, etc. These cases originate at the Probate Court, but may be appealed to higher courts. ACT = until the 19 th birthday of the youngest child. | |
| 209 | <u>Mentally Ill and Developmentally Disabled Cases</u> | CR+2 |
| | The prosecuting attorney represents the family member(s) or guardian(s) in Probate Court when they file a commitment order for a mentally ill or developmentally disabled individual. These files may include the order, hospital/physician reports, subpoenas, motions, notices, correspondence, case notes, etc. These records will be retained by the county of origin, which may not be the county that represents the case in court. | |
| 210 | <u>Child Support Cases</u> | ACT+2 |
| | The prosecuting attorney will represent the child on behalf of the Circuit Court, Family Division to establish paternity and/or child support. The Friend of the Court will monitor and enforce payments after the order is issued. These files may include support and/or paternity orders, parental information, employment information, income information, DNA testing reimbursement, requests from the Department of Human Services, case notes, etc. ACT = until entry of the order of support. | |
| 211 | <u>Drug Forfeiture Cases</u> | ACT+2 |
| | These records document when respondent's property is seized in a drug related case and a civil suit is filed. These files may contain police reports, property inventory, pleadings, notices, criminal history, case notes, etc. ACT = until final disposition of the case. | |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|------------------------|-------------------------------------|----------------------------|
|------------------------|-------------------------------------|----------------------------|

| | | |
|-----|---------------------------|--------|
| 212 | <u>County Civil Cases</u> | ACT+10 |
|-----|---------------------------|--------|

These records document the prosecution of violations of county ordinances in civil court. These files may include a copy of the ordinance, orders, motions, correspondence, etc. ACT = until final disposition of the case.

**General Retention Schedule #19
Prosecuting Attorneys**

| Item Number | Series Title and Description | Total Retention |
|--|---|-----------------|
| Case File Indexing and Tracking | | |
| 300 | <u>PACC/PAAM Adult Case Tracking System</u> | CR+50 |
| | <p>This database is used to generate warrants, check court schedules, generate statistical reports, and to track the status (events) of all adult cases handled by the prosecutor's office. Data may include case tracking number, defendant information, police information, incident information, charges, witness information, event schedules, sentencing information, probation information, disposition information, diversion information, case notes, etc.</p> | |
| 301 | <u>PACC/PAAM Juvenile Case Tracking System</u> | ACT |
| | <p>This database is used to generate warrants, check court schedules, generate statistical reports, and to track the status (events) of all juvenile cases handled by the prosecutor's office. Data may include case tracking number, defendant information, police information, incident information, charges, witness information, event schedules, sentencing information, probation information, disposition information, diversion information, parent/guardian information, tribal information, school information, DHS information, gang information, case notes, etc. ACT = until final disposition of the case, and the juvenile turns 18 years old.</p> | |
| 302 | <u>Case File Index</u> | CR+50 |
| | <p>This index is used to keep track of all cases, regardless of case type or court. Indexes may be in the form of cards, logs, spreadsheets, databases, etc. It may contain the defendant's name, address, birth date, case number, attorney name, police agency, charge, date of offense, disposition, etc.</p> | |
| 303 | <u>Review Only Log</u> | CR+1 |
| | <p>This log tracks when a police agency requests the prosecutor to review a case prior to decided whether to file charges. A complaint review form is completed by the attorney and is returned to the police agency. The log may contain the date received, police agency, suspect's name, attorney, date returned, etc.</p> | |
| 304 | <u>Complaint and Warrant Log</u> | CR+2 |
| | <p>This log is used to register new warrant requests and to keep track of the request until charged are authorized or denied by the prosecuting attorney.</p> | |

General Retention Schedule #19
Prosecuting Attorneys

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| | It may contain the date received, police agency, defendant name, charge(s), issued/authorized/denied date, attorney, typist, date of assignment, etc. | |
| 305 | <u>Neglect and Abuse Index</u> | ACT |
| | This index is used to keep track of all neglect and abuse cases. Indexes may be in the form of cards, logs, spreadsheets, databases, etc. It may contain the parent/guardian's name, name(s) of child(ren), birth dates, etc. ACT = until the youngest child's 19 th birthday. | |
| 306 | <u>Neglect/Abuse Log</u> | CR+5 |
| | This log is used to register new neglect and abuse cases. It may contain the date received, case number, children's names, parent's names, Department of Human Services case worker, attorney, etc. | |
| 307 | <u>Juvenile Log</u> | CR+5 |
| | This log is used to register new juvenile delinquency cases. It may contain the date received, case number, juvenile's name, attorney, police agency, charge, transfer note (if the juvenile resides in another county the case will be transferred to that county), etc. | |
| 308 | <u>Appeal Log</u> | CR+10 |
| | This log is used to track when briefs are received for review and response by the office. It may contain the date received, attorney, due date, response date, case tracking number, charges, etc. | |
| 309 | <u>Statistical Tracking and Reports</u> | CR+10 |
| | Caseload statistics are tracked to generate reports on a monthly, annual and ad hoc basis. Statistics may be tracked in logs, spreadsheets, databases, etc. These records may contain authorization dates, offense dates, defendant's name, charge(s), charge code, attorney, etc. | |

**Michigan Department of History, Arts and Libraries
Records Management Services**

**Frequently Asked Questions
About General Schedules**

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Q: Are all records considered to be “official” records?

A: No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical

standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.



**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|-----------------------|------------------------------------|--|--|---------------|
| Administration | | | | |
| 100 | Bureau of Elections Correspondence | This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the <u>Election News</u> and the <u>News You Can Use</u> newsletters that are published and retained by the Bureau. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 101 | Transitory Correspondence | Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | RETAIN UNTIL: Activity is completed THEN: Destroy | 1/26/2016 |
| 102 | Post Election Reports | The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report. | RETAIN UNTIL: Day after the November general election PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 103 | Certification | The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam. | RETAIN UNTIL: Individual is no longer serving as an election official THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--|--|---|--|---------------|
| County Records (supersedes General Schedule #6—County Clerks: items 6.0701-6.0722, 6.9005-6.9014) | | | | |
| 200 | Affidavits of Candidacy | These are filed by incumbent judges seeking ballot access for re-election. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 201 | Affidavits of Constitutional Qualification (supersedes item #6.0704) | These forms are filed by candidates for judicial positions. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 202 | Affidavits of Identity (supersedes item #6.0701) | These forms are filed by all candidates for elected office, including precinct delegates. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 203 | Applications to Vote | These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 204 | Apportionment (supersedes item #6.0705) | These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc. | RETAIN UNTIL: First election that the plan was in effect PLUS: 11 years THEN: Destroy | 1/26/2016 |
| 205 | Ballots (Select School District Elections) | These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc. | RETAIN UNTIL: Canvass of the election is completed, recount is completed, court order or a Secretary of State order to suspend destruction is lifted, or an investigation into defective ballots or voting equipment is completed PLUS: 30 days THEN: Destroy | 1/26/2016 |
| 206 | Board of County Canvassers Meeting Materials (supersedes item #6.0706) | These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings. | Permanent | 1/26/2016 |
| 207A | Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000 (supersedes item #6.0707A) | These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. | RETAIN UNTIL: Date of official dissolution PLUS: 5 years THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|--|---------------|
| 207B | Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000 (supersedes item #6.0707A) | These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. | RETAIN UNTIL: Date of official dissolution PLUS: 15 years THEN: Destroy | 1/26/2016 |
| 208A | Campaign Finance Reporting--Committees Receiving Less Than \$50,000 (supersedes item #6.0707B) | These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 1/26/2016 |
| 208B | Campaign Finance Reporting--Committees Receiving More Than \$50,000 (supersedes item #6.0707B) | These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports. | RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy | 1/26/2016 |
| 209 | Candidate Filing Fee Refunds (supersedes item #6.0708) | After the primary is held some candidates are eligible for a refund of their filing fee. | RETAIN UNTIL: Audit is completed THEN: Destroy | 1/26/2016 |
| 210 | Candidate Listing (supersedes item #6.0702) | This register is used to log when a candidate files an Affidavit of Identity (see item #202). | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 211 | Certificates of Acceptance (supersedes item #6.0709) | After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309). | RETAIN UNTIL: Term of office expires THEN: Destroy | 1/26/2016 |
| 212 | County Election Commission Meeting Materials (supersedes item #6.0711) | These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings. | Permanent | 1/26/2016 |
| 213 | County Election Results (supersedes item #6.0710) | These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers. | Permanent | 1/26/2016 |
| 214 | Declaration of Intent | These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---|---|---|---------------|
| 215 | Election Challengers | An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents). | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 216 | Election Inspector Certificates (supersedes item #6.0717) | Election inspectors must attend training every two years. These certificates document who attended training. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 217 | Election Inspector Training | These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors. | RETAIN UNTIL: Superseded by new training materials THEN: Destroy | 1/26/2016 |
| 218 | Election Notices (supersedes item #6.0703) | Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. | RETAIN UNTIL: Canvass of the election is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 219 | Electronic Voting Systems | These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc. | RETAIN UNTIL: Final determination of the Board of Canvassers (R168.790(18)) PLUS: 30 days THEN: Destroy NOTE: these records may need to be retained until a recount is completed, or until a court order to suspend destruction is lifted | 1/26/2016 |
| 220 | Nominating and Qualifying Petitions (supersedes item #6.0715) | All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. | RETAIN UNTIL: January 1 following the election THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---|--|---|---------------|
| 221 | Nominating Petition Record | This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. | RETAIN UNTIL: Petitions (see item #220) are disposed of PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 222 | Oaths of Office—Election Officials | This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. | RETAIN UNTIL: Canvass of the election is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 223 | Poll Books (supersedes item #6.0716) | These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811 | RETAIN UNTIL: Canvass of the election is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 224 | Precinct Delegates | These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 225 | Precinct Tabulation Data (supersedes item #6.0719) | This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 226A | Preliminary Accuracy Testing (Federal Offices) | These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 226B | Preliminary Accuracy Testing (State and Local Offices) | These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. | RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy | 1/26/2016 |
| 227A | Proof Ballots (State and Local Offices) (supersedes item #6.0720) | Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. | RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|---|---------------|
| 227B | Proof Ballots (Federal Offices) (supersedes item #6.0720) | Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. | RETAIN UNTIL: Election is held PLUS: 22 months THEN: Destroy | 1/26/2016 |
| 228 | Proposal Petitions | Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. | RETAIN UNTIL: Canvass of the election is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 229 | Recalls | Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 230 | Recounts (supersedes item #6.0714) | These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc. | RETAIN UNTIL: Recount is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 231A | Sample Ballots (State and Local Offices) | These ballots are produced and marked "sample" for posting for public information. | RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy | 1/26/2016 |
| 231B | Sample Ballots (Federal Offices) | These ballots are produced and marked "sample" for posting for public information. | RETAIN UNTIL: Election is held PLUS: 22 months THEN: Destroy | 1/26/2016 |
| 232 | School Election Coordinating Committee | The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc. | RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 233 | Statement of Vote (supersedes item #6.0721) | These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 234 | Tally Sheets/Books (supersedes item #6.0722) | These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 235 | Tie Votes | These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc. | RETAIN UNTIL: Tie vote is broken PLUS: 2 years THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|------------------------------|--|--|---------------|
| 236 | Voting Equipment Acquisition | These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. | RETAIN UNTIL: Equipment is no longer used PLUS: 6 years THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---|---|--|---|---------------|
| City, Township and Village Records (supersedes General Schedule #8—Municipalities: portions of Section 7—City Clerk, and General Schedule #10—Townships: Elections Department) | | | | |
| 300 | Absentee Ballot Envelopes | These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 301 | Absentee Voter List | This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 302 | Application for Absentee Ballot | These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include “emergency” absentee ballot requests. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 303 | Applications to Vote | These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 304 | Affidavits of Identity | These forms are filed by all candidates for elected office, including precinct delegates. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 305 | Affidavit of Voter Unable to Meet Photo ID Requirements | This form is signed by voters who do not possess photo identification when attending the polls. | RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 306 | Ballots (Federal Offices) | These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). | RETAIN UNTIL: Canvass of the election is completed PLUS: 22 months THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|-----------------------------------|---|--|---------------|
| 307 | Ballots (State and Local Offices) | These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. <i>Note: this series also applies to unused ballots for federal, state and local offices.</i> | RETAIN UNTIL: Canvass of the election is completed, recount is completed, court order or a Secretary of State order to suspend destruction is lifted, or investigation into defective ballots or voting equipment is completed PLUS: 30 days THEN: Destroy | 1/26/2016 |
| 308 | Candidate Listing | This register is used to log when a candidate files an Affidavit of Identity. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 309 | Declaration of Intent | These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. | RETAIN UNTIL: January 1 following the election THEN: Destroy | 1/26/2016 |
| 310 | Election Notices | Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. | RETAIN UNTIL: Canvass of the election is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 311 | Election Inspector Applications | These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission. | RETAIN UNTIL: Person is no longer eligible for appointment as an inspector THEN: Destroy | 1/26/2016 |
| 312 | Election Inspector Certificates | Election inspectors must attend training every two years. These certificates document who attended training. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 313 | Election Inspector Training | These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors. | RETAIN UNTIL: Superseded by new training materials THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---|--|--|---------------|
| 314 | Electronic Voting Systems | These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc. <i>Note: if the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period.</i> | RETAIN UNTIL: Canvass of the election is completed, recount is completed, court order or a Secretary of State order to suspend destruction is lifted, or investigation into defective ballots or voting equipment is completed PLUS: 30 days THEN: Destroy | 1/26/2016 |
| 315 | Federal Post Card Application | These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 316 | Local Election Commission Meeting Materials | These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings. | Permanent | 1/26/2016 |
| 317 | Local Election Results | These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers. | Permanent | 1/26/2016 |
| 318 | Nominating and Qualifying Petitions | All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. | RETAIN UNTIL: January 1 following the election THEN: Destroy | 1/26/2016 |
| 319 | Nominating Petition Record | This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. | RETAIN UNTIL: Petitions (see item #318) are disposed of PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 320 | Oaths of Office—Election Officials | This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|---|---|---------------|
| 321 | Precinct Maps | These maps define the boundaries of precincts within a jurisdiction. | RETAIN UNTIL: Superseded by a new map THEN: Transfer to the Archives of Michigan | 1/26/2016 |
| 322A | Preliminary Accuracy Testing (Federal Offices) | These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 322B | Preliminary Accuracy Testing (State and Local Offices) | These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. | RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy | 1/26/2016 |
| 323 | Proposal Petitions | Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. | RETAIN UNTIL: Canvass of the election is completed PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 324 | QVF Precinct Lists | These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 325 | School Election Coordinating Committee | The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc. | RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy | 1/26/2016 |
| 326 | Statement of Vote | These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 327 | Tally Sheets/Books | These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 | RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 328 | Tie Votes | These records document that proper procedures were followed when breaking a tie vote. | RETAIN UNTIL: Tie vote is broken PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 329 | Voter Identification Cards—Returned | These voter identification cards were returned by the post office as undeliverable. | RETAIN UNTIL: Voter's registration is cancelled THEN: Destroy | 1/26/2016 |

**State of Michigan
General Schedule #23
Elections Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---|---|---|---------------|
| 330 | Voter Registration Applications | Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated. | RETAIN UNTIL: Master card is generated THEN: Destroy | 1/26/2016 |
| 331 | Voter Registration Master Cards—Originals | These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning. Note: the law was amended in 2018 and burning is no longer required. | RETAIN UNTIL: Cancelled PLUS: 5 years THEN: Destroy | 1/26/2016 |
| 332 | Voter Registration Master Cards—Duplicates | These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original. | RETAIN UNTIL: Cancelled PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 333 | Voter Registration Cards—Voided | Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning. Note: the law was amended in 2018 and burning is no longer required. | RETAIN UNTIL: Voided PLUS: 2 years THEN: Destroy | 1/26/2016 |
| 334 | Voter Registration Cards--Change of Address | Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices. | RETAIN UNTIL: Official voter registration record is updated THEN: Destroy | 1/26/2016 |
| 335 | Voting Equipment Acquisition | These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. | RETAIN UNTIL: Equipment is no longer used PLUS: 6 years THEN: Destroy | 1/26/2016 |

GENERAL SCHEDULE #24 – City and Village Clerks

This schedule supersedes section seven of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998.

This Retention and Disposal Schedule covers records that are commonly found in **city and village clerk** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (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. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Ann Ulrich

Ann Ulrich, CMC, President
Michigan Association of Municipal Clerks

AUG. 20, 2008

(Date)

Debra Gearhart

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

8/26/2008

(Date)

Mark Harvey

Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan

10/8/08

(Date)

APPROVED

STATE OF MICHIGAN
State Administrative Board

11/5/08

(Date)

GENERAL RETENTION SCHEDULE #24 CITY AND VILLAGE CLERKS INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation.

Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a clerk’s office. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes section seven of the Michigan Municipal League’s “Records Management Handbook” that was approved in April 1998. Elections records are covered separately on General Schedule #23—Elections Records that was approved in 2007.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for

following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

HAL Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services’ website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------------------------|---|-----------------|
| General Administrative | | |
| 100 | <u>Subject Files</u> | ACT+5 |
| | <p>These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration. Some topical files may have historical value and should be preserved permanently.</p> | |
| 101 | <u>General Correspondence</u> | CR+2 |
| | <p>General correspondence does not pertain to a specific issue and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.</p> | |
| 102 | <u>Transitory Correspondence</u> | EVT |
| | <p>Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.</p> | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|--|-----------------|
| 103 | <u>Freedom of Information Act (FOIA) Requests</u> | CR+1 |
| | <p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each city or village is required by the FOIA to designate a FOIA Coordinator. This is not automatically the clerk, but it may be the clerk or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.</p> | |
| 104 | <u>Planners/Calendars</u> | CR+2 |
| | <p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.</p> | |
| 105 | <u>Staff and Project Meeting Records</u> | CR+2 |
| | <p>These records document staff meetings, meetings with other government agencies, etc. These records do not include council meetings and other official boards, committees or commissions. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.</p> | |
| 106 | <u>Grants</u> | ACT |
| | <p>These files are used to administer grants that are applied for by the office from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</p> | |
| 107 | <u>Publications</u> | ACT |
| | <p>These records may include press releases, brochures, newsletters, annual reports and other items that are published by the office. ACT = while of</p> | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|------------------------|--|----------------------------|
| | reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes. | |
| 108 | <u>Policies, Procedures and Directives</u> | SUP |
| | These records document the policies procedures of the clerk's office. It may also include an administrative manual of all city and village functions. SUP = only the current document must be retained. Superseded versions may be destroyed. | |
| 109 | <u>Clerk's Office Budget</u> | CR+5 |
| | These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the clerk's office. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. This is not the official city or village budget. | |
| 110 | <u>Memorabilia</u> | ACT |
| | This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the office. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes. | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|---------------------------|--|-----------------|
| Council/Commission | | |
| 200 | <u>Meeting Records--Open Sessions</u> | PERM |
| | <p>These records document the proceedings of the city or village council/commission and any subcommittees or advisory committees. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #203), bulletins, clippings, citizen requests (see item #204) or documentation of meeting-related expenditures. These records are preserved permanently to document the institutional memory of the city or village. Cities and villages are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</p> | |
| 201 | <u>Meeting Notes and Audio or Video Recordings</u> | EVT |
| | <p>Notes and audio or visual recordings of meetings of a public body of the city or village made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body. EVT = one day after the date that the meeting minutes are approved. (MCL 15.269).</p> | |
| 202 | <u>Meeting Records--Closed Session</u> | EVT |
| | <p>These records consist of minutes taken during a closed session of the council/commission, including any audio or visual recordings. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. EVT = Closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.</p> | |
| 203 | <u>Meeting Records--Official Boards, Committees and Commissions</u> | PERM |
| | <p>These records document the proceedings of the official boards, committees and commissions (such as an historical commission, arts commission, development authority, board of review, civil service board, etc.). Members of these boards are appointed by the city or village council/commission. These records include the approved minutes and agenda packets containing any materials that are distributed to members</p> | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|--|-----------------|
| | <p>for review and action. In some cities and villages, each of these bodies are responsible for providing the clerk with the official copy of the approved minutes and agenda packets. In some cities and villages, these records are maintained separately by the public body. Regardless, of where they are maintained, this retention period applies.</p> | |
| 204 | <p><u>Posted Notices of a Public Meeting</u></p> <p>The Open Meetings Act (MCL 15.265) requires that notices of public meetings be posted. Specifically, the annual schedule must be posted at the beginning of the year, any changes to the annual schedule must be posted within 3 days of the change, and any special meeting must be posted at least 18 hours in advance. This series covers copies of the posted notices of any meeting, including annual schedules and special meetings.</p> | CR+1 |
| 205 | <p><u>Citizen Requests</u></p> <p>These requests are received from citizens who want to be heard by the city or village council/commission. They may relate to events, street closings, contract protests, complaints, requests for hearings, investigations, rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another city or village department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the council (with our without conditions).</p> | CR+1 |
| 206 | <p><u>Member Files</u></p> <p>These files contain information about people who served on the council/commission and appointees to other official boards, committees and commissions. They may contain applications, biographical information, petitions, conference/training requests, correspondence, etc. ACT = While individual is serving as a member.</p> | ACT |
| 207 | <p><u>Board Member Applications</u></p> <p>These records are applications from residents who are interested in serving on a city or village board, committee, commission, etc. If they are appointed, this record will become part of the member file (see item #205).</p> | CR+2 |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| 208 | <u>Rosters</u> These records list who served on a particular board, committee, commission, etc., and the dates of their term as a member of the public body. | PERM |
| 209 | <u>Oaths of Office</u> Certain public officials are required to sign an oath of office. | PERM |
| 210 | <u>Charter</u> The charter provides the legal framework for operations of the city or village's government. It defines boundaries, how the city or village operates on a daily basis, the responsibilities and authority of various public officials, and regulations that are adopted by the council/commission. The document is revised over time, however superseded versions will be retained permanently as an historical record. | PERM |
| 211 | <u>Ordinances</u> Codified ordinances document all laws enacted by the council/commission. They may include the text of the ordinance, public notices and vote sheets. A copy of these records may be compiled into a published codebook and database. | PERM |
| 212 | <u>Resolutions</u> These resolutions are adopted by the council/commission. They include the language of the resolution and any supporting documents for the resolution. | PERM |
| 213 | <u>Budget</u> The budget is approved by the council/commission. It documents revenues and expenditures, and allocations for each department. This record contains the final version, and any supplemental versions, revisions or amendments that are approved for each fiscal year. | PERM |
| 214 | <u>Annual Reports</u> Departments may submit annual reports to the chief elected official's office where they are compiled into a single annual report of the city or | PERM |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|------------------------|-------------------------------------|----------------------------|
|------------------------|-------------------------------------|----------------------------|

village's activities. The official copy of the departmental reports, as well as the compiled report, are maintained by the clerk.

| | | |
|-----|---------------------------------|-----|
| 215 | <u>Published Public Notices</u> | ACT |
|-----|---------------------------------|-----|

Public notices may be required to be published by statute, local ordinance or grant requirement. These records serve as evidence that the city or village provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. The city or village's finance/accounting office is the official recordkeeper for the billing records. These records may be retained with the other records that pertain to the event listed in the public notice. ACT = these records inherit the retention period of other record series, depending upon the type of event that is listed in the public notice.

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|------------------------------|--|-----------------|
| Licensing and Permits | | |
| 300 | <u>License and/or Permit Applications</u> | ACT+1 |
| | <p>These files contain applications for licenses and/or permits for various operations within city or village limits, as prescribed by ordinances, such as building, zoning, carnivals, solicitors, garage sales, pets, restaurants, taxis, etc. These records contain applicant information, information about the purpose of the license or permit, and it may contain supplemental documentation, such as blueprints, certificates of liability insurance, surety bonds, indemnity bonds, treasurer's reports, etc. The clerk may maintain a log, index, checklist or other document to keep track of licensees and the payment of fees. ACT = until license or permit expires or is revoked.</p> | |
| 301 | <u>Liquor License Applications</u> | ACT+10 |
| | <p>These files contain applications for licenses to sell alcoholic beverages. They records include applications to transfer a license to a new owner and to transfer a license to a new location. These records may include the application, inspections, police reports, payment documentation, local board/commission review/approval documents, etc. The Michigan Liquor Control Commission maintains a duplicate copy of this record. These files include rejected applications. ACT = while the business owns the license (including escrow period).</p> | |
| 303 | <u>Incomplete License Applications</u> | CR+1 |
| | <p>Individuals or businesses may fail to submit complete paperwork to receive a license from the city or village.</p> | |
| 304 | <u>Non-Profit Recognition</u> | PERM |
| | <p>The city or village may recognize non-profit organizations that wish to use city or village facilities for purposes that may include fundraising. The recognition of the organization does not expire. These files may include correspondence, 501c3 documentation, by-laws and articles of incorporation.</p> | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|--------------------------|--|-----------------|
| Land and Property | | |
| 400 | <u>Cemetery Records</u> | PERM |
| | <p>Cities and villages may own one or more cemeteries. These records document purchasers and occupiers of lots and burials. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. Cities and villages are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</p> | |
| 401 | <u>Property Records</u> | PERM |
| | <p>These records document the ownership of city or village property. They include rights of way, easements, deeds, restrictive covenants, vacated properties, warranty deeds, quit claim deeds, annexations, interlocal agreements, incorporations, etc. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. The county register of deeds will maintain copies of some of these records.</p> | |
| 402 | <u>Tax Credits</u> | ACT+7 |
| | <p>Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. These files may include applications, legal property descriptions, etc. ACT = while the property owner is receiving the tax credit.</p> | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|----------------------------|--|-----------------|
| Financial and Legal | | |
| 500 | <u>Insurance Policies</u> | EXP+30 |
| | These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, general liability, umbrella, etc. | |
| 501 | <u>Insurance Claims</u> | FY+7 |
| | These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. | |
| 502A | <u>Accident Reports/Claims--Adults</u> | CR+7 |
| | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on city or village property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. | |
| 502B | <u>Accident Reports/Claims--Minors</u> | ACT+7 |
| | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on city or village property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. ACT = until minor turns 18 years old. | |
| 503 | <u>Bids and Quotes</u> | ACT+7 |
| | Bids are received from vendors for services and contracts that the city or village needs for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, etc. These files may include the Invitation to Bid, the bid documents that are submitted, the reviewer | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| | documentation, etc. This record series includes awarded and non-awarded bid proposals. ACT = until a bid is awarded. | |
| 504 | <u>Contracts</u> | EXP+6 |
| | These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc. | |
| 505 | <u>Litigation</u> | ACT+5 |
| | These files document any litigation to which the city or village is a party. The legal/general counsel will maintain the official and complete set of these documents. If the legal counsel is contracted by the city or village, the city or village may agree to be the official record keeper. These files may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed. | |
| 506 | <u>Legal Opinions</u> | PERM |
| | These records document legal opinions issued by the city or village's legal counsel. | |
| 507 | <u>Vital Records</u> | PERM |
| | Any city that is an active local registrar for vital records (births and deaths), and has been approved by the Department of Community Health for that purpose is obligated to receive, file and retain vital records for that purpose. (MCL 333.2814-333.2815) All other cities and villages shall transfer their vital records to the Department of Community Health for permanent preservation. | |
| 508 | <u>Vehicle Files</u> | ACT |
| | These files document all vehicles owned by the city or village. They may include the registration, title, repair orders, documentation of all maintenance work that is performed, inspections, etc. ACT = while vehicle is owned by the city or village. | |
| 509 | <u>Accounting Transaction Detail</u> | FY+7 |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| | This information details all revenue, expenditures and balance sheets that are recorded in various accounts maintained by the city or village. It may be retained as paper, electronic data, computer output microfiche, etc. | |
| 510 | <u>Chart of Accounts</u> | FY+7 |
| | This chart defines the accounting codes that are used in the accounting transaction detail (see item #508). | |
| 511 | <u>Receivables</u> | FY+7 |
| | These records contain invoices that are sent to citizens, groups or companies that are billed for services, such as facility use, event/activity fees, utilities, permits, licenses, etc. They may include support documents, agreements, and ledgers. | |
| 512 | <u>Receipts</u> | FY+7 |
| | These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc. | |
| 513 | <u>Journal Entries</u> | FY+7 |
| | These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. | |
| 514 | <u>Budget Summaries and Balance Sheets</u> | ACT |
| | These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc. ACT = while needed to verify the status of financial accounts. | |
| 515 | <u>Payment Records</u> | FY+7 |
| | These files document the payment for goods and services. They may include purchase orders, packing slips, vouchers, requisitions, invoices, travel expenses, etc. | |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|--|-----------------|
| 516 | <u>Telephone/Communications Bills</u> These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc. | FY+7 |
| 517 | <u>Bank Activity</u> These records document activity on the city or village's bank account. They may include deposit slips, reconciliations, cancelled checks, bank statements, electronic funds transfer transactions, etc. | FY+7 |
| 518 | <u>Investments</u> These files include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They may include cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts. | FY+1 |
| 519 | <u>Bonds</u> These records detail the terms of bond funding that was secured for construction and improvement projects. They include the final transcript of closing documents. ACT = until the bond matures. | ACT+10 |
| 520 | <u>Final Affidavit of Payment</u> The final affidavit of payment is evidence that all funds that were borrowed were paid back in full. | PERM |
| 521 | <u>Bond Cremation Certificates</u> The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records. | PERM |
| 522 | <u>Supply Inventories</u> These records document the volume of supplies (office, maintenance, etc.) that are purchased and used. | FY+1 |

**General Retention Schedule #24
City and Village Clerks**

| Item Number | Series Title and Description | Total Retention |
|-------------|---|-----------------|
| 523 | <u>Fixed Asset Inventory Data</u> | ACT |
| | <p>This record is a list of all major property and its book value. City or village policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.</p> | |
| 524 | <u>Fixed Asset Annual Report</u> | FY+7 |
| | <p>The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the fixed asset inventory.</p> | |
| 525 | <u>Audits--Final Report</u> | PERM |
| | <p>Audit reports are prepared annually by independent accounting firms.</p> | |
| 526 | <u>Indirect Costs</u> | FY+7 |
| | <p>These records are created annually to determine the allowable indirect cost rate that the city or village may charge to various state and federal grants.</p> | |
| 527 | <u>Surety Bonds</u> | ACT+5 |
| | <p>Officers and employees, especially those who handle money, may need a bond to protect the city or village against theft. These certificates identify the person who is bonded, the bonding company and the amount of the bond. ACT = while employed.</p> | |

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Q: Are all records considered to be “official” records?

A: No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------------------------|---------------------------------------|--|---|---------------|
| Personnel Records | | | | |
| 100A | Personnel Files | These records document all human resources related transactions that occur during an employees' period of active employment, including hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include, but may not be limited to, employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, and severance agreements. | RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 100B | Personnel Files—Temporary Employees | These records document employees who are hired for temporary, seasonal and student positions. They may include, but may not be limited to, documents listed in item #100A, as well as work permits and certificates of age for minors. | RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 100C | Personnel Files—Contractual Employees | These records document employees who are hired for contractual positions. They may include, but may not be limited to, 1099 forms, W-9 forms, verification of insurance, and copies of contracts. | RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 101 | Employee Data | These records document all human resources related transactions that occur during an employees' period of active employment. They may include, but may not be limited to, data that is used to administer personnel and payroll functions, such as timekeeping, tenure, payroll, retirement, etc. | RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 102 | Employment Verification Records | These records document requests received from outside parties to verify that a person is employed by the local government. | RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy | 8/16/2022 |
| 103 | Background Files | These records document that the local government conducted appropriate background checks on employees. They may include, but may not be limited to, release forms to conduct criminal history checks, fingerprint checks, and professional conduct checks, results of the checks, driving records, drug and alcohol tests, physical exam results, polygraph test results, and credit history reports. | RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|--|---------------|
| 104 | Medical Files | <p>These records document private medical information for a specific employee, including disability accommodations. They may include, but may not be limited to, insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports, and personal requests. Per 29 CFR 1910.1020(d), these records must be retained separately from personnel files (see item #100A).</p> <p><i>NOTES: The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. This series does not include the official copy of insurance claims, which are usually retained by the business or finance office.</i></p> | <p>RETAIN UNTIL: Individual is no longer employed PLUS: 30 years THEN: Destroy</p> | 8/16/2022 |
| 105 | Employee Test Result Records | <p>These records document the results of tests taken by employees when they complete professional development, continuing education, licensing and/or certification training that is required for employment. Other training records are kept in the employee file (see item #100).</p> | <p>RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy</p> | 8/16/2022 |
| 106 | Commercial Drivers License Test Result Records | <p>These records document which employees hold valid commercial drivers licenses (CDL). They may include, but may not be limited to, CDL test results, test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, alcohol misuse documents, and information about employee participation in controlled substances use prevention programs. [49CFR382.401.]</p> | <p>RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy</p> | 8/16/2022 |
| 107 | I-9 Files | <p>These records document verification by employers of identity and immigration status of all new employees. They may include, but may not be limited to, employment eligibility verification forms, and supporting documentation. 8 CFR 274a.2 (1998) requires that employers maintain signed copies of I-9 forms.</p> | <p>RETAIN UNTIL: Date of hire PLUS: 3 years OR RETAIN UNTIL: Termination PLUS: 1 year (whichever is later) THEN: Destroy</p> | 8/16/2022 |
| 108 | Policy and Procedure Records | <p>These records document employee policies and procedures that are adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.</p> | <p>RETAIN UNTIL: Superseded by new versions PLUS: 6 years THEN: Destroy</p> | 8/16/2022 |
| 109 | Grievance and Unfair Labor Practices Records | <p>These records document grievances and charges filed against local governments and the resolution of the grievance. They may include, but may not be limited to, written grievances, pre-hearing reports, grievance forms, correspondence, summary sheets, employee history information, legal documents, and decisions.</p> | <p>RETAIN UNTIL: Contract that the grievance is related to expires THEN: Destroy</p> | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|---|---|---------------|
| 110 | Complaint Records | These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, discrimination, or other issues. They may include, but may not be limited to, completed questionnaires from management, staff, and/or witnesses to the alleged violation, correspondence, documents detailing the complaint, investigatory records, Civil Rights or Equal Employment Opportunity Commission documentation, and litigation documentation from court systems. | RETAIN UNTIL: Complaint is dismissed or resolved PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 111 | Investigation Records | These records document investigations into incidents or issues that do not lead to disciplinary action of an employee. Disciplinary records are maintained in the employee's personnel file. They may include, but may not be limited to, correspondence, incident reports, and supporting documentation. | RETAIN UNTIL: Completion of the investigation THEN: Destroy, if disciplinary action is <u>not</u> taken (MCL 423.509) OR PLUS: 4 years, only if disciplinary action is taken - a disciplinary report will be retained in the employee's personnel file (see item #100A) THEN: Destroy | 8/16/2022 |
| 112 | Benefit Plan Records | These records document the terms of benefit plans that are available to employees. They may include, but may not be limited to, plan documents, plan descriptions, and reports. | RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 113 | Employee Injury Records - Exposure | These records document accidents or injuries involving exposure to toxic substances or blood-borne pathogens. They may include, but may not be limited to, incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and supporting medical documentation. [29 CFR 1910.1020] These files are maintained separately from the personnel file. | RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy | 8/16/2022 |
| 114 | Employee Injury Records - Non-exposure | These records document accidents or injuries involving an employee. They may include, but may not be limited to, incident reports, responses by supervisors and management, requests for medical leave, insurance forms, and applications for continuation of insurance. These records are maintained separately from the personnel file. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|---|---------------|
| 115 | Employee Injury Records - OSHA 300 Log | These records document all employee injuries within a calendar year. They may include, but may not be limited to, logs and supporting documentation. In accordance with 9 CFR 1904.33, these records shall be retained for 5 years following the calendar year that they cover. | RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy | 8/16/2022 |
| 116 | Job Classification and Description Records | These records document job classification systems and all existing positions. They may include, but may not be limited to, summaries of job responsibilities, functions, applicant requirements, and salary and benefit classifications. | RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 117 | Salary Study Records | These records document the analysis of employee salaries to ensure fair compensation. They may include, but may not be limited to, research, surveys, and reports. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 8/16/2022 |
| 118 | Position Re-classification Records | These records document requests to have a position re-classified. They may include, but may not be limited to, requests, copies of existing and proposed job descriptions, decisions affecting the request, and supporting documentation. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 119 | Job Advertisement and Posting Records | These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include, but may not be limited to, notices, and published advertisements. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 8/16/2022 |
| 120 | Job Application Records | These records document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the local government has a written policy prohibiting the acceptance of unsolicited applications). They may include, but may not be limited to, resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documentation. | RETAIN UNTIL: Decision is made not to hire the individual PLUS: 1 year THEN: Destroy, if the application is unsolicited (no position is currently available), or if the person is determined to be ineligible for the position to which they applied OR RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy, if the person was considered for a posted position | 8/16/2022 |
| 121 | Selection Files | These records document the appointment and selection of employees. They may include, but may not be limited to, employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations or notifications. | RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---|--|--|---------------|
| 122 | Job Qualification Exam Records | These records document testing of potential employees' qualifications for employment. They may include, but may not be limited to, master exams and master answer sheets, and test development documentation (if applicable). | RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 123 | Emergency Contact Records | These records document which the people the employee wants to be contacted if they are involved in an emergency situation. | RETAIN UNTIL: Superseded by new information THEN: Destroy | 8/16/2022 |
| 124 | Workers Disability Compensation Files | These records document any claims made for workers disability compensation benefits. They may include, but may not be limited to, incident or injury reports submitted by the employee (original is sent to the insurer), and reports from the occupational health center. Litigation records is kept separately. | RETAIN UNTIL: Claim is settled PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 125 | Worker Disability Compensation Reports | These records document reports that are received from disability insurance providers about the amount of benefits that were paid from the policy. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 126 | Labor Agreement and Negotiation Records | These records document labor negotiations and resulting contracts with individual employees and employee groups. They may include, but may not be limited to, salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, agreements, and final contracts. Separate files are maintained for each employee negotiating group. <i>Note: select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.</i> | RETAIN UNTIL: Expiration date PLUS: 10 years THEN: Destroy | 8/16/2022 |
| 127 | Union Files | These records document each union that represents employees. They may include, but may not be limited to, correspondence, and dues information. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 128 | Seniority Records | These records document the seniority status of union employees. They may include, but may not be limited to, lists and documents that are sent to union presidents. | RETAIN UNTIL: Superseded by a new version PLUS: 1 year THEN: Destroy | 8/16/2022 |
| 129 | Affirmative Action Plan Records | These records document the local government's plans to comply with affirmative action requirements. They may include, but may not be limited to, plans, supporting documentation, analyses, raw data, tests given to employees, and validation studies. | RETAIN UNTIL: Plan expires PLUS: 2 years THEN: Destroy | 8/16/2022 |
| 130 | Adverse Impact Determination Records | These records document audits or investigations of potential civil rights violations that are conducted by state or federal agencies when an adverse impact upon employees is determined. They include, but may not be limited to, determinations, and documentation that the cause of the adverse impact was eliminated. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|------------------------|--------------------------------------|--|---|---------------|
| 131 | Organization Chart Records | These records document the organizational structure of the local government. They may include, but may not be limited to, organization charts, mission statements, and supporting documentation. <i>Note: these records may continue to have reference value after they are superseded.</i> | RETAIN UNTIL: Superseded by a new version THEN: Destroy | 8/16/2022 |
| 132 | Employee Directory Records | These records document the personal or office contact information for employees. <i>Note: these records may continue to have reference value after they are superseded.</i> | RETAIN UNTIL: Superseded by new information THEN: Destroy | 8/16/2022 |
| 133 | Government Reports | These records document reports that are prepared by the local government to document its activities and actions. They may include, but may not be limited to, equal employment opportunity reports, veteran employment reports, and census of government employment reports. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 8/16/2022 |
| 134 | COVID-19 Health Surveillance Records | These records document attestations that a person is healthy enough to safely enter a building where a government office is located, or that a government employee is healthy enough to work, in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, data collected during network login, data collected as someone enters a building, and logs. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 8/16/2022 |
| 135 | COVID-19 Notification Records | These records document notifications about potential exposure to COVID-19 in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, notification documents, notification distribution lists, and supplemental documentation. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 8/16/2022 |
| 136 | COVID-19 Training Records | These records document training provided to employees about COVID-19 and infection control practices in compliance with MIOSHA COVID-19 Emergency Rules. They may include, but may not be limited to, training materials, attendance documentation, and supplemental documents. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 8/16/2022 |
| <i>Note:</i> | <i>Contract Records</i> | <i>The official copies of contracts are generally retained by the Clerk and are listed on the Clerk's Retention and Disposal Schedule (see General Schedules #6, 24, 25). Their minimum retention period is until the contract expires, plus 6 years, then destroy.</i> | | 8/16/2022 |
| Payroll Records | | | | |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|---|---------------|
| 200A | Employee Files—Employees Enrolled in a Pension Plan | These records document activities that affect payroll for each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). They may include, but may not be limited to, W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, and electronic funds transfer applications. | RETAIN UNTIL: Individual is no longer employed PLUS: 50 years OR RETAIN UNTIL: Individual retires PLUS: 6 years (<i>whichever is sooner</i>) THEN: Destroy | 8/16/2022 |
| 200B | Employee Files—Employees Enrolled in Defined Contribution Plans Only | These records document activities that affect payroll for each employee who is enrolled in a defined contribution plan only and does not receive a pension. They may include, but may not be limited to, W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, and electronic funds transfer applications. <i>Note: if an employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.</i> | RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 201 | Salary and Benefit Schedule Records | These records document the rate of pay for employees and define the benefits that are offered. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 8/16/2022 |
| 202 | Payroll Register Records | These records document reports that are produced to document payroll activities. They may include, but may not be limited to, employee names, social security numbers, employee identification numbers, gross wages, deductions, net pay, current pay period, year to date earnings, etc. <i>Note: if none of the local government's employees that are listed on the register are enrolled in a pension plan, these records can be retained for FY+7, in accordance with item #203.</i> | RETAIN UNTIL: Fiscal year ends PLUS: 50 years THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|--|---------------|
| 203 | Payroll Reports | These records document reports that are generated for each pay cycle to verify the accuracy of the payroll. They may include, but may not be limited to, payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, and deduction registers. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 204 | State Retirement Reports | These records document employee and employer contributions into state retirement plans. They may include, but may not be limited to, reports containing the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, and number of payments per year. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 205 | Time and Attendance Records | These records document the hours worked and leave time used by each employee during each pay cycle, and they are used to support payroll activity. They may include, but may not be limited to, time sheets or cards, time keeping data, time and attendance reports, and pay statements containing the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, and garnishments and levies. Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain these records for at least that calculation timeframe. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy | 8/16/2022 |
| 206 | Federal/State Tax Deduction Records | These records document payment of financial liabilities for monies withheld from employee wages. They may include, but may not be limited to, quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, and quarterly reports. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 207 | W-2 and W-3 Forms | These records document the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 208 | Unemployment Insurance Reporting Records | These records document unemployment insurance payments made by contributing and reimbursing employers. They may include, but may not be limited to, reports identifying the taxes paid and benefits charged to the employer's "account." | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 209 | Unemployment Claim Records | These records document people who are claiming unemployment benefits from the local government via the Unemployment Insurance Agency. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include, but may not be limited to, correspondence, and appeals. | RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--|---|--|--|---------------|
| 210 | Wage Differential Reports | These records document analysis of the wage differential between sexes. They may including, but may not be limited to, reports, and substantiating documents. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 8/16/2022 |
| Human Resources Department - General Administrative Records | | | | |
| 300 | Subject Files | These records document various topics, issues, projects, or activities that an agency or employee is involved in. They may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, special project files, budget documents, audit documents, and development files for policies, press releases, publications, and forms. Document types may include topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. | RETAIN UNTIL: Topic no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy | 8/16/2022 |
| 301 | General Correspondence Files | These records document correspondence received or sent that is not pertinent to an active project, matter, or case being handled by the agency. They may include, but may not be limited to, requests for information that do require administrative action, a policy decision, special compilation of research, analysis, or referral correspondence. This series also includes correspondence indexing and tracking tools. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 8/16/2022 |
| 302 | Transitory Records | These records document agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. They may include, but may not be limited to, routine requests for information that require no: administrative action, policy decision, special compilation of research; requests or matters that are addressed by creating other records; and reminders. | RETAIN UNTIL: Activity is completed THEN: Destroy | 8/16/2022 |
| 303 | Freedom of Information Act (FOIA) Request Records | These records document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation. | RETAIN UNTIL: Response is sent or request is denied PLUS: 1 year THEN: Destroy (MCL 15.233 (2)) | 8/16/2022 |
| 304 | Contact List and Directory Records | These records document contact information for individuals or organizations with whom the agency communicates. They may be used to generate labels or other documents. They may contain name, email address, mailing address, phone numbers and other contact information. | RETAIN UNTIL: Updated or obsolete THEN: Destroy | 8/16/2022 |
| 305 | Planner and Calendar Records | These records document an individual employee's work-related meetings, assignments, and tasks. They may include, but may not be limited to, appointments, meetings, calendars, and planners. | RETAIN UNTIL: Event date PLUS: 2 years THEN: Destroy | 8/16/2022 |
| 306 | Staff and Project Meeting Records | These records document staff meetings, meetings with other government agencies, etc. They may include, but may not be limited to, meeting minutes, agendas, and distribution materials. Meeting records may also be retained in subject files (see item #300), if they relate to a specific topic. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 8/16/2022 |

State of Michigan
General Schedule #26 - Local Government Human Resources

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--------------------------------------|--|--|---------------|
| 307 | Annual Reports | These records document the department's activities through a year. They may include, but may not be limited to, narrative and statistical information. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy | 8/16/2022 |
| 308 | Grant Records - Awarded | These records document grants received from federal, state, and private agencies that are administered by the business or finance office. They may include, but may not be limited to, applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation and monitoring reports, audits, and periodic progress reports. | RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes PLUS: 7 years THEN: Destroy | 8/16/2022 |
| 309 | Grant Application Records - Denied | These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may include, but may not be limited to, application forms, budget proposals, letters of support, narrative plans, and supporting documentation. | RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy | 8/16/2022 |
| 310 | Departmental Budget Planning Records | These records document budget planning and tracking activities for the human resources department. They may include, but may not be limited to, budget requests, statistics, budget amendments, budget summaries, and balance sheets. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 8/16/2022 |
| 311 | Publication Records | These records document information that is published by the human resources department. They may include, but may not be limited to, press releases, brochures, newsletters, and other items. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 8/16/2022 |
| 312 | Memorabilia | These records document events and activities of the human resources department. They may include, but may not be limited to, photographs, news clippings, certificates, and awards. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 8/16/2022 |
| 313 | Audio-Visual Materials | These records document general program activities, facilities, people, etc. They may include, but may not be limited to, photographs, video recordings, audio recordings, and slides, etc. in analog and digital formats. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 8/16/2022 |
| 314 | Visitor Logs and Register Records | These records document who visited the office. They identify the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 8/16/2022 |
| 315 | Employee In and Out Log Records | These records document the time and date when staff arrive and depart throughout each day. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 8/16/2022 |

General Schedule #28 - City and Village Treasurer

General Schedule #28 supersedes Section 19 of the Michigan Municipal League's "Records Management Handbook" that was approved in April 1998.

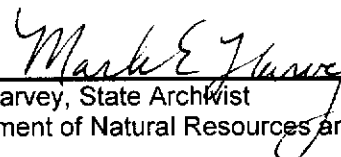
This Retention and Disposal Schedule covers records that are commonly found in the **city or village treasurer** offices. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.



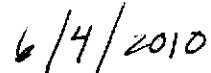
Debra Gearhart, Director
Department of Technology, Management and Budget, Records Management Services



(Date)



Mark Harvey, State Archivist
Department of Natural Resources and Environment, Archives of Michigan



(Date)

APPROVED

State Administrative Board



(Date)

INTRODUCTION

Chapter VII, Section 87.11, of Public Act 215 of 1895, the Fourth Class City Act, established the powers and duties of the office of the City Treasurer.

Sec. 11. The treasurer, subject to the direction of the council, shall have the custody of all moneys, bonds, mortgages, notes, leases and evidences of value belonging to the city: Provided, That the council by a majority vote of all the aldermen elect may designate 1 or more depositaries in such city in which the city treasurer shall deposit all such moneys and other property named above in his possession by virtue of his office, to be drawn there from only in such manner as the council shall direct, and every such depositary shall furnish a bond, as the council may require and approve, for the safekeeping and accounting of all such moneys and property thus coming into its possession. The council may at any time by a majority vote of all the aldermen elect change any depositary or depositaries. He shall receive all moneys belonging to and receivable by the corporation, and keep account of all receipts and expenditures thereof: Provided, that the treasurer shall not be liable for any neglect or default by such depositary or depositaries. The treasurer shall pay no money out of the treasury except in pursuance of and by authority of law and as directed by the council. He shall keep an account of and be charged with all taxes and moneys appropriated, raised or received for each fund of the corporation, and shall keep a separate account of each fund, and shall credit thereto all moneys raised, paid in or appropriated therefore, and shall pay every warrant out of the particular fund constituted or raised for the purpose for which the warrant was issued, and having the name of such fund endorsed thereon by the clerk. The treasurer may also, subject to the approval of the council, appoint a deputy, who shall possess all the powers and authority of the treasurer, subject to the control of the treasurer; and the treasurer and his bondsmen shall be liable for the acts and defaults of such deputy. Such deputy shall be paid for his services by the treasurer, unless otherwise provided by the council, and such deputy may be removed at the will of the treasurer. The city treasurer shall be the collector of state and county taxes within the city, and all other taxes and assessments levied within the city; he shall perform all such duties in relation to the collection of taxes as the council may prescribe, and as provided by this act.

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law ([MCL 399.5](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the

Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as city/village treasurer records. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency. This schedule supersedes section 19 of the Michigan Municipal League’s “Records Management Handbook” that was approved in April 1998.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. *The retention periods listed on this general schedule do not specify the format in which the record may exist, because each government agency that adopts this schedule may choose to retain its records using different recording media.*

Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records

Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Records Management Services Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

State of Michigan
Department of Technology, Management & Budget - Records Management Services
Records Retention and Disposal Schedule

Dept Code Dept Name
 /GS28/ City/Village Treasurer

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|-------------------------------------|-----------------|--|
| 28.001 - | <u>Administrative Subject Files</u> | ACT+5 | 07/20/2010 |

Subject files contain records that support administrative analysis, program and project planning, procedure development, and programmatic activities. These records include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes or organizational charts. Subject files are generally organized alphabetically by topic and may be further organized into annual files.

Subject files do NOT include files related to specific individual program activities of the treasurer's office, such as tax collection records, which are listed elsewhere in this schedule.

ACT = while subject file is of interest for ongoing administration. Some subject files may have historical value and should be preserved permanently.

| | | | |
|----------|-------------------------------|------|------------|
| 28.002 - | <u>General Correspondence</u> | CR+2 | 07/20/2010 |
|----------|-------------------------------|------|------------|

General correspondence records do not relate to a specific issue, official or employee. These records are often organized chronologically or by correspondent's name. General correspondence may include referral correspondence used to forward information or requests to another person or department. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. These records also include automated or manual tools (such as a mail log) that index or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. If correspondence does relate to a specific issue, official or employee it should be filed with other relevant records.

| | | | |
|----------|--|------|------------|
| 28.003 - | <u>Information/Freedom of Information Act Requests</u> | CR+1 | 07/20/2010 |
|----------|--|------|------------|

These records document requests for information or public records, and may include requests for information or public records, correspondence related to requests, copies of released documents and billing records.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
 SUP = Superseded EVT = Event DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--|-----------------|--|
| 28.004 - | <u>Transitory Correspondence</u> | EVT | 07/20/2010 |
| | <p>Records are considered transitory (temporary) correspondence if they document official responsibilities or activities, but have no documentary or evidential value after the activity is completed (such as a question answered or a meeting attended). Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events or notifications of upcoming meetings. EVT = need not be retained more than 30 days after receipt.</p> | | |
| 28.005 - | <u>Planners/Calendars</u> | CR+2 | 07/20/2010 |
| | <p>These records include electronic or manual planners and calendars that schedule or track an individual official or staff member's work-related meetings, assignments and tasks. Individual officials and employees are usually responsible for retaining their planners/calendars for the retention period.</p> | | |
| 28.006 - | <u>Staff and Project Meeting Records</u> | CR+2 | 07/20/2010 |
| | <p>These records document staff meetings and meetings with other project participants. They may include meeting minutes, agendas and distribution materials. Meeting records may also be retained in subject files, if they relate to a specific project. These records do NOT include records of meetings of official boards, commissions or committees.</p> | | |
| 28.007 - | <u>Grant Records</u> | ACT | 07/20/2010 |
| | <p>These are records used to administer state, federal or private grants. These records include applications, budgets, worksheets, adjustments, plans, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, or rules and regulations. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</p> | | |

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--|-----------------|--|
| 28.008 - | <u>Policies, Procedures and Directives</u> | SUP | 07/20/2010 |
| | These records document the administrative policies and procedures of the treasurer's office. SUP = Only the current document must be retained. Superseded versions may be destroyed. | | |
| 28.009 - | <u>Treasurer's Office Budget Planning Records</u> | CR+5 | 07/20/2010 |
| | These records are used to help develop, monitor and document the treasurer's portion of the overall municipality/village budget. They include itemized estimates of the anticipated expenditures of the treasurer's office for the next and current fiscal years, and records documenting the amounts appropriated for each account/line item for the treasurer's office in the current and previous fiscal years. They may include budget requests, statistics, proposed budget amendments, and budget summaries. | | |
| 28.011 - | <u>Accounts Receivable General Ledger</u> | FY+7 | 07/20/2010 |
| | This record will document the income that is received by the city on a daily basis and will also document the reconciliation of the official deposit amounts to the city's bank account. | | |
| 28.012 - | <u>Banking Records</u> | FY+7 | 07/20/2010 |
| | These records are used to document the city's banking activities (for reconciliation purposes) and are based on monies collected from individuals and businesses on a daily basis. The records may include deposit slips, bank statements, signature cards, etc. | | |
| 28.013 - | <u>Bankruptcy Notice to Creditor</u> | ACT+1 | 07/20/2010 |
| | This record is created by the U.S. Bankruptcy Court and is used to settle an account covered by bankruptcy. The record includes the debtor's name, address, case number, social security number, attorney contact, bankruptcy trustee contact, etc. The record is received as a courtesy copy. ACT = Until resolved or closed. | | |

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 28.014 - | <u>Cancellation of Personal Property Tax</u> | ACT+2 | 07/20/2010 |
| | <p>This record is created so that the city is not responsible for any property taxes that it could not collect. The record may include the business owner's name, tax information, parcel number, and delinquent dollar amount. The record also lists the number of attempts to collect the taxes. This record is created by the Treasurer and then is recorded by the court. ACT = Until the tax is paid or closed by the court.</p> | | |
| 28.015 - | <u>Cash Receipts Ledger</u> | FY+7 | 07/20/2010 |
| | <p>This record tracks every cash transaction that comes in or goes out of the Treasurer's office. The record may include the date, entry number, vendor name, credit amount, debit amount, receipt number, form of payment, and the account number to which it applies.</p> | | |
| 28.016 - | <u>Daily Report of Collections</u> | FY+7 | 07/20/2010 |
| | <p>This record will document the daily collection of revenue received through the Treasurer's office. The record is maintained by the Treasurer and may contain the transaction number, reference numbers, description of activity, date, amount, and receipt number. This record may also include cash register tapes used to record the dollar amounts received by the city throughout the day and to balance daily revenue.</p> | | |
| 28.017 - | <u>Biweekly Distribution of Taxes</u> | FY+7 | 07/20/2010 |
| | <p>This record will document the biweekly distribution of revenue received from property tax collections, administrative fees from special tax assessments, and other sources. The revenue is reconciled against the master tax roll.</p> | | |
| 28.018 - | <u>Duplicate Payment Refund (All Refunds)</u> | ACT | 07/20/2010 |
| | <p>This record documents refund payments to taxpayers who have overpaid their taxes. The record will include invoice number, dollar amount, name, address, total paid, property data, reason for payment, copy of overpayment check, etc. ACT = Until audit.</p> | | |

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|--|-----------------|--|
| 28.019 - | <u>Invoices</u> | FY+7 | 07/20/2010 |
| | <p>This record will contain the city's daily invoices and any supporting records documenting services provided by the city. The invoices will include date, invoice number, name of taxpayer billed, address, services required, services received, billing amount, and the total due. Invoices are sent out by the Treasurer's office and when the invoices are returned, the Treasurer's office stamps the invoices and sends the paperwork to the appropriate city department.</p> | | |
| 28.020 - | <u>Jeopardy Tax Records</u> | CR+2 | 07/20/2010 |
| | <p>This record will contain documents prepared by the Treasurer for companies that owe taxes. They are created every time a business closes or relocates and are used to capture the personal property tax of that business. The records may include the Notice of Filing Jeopardy Tax Assessment Affidavit, Jeopardy Tax Assessment Affidavit, and correspondence. The record may also include the property number, property address, total tax due, tax rate, jeopardy fee, name and contact of taxpayer, etc.</p> | | |
| 28.021 - | <u>Refunds</u> | FY+7 | 07/20/2010 |
| | <p>These records will document refunds of monies by the city and are also used as an audit trail. The record may include copies of refund checks, original checks, receipts, tax statements, reasons for refund, etc.</p> | | |
| 28.022 - | <u>Tax Bills and Original Receipts</u> | FY+7 | 07/20/2010 |
| | <p>This record documents city taxes billed to individuals and businesses and verifies payment by the taxpayer. The record may include the taxpayers name and address, property ID number, taxable value, state equalized value, date, total due, etc.</p> | | |
| 28.023 - | <u>Tax Notice - Undeliverable</u> | FY+7 | 07/20/2010 |
| | <p>The tax notice notifies the taxpayer that the tax assessment is due. This record is created when the bill is returned as undeliverable. The record will contain the name of the property owner, address, taxes due, and parcel number.</p> | | |

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|-------------|---|-----------------|--|
| 28.024 - | <u>Delinquent Personal Property Tax Collection Records</u> | ACT+6 | 07/20/2010 |
| | <p>These records will document the collection of delinquent personal property taxes. The records may contain delinquent tax notices, court decisions, copies of checks, affidavits, demand of payment, correspondence, and other supporting documentation. ACT = Until case is resolved.</p> | | |
| 28.025 - | <u>Tax Rolls</u> | CR+20 | 07/20/2010 |
| | <p>This record will document tax rolls for real and personal property, delinquent property, and special taxes. The records are used to summarize all of the tax information for each unique property (parcel).The county prints out the tax rolls and a copy is maintained by the city. The tax roll will include property number, school district, taxpayer name, legal description, property value, tax, special assessment, amount, total tax, paid or not, etc.</p> | | |
| 28.026 - | <u>Trailer Court Fees/Mobile Home Report</u> | ACT | 07/20/2010 |
| | <p>This record is created to track the money received for trailer tax fees. The record may contain the taxpayer's name, address, invoice date, amount of fee, etc. ACT = Until audit.</p> | | |
| 28.027 - | <u>Utility Bill Payment/Receipt</u> | ACT | 07/20/2010 |
| | <p>This record documents billing and payment of utility bills. The record will contain the account number, customer name, address, and total amount due. ACT = Until audit.</p> | | |
| 28.028 - | <u>Investment Records</u> | FY+7 | 07/20/2010 |
| | <p>This record will document monetary investments by cities, including maturities. The records may include date of purchase, amount of investment, maturity date, fund name, principal, and interest. The records may also include confirmation notices from banks or brokerages, receipts, work sheets, balance sheets, requests to invest or withdraw funds, and any other investment records showing activity.</p> | | |

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

| Item Number | Series Title | Total Retention | State Administrative Board Approval Date |
|--------------------|--|------------------------|---|
| 28.029 - | <u>Annual Settlements</u> | ACT+1 | 07/20/2010 |
| | This record will document the actual amount of real delinquent taxes purchased by the county. ACT = Until audit. | | |
| 28.030 - | <u>Tax Capture Records</u> | ACT+1 | 07/20/2010 |
| | This record will document the tax monies captured from taxing units and distributed to various authorities. The records may include work sheets, school obligation bond payments, and other supporting documentation. ACT = Until audit. | | |

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

State of Michigan
Records Management Services

Frequently Asked Questions About General Schedules

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Q: Are all records considered to be “official” records?

A: No. General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my government agency have to follow a general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What should my government agency do if we create a record that is not listed on the general schedule?

A: The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my government agency do if we do not create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Do the general schedules cover e-mail?

A: Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?


A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What should I do if I have suggestions for revising a general schedule?

A: Contact the Records Management Services at (517) 335-9132.

GENERAL SCHEDULE #30 – Local Government Information Technology


This Retention and Disposal Schedule covers records that are commonly found in the **Information Technology** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (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. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Judy Rumps, President
Michigan Chapter of Government Management Information Sciences (Mi-GMIS) 10/1/09
(Date)



Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services 11/04/09
(Date)



Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan 11/18/09
(Date)

APPROVED

State Administrative Board 12/1/09
(Date)

GENERAL RETENTION SCHEDULE #30 INFORMATION TECHNOLOGY—LOCAL GOVERNMENT

INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as an information technology department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule #31. As a result, the information technology department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only

(see General Schedule #1). If the information technology department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. Relevant records may exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.). Failure to cease the destruction of relevant records could result in penalties.

Additional Assistance is Available

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**State of Michigan
General Schedule #30
Local Government Information Technology**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------------------------------|------------------------------------|--|---|---------------|
| Information Technology Records | | | | |
| 100 | Technology Inventory | This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc. | RETAIN UNTIL: Item is disposed of PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 101 | Communications Assignments | Some staff are issued 2-way radios, cell phones, pagers, etc. to facilitate communication. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc. | RETAIN UNTIL: Equipment is returned by the staff or disposed of or until the phone number assignment changes PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 102 | Contracts, Licenses and Agreements | These records cover hardware, software, services, maintenance, hosting, leases, etc. The information technology office is generally not the office of record for the official legal document, but still needs to maintain these records to administer the terms. | RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy | 12/1/2009 |
| 103 | Pre-Approved Vendors | Technology vendors may be pre-approved for a designated timeframe to provide hardware and software to the local government, so newly purchased equipment is standardized. These records document which vendors and equipment are pre-approved. They may include a request for quote (RFQ), request for proposal (RFP), invitation to bid (ITB), bid responses, sole source justifications, copies of contracts (not the official version), etc. | RETAIN UNTIL: While the vendor/equipment is approved THEN: Destroy | 12/1/2009 |
| 104 | User Access Policies/Agreement | The records are used to generate user accounts for employees and to assign permissions. They may define the terms of use and access of specific computer systems, general information technology resources, network access, etc. They may document who is authorized to make requests. They may be submitted by authorized supervisors, and they may be signed by employees. Records may also be generated to document that permissions/access have been removed for employees. The Human Resources Department may maintain a copy of these records in the employee's personnel file. | RETAIN UNTIL: Superseded by a new document, or individual is no longer a user PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 105 | Project Files | These files document the development of new computer systems for departments, upgrades and maintenance activities. These files may include correspondence, notes, systems documentation, source codes, objects codes, code definitions, system layout, testing, maintenance work, project plans and timelines, operational procedures, data conversion, system migration, etc. Reference copies of requests for proposals, vendor bids and contracts may also be retained, but are not subject to this retention period. <i>Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after implementation is completed.</i> | RETAIN UNTIL: System is no longer in use PLUS: 5 years THEN: Destroy | 12/1/2009 |

**State of Michigan
General Schedule #30
Local Government Information Technology**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---------------------------------------|--|---|---------------|
| 106 | Change Control | These records document changes to production systems for routine maintenance, upgrades, enhancements, emergencies, etc. They may include authorizations, activity assignments, activity descriptions, backout/recovery plans, test runs, etc. <i>Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after the above-mentioned activity is completed.</i> | RETAIN UNTIL: System is no longer in use PLUS: 5 years THEN: Destroy | 12/1/2009 |
| 107 | Technology Service Requests | This record documents problems with accounts and equipment and requests for new services. It is used to initiate new projects and to generate repair tickets. It may contain the user name, a description of the problem or project, the location of the equipment, the date/time the request was received and resolved, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy | 12/1/2009 |
| 108 | Work Orders | These records document each employee's daily activities. They identify the type of activity, time spent, customer, account code, description of work done, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 109 | Technology Network Maps and Documents | These records are used to map and define the technology infrastructure and the wiring of voice and data lines. They may include security information, identification numbers, passwords, configurations, IP schemas, etc. | RETAIN UNTIL: Superseded by newer documents THEN: Destroy | 12/1/2009 |
| 110 | Server and Operations Logs | These logs are generated on an on-going basis by file and network servers, backup systems, security systems, user logins, etc. They document transactions or activity within the system. <i>Note: different types of logs collect data at different intervals, and are used for different purposes. As a result, the volume of data generated will vary, as will the capacity of the system to store the data. Each IT department must adopt a written data retention policy to define how long it will retain data for each log they generate. If they do not, it will be difficult for the IT department to defend their practices in court, if the records are needed as evidence.</i> | RETAIN UNTIL: No longer required according to IT department's data retention policy (see note) THEN: Destroy | 12/1/2009 |
| 111 | Call Detail | These records are received from the service carrier. They identify when calls or messages were made or received on devices issued to employees. They may be received with the bill from the service carrier, which is forwarded to the Finance Department for payment and official retention after the accuracy of the charges are verified. Information found in these records may include the device tag number, phone number, date and time of the communication, length of communication, phone number of the other party, etc. These records do not contain the content of voice or text messages. Carriers may or may not retain the content of these communications. Employees are responsible for retaining the content of recorded communications per their agency's Retention and Disposal Schedule, if the communication complies with the definition of a public record. | RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy | 12/1/2009 |

**State of Michigan
General Schedule #30
Local Government Information Technology**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------------------------------|------------------------------|---|---|---------------|
| 112 | Disaster Plans | These plans define potential emergencies, and how the staff should respond to each type of incident. | RETAIN UNTIL: Superseded by a new plan THEN: Destroy | 12/1/2009 |
| 113 | Internet Site Content | The local government's website is an interface to presenting information to the public about programs, events and activities. This record includes the content and layout of the website. Internet technology may be capable of storing inactive web content, but it is not designed to support the preservation of information as technology evolves. Official records that are posted on the website, and are not retained elsewhere, still need to be retained in accordance with an approved Retention and Disposal Schedule. | RETAIN UNTIL: No longer published online THEN: Destroy | 12/1/2009 |
| 114 | Technology Training | The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the curricula materials. | RETAIN UNTIL: Course materials are superseded by a new version, or the course is dropped entirely from the training curriculum THEN: Destroy | 12/1/2009 |
| 115 | Training Registration | These records document which employees have attended training conducted or coordinated by the Information Technology Department. They may contain the employee's name, department, training date, course title, accounting information, etc. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 116 | Universal Service Fund (USF) | The USF, also known as "e-rate," is a federal fund that provides discounts on telecommunications and internet access to public libraries and school districts. These files document the amount of the discount that is awarded and how the allocation was computed. All applicants and service providers are required to retain receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of the Universal Service Fund. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190). | RETAIN UNTIL: Last service date PLUS: 5 years THEN: Destroy | 12/1/2009 |
| General Administrative Records | | | | |
| 200 | Subject Files | These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. | RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy | 12/1/2009 |

**State of Michigan
General Schedule #30
Local Government Information Technology**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|---|---|---------------|
| 201 | General Correspondence | General correspondence does not pertain to a specific issue and it is <i>often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 202 | Transitory Correspondence | Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt</i> . Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy | 12/1/2009 |
| 203 | Freedom of Information Act (FOIA) Requests | This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 12/1/2009 |
| 204 | Contact Lists/Directories | These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete. | RETAIN UNTIL: Contact information is superseded or list is obsolete THEN: Destroy | 12/1/2009 |
| 205 | Planners/Calendars | These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 206 | Staff and Project Meeting Records | These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200) or project files (see item #104), if they relate to a specific project. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 12/1/2009 |

**State of Michigan
General Schedule #30
Local Government Information Technology**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|-------------------------------------|--|---|---------------|
| 207 | Policies, Procedures and Directives | These records document the policies and standard operating procedures of the department. It may also include an administrative manual. | RETAIN UNTIL: Superseded by a new document PLUS: 5 years THEN: Destroy | 12/1/2009 |
| 208 | Annual Reports | These reports document the department's activities, and they may contain both narrative and statistical information. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy | 12/1/2009 |
| 209 | Grants | These files are used to administer grants that are applied for by the information technology department from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. <i>Note: final reports and products of the grant may be kept longer for use and reference purposes.</i> | RETAIN UNTIL: closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy | 12/1/2009 |
| 210 | Denied Grant Applications | These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 12/1/2009 |
| 211 | Departmental Budget Planning | These records document budget planning and tracking activities for the information technology department. They may include budget requests, capital improvement plans, statistics, budget amendments, budget summaries and balance sheets, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 12/1/2009 |
| 212 | Publications | These records may include press releases, brochures, newsletters and other items that are published by the department. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 12/1/2009 |
| 213 | Memorabilia | This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 12/1/2009 |
| 214 | Audio-Visual Materials | These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. These materials do not include photographs taken for specific projects, because those records should be in the project files (see item #104). | RETAIN UNTIL: No longer of reference value THEN: Destroy | 12/1/2009 |
| 215 | Visitor Logs/Registers | These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 12/1/2009 |
| 216 | Employee In/Out Logs | These logs document the time/date when staff arrive and depart throughout each day. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 12/1/2009 |

**State of Michigan
General Schedule #30
Local Government Information Technology**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|-------------------------------|---|--|---------------|
| 217 | Leave Approvals | These records document a supervisor's approval of an employee's use of sick leave, annual leave, overtime, etc. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 12/1/2009 |
| 218 | Timekeeping | These records include sheets or cards that document the exact hours worked by an employee. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 12/1/2009 |
| 219 | Overtime Equalization Reports | These reports are produced weekly in accordance with the terms of union contracts. They are used by supervisors to adjust overtime assignments of staff to balance the number of hours worked. | RETAIN UNTIL: Relevant union contract is no longer in effect THEN: Destroy | 12/1/2009 |

GENERAL SCHEDULE #31 – Local Government Financial Records

This Retention and Disposal Schedule covers financial records that are commonly maintained by counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (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. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Larry Gordier
Larry Gordier, President
Michigan Government Finance Officers Association

3/5/09
(Date)

Debra Gearhart
Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

3/9/09
(Date)

Mark Harvey
Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan

3/19/09
(Date)

APPROVED
State Administrative Board

4/7/09
(Date)

**GENERAL RETENTION SCHEDULE #31
LOCAL GOVERNMENT FINANCIAL RECORDS
INTRODUCTION**

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a finance department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--section 6 and General Schedule #10--Accounting Department. Please note that personnel and payroll records are covered separately by [General Schedule #26 – Local Government Human Resources](#) which is available online at <http://www.michigan.gov/recordsmanagement/>.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer’s are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Records Management Services Can Help!

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also

available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**State of Michigan
General Retention Schedule #31
Local Government Financial Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|---------------------------------|---|--|---------------|
| 100 | Insurance Policies | These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc. | RETAIN UNTIL: Insurance provider is no longer obligated to pay out on the particular policy after it expires. Contact the insurance provider of each policy to determine this length of time, if the information is not specified within the policy itself. NOTE: if a policy covers a "lifetime," then 80 years should be sufficient THEN: Destroy | 4/7/2009 |
| 101 | Insurance Claims | These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 102A | Accident Reports/Claims--Adults | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. | RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 102B | Accident Reports/Claims--Minors | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. | RETAIN UNTIL: Minor turns 18 years old. NOTE: Pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079. PLUS: 3 years THEN: Destroy | 4/7/2009 |
| 103A | Bids and Quotes--Awarded | Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. | RETAIN UNTIL: Contract with the awarded vendor expires PLUS: 6 years THEN: Destroy | 4/7/2009 |
| 103B | Bids and Quotes—Not Awarded | Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. | RETAIN UNTIL: Bid is awarded PLUS: 2 years THEN: Destroy | 4/7/2009 |

**State of Michigan
General Retention Schedule #31
Local Government Financial Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|-------------------------------------|--|--|---------------|
| 104 | Contracts, Leases and Agreements | These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, information technology service providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc. Note: the Clerk or some other office may be the official recordkeeper for contracts. | RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy | 4/7/2009 |
| 105 | Annual Budget | These records document the requested and adopted amount of money for all departments, along with any amendments, that is appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records. | RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy | 4/7/2009 |
| 106 | Financial Data System | This record is used as a general ledger to track and document financial transactions. It is usually maintained as a database or spreadsheet. It may contain digital images, electronic documents and electronic correspondence that serve as supporting documents to each transaction. This system may also contain data that documents other government functions, such as payroll, pensions, etc. Select data and supporting documents may need to be retained longer if the transaction relates to a contract, loan or other activity that is not completed within the specified timeframe. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 107 | Accounting Transaction Detail | This record details all revenue, expenditures and balance sheets that are recorded in various accounts. It may be retained as paper, electronic data, computer output microfiche, etc. It also includes the chart of accounts that defines the accounting codes that are used. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 108 | Receivables | These records document items that are purchased by others or services that are provided to others. They may include invoices, cash receipts, support documents, agreements, ledgers, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 109 | Receipts | These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 110 | Journal Entries | These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. <i>Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</i> | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 111 | Budget Summaries and Balance Sheets | These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 112 | Payment Records | These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, communications and utility bills, travel vouchers, receipts, etc. <i>Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</i> | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 113 | Telephone/Communications Bills | These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc. These records may contain the call detail and the financial statement. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |

**State of Michigan
General Retention Schedule #31
Local Government Financial Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|--|---------------|
| 114 | Procurement Card Applications | These records document which employees are issued a procurement card for making purchases. These files may include the procurement cardholder application, cardholder agreement form, the cardholder maintenance form, etc. | RETAIN UNTIL: Procurement card is no longer held by the cardholder PLUS: 5 years THEN: Destroy | 4/7/2009 |
| 115 | Bank Activity | These records document activity on the government entity's bank account. They may include deposit slips, reconciliations, cancelled checks, check registers, bank statements, electronic funds transfer transactions, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 116 | Annual Local Unit Fiscal Report | The State of Michigan and the Federal Government require all local units of government to file an annual fiscal report with the Michigan Department of Treasury (Form F-65) that documents financial activity. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 117 | Sales Tax Reports | These annual reports are prepared at the end of each calendar year to document the amount of sales tax that is collected. They are sent to the Michigan Department of Treasury. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 118 | Comprehensive Annual Financial Report (CAFR) | These reports are submitted annually to the Michigan Department of Treasury at the end of the calendar year. They are often prepared with the assistance of auditors, and they document all incoming and outgoing funds. These records include the work papers and the reports. <i>Some local governments choose to keep the final reports permanently.</i> | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 119 | Municipal Finance and Borrowings | These files document bonds for capital and construction projects. They may include transcripts of bond proceedings and other supporting documentation. | RETAIN UNTIL: Expiration PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 120 | Qualifying Statements | These forms are submitted annually to the Michigan Department of Treasury. They permit the local government to buy bonds. If a bond is purchased, these records will be maintained in accordance with item #118 as supporting documentation. If no bonds are sold, these records can be destroyed after 1 year. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/7/2009 |
| 121 | Final Affidavit of Payment | The final affidavit of payment is evidence that all funds that were borrowed by the local government were paid back in full. | Permanent | 4/7/2009 |
| 122 | Bond Cremation Certificates | The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records. | Permanent | 4/7/2009 |
| 123 | Fixed Asset Inventory Data | This record is a list of all major property and its book value. Local government policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. | RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited THEN: Destroy | 4/7/2009 |
| 124 | Fixed Asset Annual Report | The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by local governments. This annual report is produced from the fixed asset inventory. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 125 | Disposition of Scrap and Surplus Materials | These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy | 4/7/2009 |
| 126 | Audits - Support Documents | Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc. | RETAIN UNTIL: Final report is issued [see OMB Circular A-133.320 (g)] PLUS: 7 years THEN: Destroy | 4/7/2009 |

Note: personnel and payroll records are covered separately by General Schedule #26 - Local Government Human Resources.
All general schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**State of Michigan
General Retention Schedule #31
Local Government Financial Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|---|---------------|
| 127 | Audits - Final Report | This final report is submitted by the auditors. A copy of final audit reports will be retained permanently in the governing body's meeting records. However, this office may select to keep a permanent copy too. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy | 4/7/2009 |
| 128 | Financial Projections, Plans, and Forecasts | These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc. | RETAIN UNTIL: Superseded by a new report (<i>superseded reports may continue to be valuable for reference purposes beyond this minimum retention period</i>) THEN: Destroy | 4/7/2009 |
| 129 | Indirect Costs | These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 130 | Grants | These files document grants from state, federal and private agencies that are administered by the finance department. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. | RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes (<i>final reports and products of the grant may be kept longer for use and reference purposes</i>) THEN: Destroy | 4/7/2009 |
| 131 | Denied Grant Applications | These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/7/2009 |
| 132 | State Reports | Local governments are required to submit various financial reports to the Michigan Department of Treasury annually. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 133 | Pension Plan Documentation | These records document the terms of employee pension plans. They include plans that are administered by the local government, and plans that are administered by outside parties. | RETAIN UNTIL: No employees are enrolled in this specific plan THEN: Destroy | 4/7/2009 |
| 134 | Pension Investment and Finance Statements | Some local governments administer their own pension plans internally or with the assistance of a vendor. These monthly reports document pension plan investments and the financial status of accounts. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/7/2009 |
| 135 | Pension Plan Audits, Annual Reports and Actuarial Valuations | Some local governments administer their own pension plans. These reports document annual audits, financial reporting and third party actuarial valuations of the pension plan accounts and investments. | RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy | 4/7/2009 |
| 136 | Employee Pension Files | Some local governments administer their own pension plans. These records document pension benefits for employees and retirees and their beneficiaries. They may include the original hiring notice, promotion notices, correspondence, exclusion letters, beneficiary forms, insurance elections, disability retirement approvals, etc. <i>Note: these records may be maintained by Payroll.</i> | RETAIN UNTIL: Retiree or beneficiary dies, or a former employee becomes ineligible for a pension PLUS: 5 years THEN: Destroy | 4/7/2009 |
| 137 | Public Body Meeting Records | These files document the meetings of public bodies such as retirement boards, investment committees, etc. They include agendas, minutes, and supporting documentation (such as transcripts, correspondence, investment reports, etc.) that were reviewed by the public body during its meetings. | Permanent | 4/7/2009 |

**State of Michigan
General Retention Schedule #31
Local Government Financial Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--|--|--|---|---------------|
| Finance Department's General Administrative Records | | | | |
| 200 | Subject Files | These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. | RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy | 4/7/2009 |
| 201 | General Correspondence | General correspondence does not pertain to a specific issue and it is <i>often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/7/2009 |
| 202 | Transitory Correspondence | Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy | 4/7/2009 |
| 203 | Freedom of Information Act (FOIA) Requests | This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/7/2009 |
| 204 | Contact Lists/Directories | These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. | RETAIN UNTIL: Information is superseded for current contacts, or the list is obsolete THEN: Destroy | 4/7/2009 |
| 205 | Planners/Calendars | These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/7/2009 |
| 206 | Staff and Project Meeting Records | These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200), if they relate to a specific topic. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/7/2009 |
| 207 | Annual Reports | These reports document the department's activities, and they may contain both narrative and statistical information. | RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy | 4/7/2009 |
| 208 | Departmental Budget Planning | These records document budget planning and tracking activities for the finance department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 4/7/2009 |

Note: personnel and payroll records are covered separately by General Schedule #26 - Local Government Human Resources.
All general schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**State of Michigan
General Retention Schedule #31
Local Government Financial Records**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|------------------------|--|--|---------------|
| 209 | Publications | These records may include press releases, brochures, newsletters and other items that are published by the department. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/7/2009 |
| 210 | Memorabilia | This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/7/2009 |
| 211 | Audio-Visual Materials | These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. If the audio-visual materials are supporting documents to a specific business process, then they should be retained as long as any other records that document the business process. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/7/2009 |
| 212 | Visitor Logs/Registers | These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/7/2009 |
| 213 | Employee In/Out Logs | These logs document the time/date when staff arrive and depart throughout each day. Note: This does not apply to timekeeping records. Timekeeping records are covered on General Schedule #26, item #205. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/7/2009 |

**GENERAL SCHEDULE #32 – Local Government Parks and Recreation
Departments**

This Retention and Disposal Schedule covers records that are commonly found in the **parks and recreation departments** within counties, cities, townships, villages, and local authorities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (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. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Darrin Duisternars, President
Michigan Recreation and Park Association

11-17-09

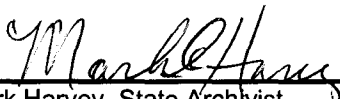
(Date)



Debra Gearhart, Director
Department of Management and Budget, Records Management Services

11/30/09

(Date)



Mark Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

1/28/10

(Date)

APPROVED

State Administrative Board

4/20/2010

(Date)

**GENERAL RETENTION SCHEDULE #32
LOCAL PARKS AND RECREATION DEPARTMENTS
INTRODUCTION**

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a parks and recreation department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--Section 13 “Parks and Recreation Department” and General Schedule #10--Parks and Recreation.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule

#31. As a result, the parks and recreation department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only (see General Schedule #1). If the parks and recreation department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer’s are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases,

backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Need more help?

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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General Schedule #32
Local Parks and Recreation Departments**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------------|--|--|--|---------------|
| Parks | | | | |
| 100 | Park Inventory | These records describe park assets such as land, structure and equipment, and any other large purchases. They may contain a description of the asset, purchasing information, asset location, etc. This record may be a paper file, a database, a spreadsheet, etc. | RETAIN UNTIL: Asset is disposed of THEN: Destroy | 4/20/2010 |
| 101 | Park Files | Separate files may be maintained on each park or facility to document its history, assets and maintenance. The files may contain information about the land, equipment, improvements, maintenance standards, landscaping, playground inspections, land use permits, news clippings, photographs, brochures, flyers, etc. <i>Note: Historical information should be retained permanently.</i> | RETAIN UNTIL: Park is owned by the parks and recreation department THEN: Destroy | 4/20/2010 |
| 102 | Park GIS Data | This data is maintained in a GIS system. It may document park features such as overall park design, trail design, tree locations, and location of neighboring private homes or commercial buildings. | RETAIN UNTIL: Superseded (overwritten) by newer data THEN: Destroy | 4/20/2010 |
| 103 | Photographs | These photographs document activities, programs, facilities, the history of the department, people, etc. They may be kept in analog or digital formats. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/20/2010 |
| 104 | Maintenance Files | These files document the maintenance of parks, recreation facilities, cemeteries, and other department owned properties, including equipment and services being used. These files may include work orders, inspection checklists, cost, hours, repair history, product information, etc. | RETAIN UNTIL: Equipment and/or service is no longer in use PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 105 | Pesticide/Herbicide Application | These records document the application of pesticide/herbicide chemicals in parks and on government owned golf courses. The file may include a work order and a schedule of spraying. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 106 | Hazardous Materials Safety Data Sheets | Material Safety Data Sheets (MSDS) are written or printed material concerning a hazardous chemical that contain safety and health information about the chemicals to which employees may be exposed. MSDS or some record of the identity of the substance or agent, such as the chemical name, if known, where it was used and when it was used must be maintained. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information. | RETAIN UNTIL: Hazardous material is in use or stored on the property PLUS: 30 years THEN: Destroy | 4/20/2010 |

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|---------------|---------------------------|---|---|----------------------|
| 107 | Activity Reports | These periodic reports generated by the parks and recreation department and may contain narrative and statistical data about the department's programs, activities, services, customers, etc. They may be generated for the entire parks and recreation department or for a specific function program or facility, such as the golf course, nature center, historical property, park police, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 108 | Improvement Project Files | These records document improvements made to the parks system. They may include meeting notes, plans, bids, correspondence, grant documentation, blueprints, drawings, maps, specifications, testing of materials, slides, photos, shop drawings, product manuals, warranties, as-built drawings, etc. | RETAIN UNTIL: Improvement is removed THEN: Destroy | 4/20/2010 |
| 109 | Cell Tower Files | These records document cell towers that are installed on park land. They may include lease agreements, licenses, contracts, easements, correspondence, etc. | Permanent | 4/20/2010 |
| 110 | Tree Files | These files contain information about trees planted and/or maintained by the department. They identify the type of tree, location, activity dates, damage, maintenance, etc. | RETAIN UNTIL: Tree is removed PLUS: 1 year THEN: Destroy | 4/20/2010 |

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Local Parks and Recreation Departments**

| Item # | Series Title | Series Description | Retention Period | Approval Date |
|-------------------|-------------------------------------|---|---|---------------|
| Recreation | | | | |
| 200 | Recreation Data | This database tracks recreation programs including the usage of facilities, building activities, registration for recreation programs, fees, team rosters, etc. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy | 4/20/2010 |
| 201 | Recreation Registrations | These files document registrations for recreation programs including teams, leagues, camp programs, special events, campgrounds, golf, etc. They may include registration forms, medical forms, invoices/receipts, "hold harmless" agreements, etc. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy | 4/20/2010 |
| 202 | Program Files | These files document regular programs, special events, tours and camps held by the parks and recreation department. These files may cover programs held at various facilities including recreation centers, nature centers, historical properties, parks, golf courses, campgrounds, aquatic facilities, etc. They may include programs/itineraries, logistical planning documents, surveys, brochures, correspondence, evaluations, program content (including curriculum), etc. | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/20/2010 |
| 203 | Special Event Files | These records document legal responsibilities for events held on government property, including parades, fireworks, picnics, festivals, races, weddings, parties, etc. They may include permits, contracts, licensing, legal agreements (including, but not limited to, hold harmless agreements, releases and waivers), meeting minutes, correspondence, insurance, event-specific marketing, etc. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | 4/20/2010 |
| 204 | Facility Schedules | These records track usage for each facility. They may identify the reservation date, user, fees charged, special instructions, etc. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/20/2010 |
| 205 | Rental/Use Agreements | These records document facility and equipment rentals to groups and the general public. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/20/2010 |
| 206A | Accident Reports/Claims-- Adults | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. | RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------|--|--|---|---------------|
| 206B | Accident Reports/Claims-- Minors | Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. <i>Note: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</i> | RETAIN UNTIL: Minor turns 18 years old PLUS: 3 years THEN: Destroy | 4/20/2010 |
| 207 | Waivers | These records are used for summer camps and other sponsored programs to release the government's liability. <i>NOTE: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</i> | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/20/2010 |
| 208 | Training Records for Certifications | These classes prepare students for certification in water safety instruction, CPR, lifeguard, etc. These files document who attended the course, and whether they successfully completed the requirements for certification. The files may include exams, answer sheets, pass/fail grades, personal contact information, sign-in sheets, etc. | RETAIN UNTIL: Certification expires THEN: Destroy | 4/20/2010 |
| 209 | Team Records | These records document athletic teams participating in recreation programs run by the city each season. They may contain the team roster, game schedules and results of games. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 210 | Suspensions | These records document individuals or teams who are suspended from participating in recreation programs or entering facilities run by the parks department. They may contain departmental investigation files and suspension hearing documents. | RETAIN UNTIL: Suspension is no longer in effect or permanent, depending on length of suspension PLUS: 5 years THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|-----------------|----------------------|--|--|---------------|
| Cemetery | | | | |
| 300 | Cemetery Records | These records document purchasers and occupiers of lots and burials. They may include maps, indexes (database), burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. <i>Note: local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i> | Permanent | 4/20/2010 |
| 301 | Cemetery Maintenance | These records document routine maintenance of the cemetery including deed authorizations, work orders, service requests, receipts, invoices, etc. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------|---------------------|--|--|----------------------|
| Golf | | | | |
| 400 | Golf Leagues | These records document who has participated in golf leagues. They may include rosters/lists, registrations, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy | 4/20/2010 |
| 401 | Golf Activity | These records document use of the golf course, including season passes, sign-in sheets, statistics, expenses and revenue, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------------------|-----------------------|---|---|----------------------|
| Aquatic Facilities | | | | |
| 500 | Water Quality Records | These records may document monthly and bi-monthly testing of recreation pools, beaches, drinking water, etc. The testing may be performed internally or by outside companies. These files may also document the application of aquacides. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------------------|---------------------|---|---|----------------------|
| Campgrounds | | | | |
| 600 | Campground Files | These files document the operation of campground facilities. They may include operating licenses, inspection records (both state and local), etc. | RETAIN UNTIL: Superseded by newer documents THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|-----------------|---------------------------|--|---|----------------------|
| Planning | | | | |
| 700 | Capital Improvement Plans | These plans are created periodically (such as annually) to identify proposed improvements to the parks system. The files may contain architectural drawings, bid specifications, master instructions for equipment, correspondence, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 701 | Master/Long Range Plans | These plans are updated on a scheduled basis to identify proposed improvements to the infrastructure of the parks system. | Permanent | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|------------------------|---|--|---|---------------|
| Public Meetings | | | | |
| 800 | Meeting Records--Open Sessions | These records document the proceedings of the public body that oversees or advises the department. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #803), bulletins, clippings, or documentation of meeting-related expenditures. These records are preserved permanently to document the institutional memory of the community. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record (see General Schedule #1). <i>Note: local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i> | Permanent | 4/20/2010 |
| 801 | Meeting Notes and Audio or Video Recordings | Notes and audio or visual recordings of meetings of a public body made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body. | RETAIN UNTIL: Meeting minutes are approved PLUS: 1 day THEN: Destroy | 4/20/2010 |
| 802 | Meeting Records--Closed Session | These records consist of minutes taken during a closed session of the public body, including any audio or visual recordings. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. | RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session was approved PLUS: 1 year, plus 1 day THEN: Destroy | 4/20/2010 |
| 803 | Notices of a Public Meeting | The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|--------------------------|---|---|---|---------------|
| Financial Records | | | | |
| 900 | Department Budget | These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc. | RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 901 | Income Reports | These records document park usage and fees collected. They may identify the fees that are paid and what accounts they are applied to, as well as breakdowns of all accounts. These records may support official documentation maintained by the local government's business/finance office. | RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 902 | Usage Fees and Receipts | These records document financial transactions including registration fees, usage/rental fees, concessions, tickets and merchandise sales, etc. They may include receipts, logs, cash register daily report, bank deposits, external credit card issues, payment reversals, etc. These records may support official documentation maintained by the local government's business/finance office. | RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 903 | Concessions and Merchandise Inventories | These records document supplies and sales of food and merchandise. They may identify items in stock, quantity, purchasing information, value, amount sold, etc. These records may support official documentation maintained by the local government's business/finance office. | RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 904 | Grants | These files contain information related to grants received from state, federal and/or private sources to support the acquisition or maintenance of property or equipment and for the running of programs or special events. They may document that the community used the funds in accordance with the terms of the grant. The files may contain a copy of the grant, correspondence, purchases, expenses, and any other supporting documents. <i>Note: Final reports and products of the grant may be kept longer for use and reference purposes. If the grant was used to purchase a fixed asset, select documents may need to be retained until that asset is disposed of. If the grant was used to fund a park improvement project, select documents may need to be retained for the life of the improvement.</i> | RETAIN UNTIL: Audit or 5 years, whichever is later THEN: Destroy | 4/20/2010 |
| 905 | Donor Files | These files document groups or individuals who made donations (cash or property) to the department, including friends groups. They may include correspondence, certificates of gift, thank you letters, gift ledgers or logs, etc. | Permanent | 4/20/2010 |
| 906 | Endowment Fund Files | These records document activity on endowed funds. They may include statements, deposits, correspondence, planning, etc. | Permanent | 4/20/2010 |

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| 907 | Sponsorships | These records document funds received from sponsors for specific programs, activities or events. They may include correspondence, copies of contracts, financial/budgetary documents, etc. | RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy | 4/20/2010 |
| 908 | Vehicle Files | These files document specialty vehicles owned by the parks and recreation department. They may contain ownership documents, maintenance records, driver log sheets, etc. | RETAIN UNTIL: Vehicle is sold or disposed of THEN: Destroy | 4/20/2010 |
| 909 | Fuel Usage | These records document the purchase of fuel. They may identify the equipment, dates, operator, account billed, etc. These records may support official documentation maintained by the local government's business/finance office. | RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy | 4/20/2010 |

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| Item # | Series Title | Series Description | Retention Period | Approval Date |
|---------------------------------------|--|--|--|---------------|
| General Administrative Records | | | | |
| 1000 | Subject Files | These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. <i>Note: some topical files may have historical value and should be preserved permanently.</i> | RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 1001 | General Correspondence | General correspondence does not pertain to a specific issue and it <i>is often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 1002 | Transitory Correspondence | Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. | RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy | 4/20/2010 |
| 1003 | Freedom of Information Act (FOIA) Requests | This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each public body is required by the FOIA to designate a FOIA Coordinator. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file. | RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy | 4/20/2010 |

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| 1004 | Planners/Calendars | These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 1005 | Staff and Project Meeting Records | These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project. | RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy | 4/20/2010 |
| 1006 | Policies, Procedures and Directives | These records document the policies and procedures of the department. | RETAIN UNTIL: Superseded by a new version PLUS: 5 years THEN: Destroy | 4/20/2010 |
| 1007 | Publications | These records document efforts at advertising programs and services to the general public and marketing directly to regular parks and recreation program users. These records may include press releases, brochures, newsletters, mailing lists, annual reports and other items that are published by the office. E-newsletters may also be created and stored electronically. <i>Note: offices are strongly encouraged to keep one copy permanently for historical purposes.</i> | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/20/2010 |
| 1008 | Memorabilia | This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. <i>Note: departments are strongly encouraged to retain select items permanently for historical purposes.</i> | RETAIN UNTIL: No longer of reference value THEN: Destroy | 4/20/2010 |



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: January 23, 2023

PREPARED: January 19, 2023

AGENDA SUBJECT: City Council Meeting Time

RECOMMENDATION: That the City Council discuss and adopt the proposed resolution

Background The start time for the City Council meetings is currently at 7:00 P.M. The purpose of this agenda item is to facilitate discussion and consideration to move up the normal start time to 6:00 P.M. This would allow for improved coordination for staff and a more reasonable time to finish City business for staff, Council and public participants.

Action City Council adopt the enclosed proposed resolution approving a meeting start time change from 7:00 P.M. to 6:00 P.M.

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Enclosure



City of Petoskey

Resolution

WHEREAS, the City Council currently meets on the first and third Monday's of every month at 7:00 P.M. in the City Council Chambers of Petoskey City Hall at 101 East lake Street; and

WHEREAS, a start time of 6:00 P.M. has been proposed to facilitate improved coordination for staff while also providing a more reasonable time to finish City business for public participants; and

WHEREAS, the City Council has discussed and provided appropriate input and direction:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby approves the adjustment of the start time for City Council meetings from 7:00 P.M. to 6:00 P.M.

State of Michigan)
County of Emmet) ss.
City of Petoskey)

I, Sarah Bek, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City of Petoskey City Council in regular session assembled on the 23rd day of January 2023, and of the whole thereof.

In witness whereof, I have here unto set my hand and affirmed the corporate seal of said City this ____ day of _____, 2023.

Sarah Bek, City Clerk