



<b>RMS Preparer</b> Megan Malone
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
Michigan Department of Technology, Management and Budget  
Records Management Services

**DTMB-0504 Revised 8/17/2020**

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Agriculture and Rural Development (MDARD)	Conservation Stewardship Division (CSD)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MDARD**            **Department of Agriculture and Rural Development**  
**CSD**                **Conservation Stewardship Division**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
00000	Introduction	The Conservation Stewardship Division (CSD) administers the programs that encourage environmentally sound agriculture practices and prevent agriculture-related pollution. CSD seeks to enhance commercial agriculture activities in Michigan, while protecting the environment and public health.		
37181	Grant Files	These records document grants to provide technical assistance, support, and training for employees in Conservation Districts and other providers of environmental stewardship related technical assistance. They may include, but may not be limited to, a Director's oath of office, election results, and board meeting minutes.	RETAIN UNTIL: Contract or grant expires PLUS: 3 years THEN: Destroy	
37182	Right to Farm Program Environmental Complaint Files	These records document complaints lodged against farms. They may include, but may not be limited to, complaint forms, inspection reports, farm management plans, photographs, and correspondence.	RETAIN UNTIL: Case is closed PLUS: 7 years THEN: Destroy	
37183	County Soil Survey Records (obsolete)	These records document evaluations of county land by defining the type of soil found and identifying soil use. They may include, but may not be limited to, agreements, progressive field reviews, completed surveys, and correspondence.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
37192	Certificate of Organization Application Files	These records document the establishment of new conservation districts. They may include, but may not be limited to, applications, supporting documentation, and correspondence.	RETAIN UNTIL: Conservation district no longer exists THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37193	Conservation District Work Plan Files	These records document each district's goals and objectives regarding soil conservation. They may include, but may not be limited to, work plans, correspondence between the districts and MDARD, and supporting documentation.	RETAIN UNTIL: Superseded by new plan THEN: Destroy	
37194	Conservation District Financial Records	These records document financial support provided to soil conservation districts. They may include, but may not be limited to, but may not be limited to, third party audits, financial reports, and grant agreements.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	
37195	Conservation District Memoranda of Understanding Files	These records document the roles and responsibilities of the districts and MDARD. They may include, but may not be limited to, agreements between each district and MDARD, supporting documentation and correspondence.	RETAIN UNTIL: Agreement is no longer in effect THEN: Destroy	
37196	Conservation District Oath of Office Files	These records document the acceptance of responsibilities of the office of Soil Conservation District Commissioners. They may include, but may not be limited to, oaths of office, and annual election results for Soil Conservation District Directors.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	
37205	Groundwater Monitoring Program Records	These records document contamination investigations to determine the sources, circumstances, and possible remedies of the contamination. They are also used to research the impact of land use activities on the environment. They may include, but may not be limited to, details of wells, properties, and residents at the time that well water samples are collected, along with sample collection details, analysis results, and surface water samples that may be collected.	RETAIN UNTIL: Investigation is closed PLUS: 35 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37206	Groundwater Monitoring Data	These records document data that is extracted from the monitoring program records (see item #37025) that is used for mapping and cooperating with other state and federal agencies. They may include, but may not be limited to, groundwater data.	RETAIN UNTIL: No longer of reference value THEN: Destroy	
37215	Water Contamination Investigation Records	These records document investigations of pesticide or nitrogen fertilizer contamination of groundwater, surface water, or soil contamination with the potential to move to groundwater or surface water. They may include, but may not be limited to, details of wells, surface water bodies, sampling details, analysis results, interviews of current and previous land owners and residents, hydrologic and hydrogeologic studies, maps, photos, and legal records.	RETAIN UNTIL: Investigation is closed PLUS: 6 years THEN: Destroy	
37217	Water Use Annual Reporting Files	These records document agricultural water users who have a capacity to withdraw water quantities averaging 100,000 gallons per day (per Part 327 of Public Act 451 of 1994). They may include, but may not be limited to, reports of water use, land ownership information, and supporting documentation.	RETAIN UNTIL: Life of the pump (including through transfer of ownership) THEN: Destroy	
37219	Environmental Impact Statement and Environmental Assessment Review (EIS/ES) Files	These records document assessment reviews conducted by MDARD stipulating potential environmental impacts from project implementations made by any agency or public entity receiving federal funding for infrastructure and similar development. They may include, but may not be limited to, input from potential stakeholders, development reviews, correspondence, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37220	Michigan Agriculture Environmental Assurance Program (MAEAP) Files	These records document producers involved in the Michigan Agriculture Environmental Assurance Program (MAEAP). They may include, but may not be limited to, verification related information, certificates, and supporting documentation.	RETAIN UNTIL: Verification or re-verification is completed, or until the end of the following fiscal year after verification lapse date PLUS: 7 years THEN: Destroy	
38925	Right to Farm Program - Siting Files	These records document site verification requests from Michigan farmers to build new and/or expand their existing livestock facilities. The Right to Farm Program provides a process for livestock producers to plan, site, build and manage their new or expanding livestock facilities in a manner that protects natural resources, controls odors, and enhances neighbor relations. They may include, but may not be limited to, verification requests, documentation related to the suitability of a site for a livestock facility; construction, operation and maintenance plans; and MDARD inspection reports and correspondence between the farm and MDARD.	RETAIN UNTIL: Case is closed PLUS: 7 years THEN: Destroy	
38926	Right to Farm Program - Pro-Active Files	These records document requests from landowners for MDARD to make a Right to Farm determination about conditions, activities and/or materials on their property as they relate to generally accepted agricultural and management practices (GAAMPs). They may include, but may not be limited to, farm management plans, MDARD inspection reports, supporting documentation, and correspondence between MDARD and other government bodies.	RETAIN UNTIL: Case is closed PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38927	Right to Farm Program - Siting Determination Records	These records document siting decisions made by MDARD. They may include, but may not be limited to, dated maps, aerial image of the facility and neighboring properties, information about the size and capacity of attendant structures from the siting approval, and supporting documentation.	RETAIN UNTIL: Land is converted into a different use PLUS: 7 years THEN: Destroy	
39423	Aquifer Dispute Resolution Site Records	These records document complaints received under Part 317 of the Natural Resources and Environmental Protection Act (NREPA) alleging that high capacity groundwater withdrawals are interfering with small capacity wells within agricultural areas. They may include, but may not be limited to, complaint documentation, correspondence, field notes, photographs, water well logs, well driller information, geologic maps and other geological records, groundwater modeling documentation, and court hearing records.	RETAIN UNTIL: End of calendar year the dispute is resolved PLUS: 20 years THEN: Destroy	
39424	Conservation Reserve Enhancement Program (CREP) Files	These records document conservation practices implemented under contract in CREP. They may include, but may not be limited to, contracts, payment authorizations, requests for payments, and correspondence.	RETAIN UNTIL: End of the calendar year the contract acreage was removed from the program PLUS: 5 years THEN: Destroy	
43442	Spill Response Program - Incident Files	These records document investigations into agriculture pollution incidents reported through the toll-free agriculture pollution emergency system telephone hotline. They may include, but may not be limited to, spill reports, liable party reports, staff reports, Pollution Emergency Alerting System reports, collaborating agency reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43443	Regenerative Agriculture Program (Conservation Technical Assistance Program)	These records document producers involved in the Regenerative Agriculture Program (RAP) component of Conservation Technical Assistance Program (CTAP). The grants are funded by MDARD to bring together farmers and increase regenerative practice implementation. The records may include, but may not be limited to, field notes corresponding to soil health assessments, soil health sample results, and soil health management plans.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
43444	Regenerative Agriculture Program (Regenerative Farmer Network Grant)	These records document the business and operation of the Regenerative Farmer Network Grant. These records may include, but not limited to, request for proposals, Memoranda of Understanding, grant agreements, supporting documentation, reports, payment documentation, correspondence, and survey data collected from successful applicants.	RETAIN UNTIL: Grant is closed out PLUS: 3 years THEN: Destroy	
43985	Generally Accepted Agricultural and Management Practices (GAAMPs) Records	These records document guidelines for farm management developed and adopted by the Michigan Commission of Agriculture and Rural Development. They may include, but may not be limited to, Generally Accepted Agricultural and Management Practices (GAAMPs) publications.	RETAIN UNTIL: Revised or superseded by a new version, or deemed obsolete THEN: Transfer to the Archives of Michigan	
43986	Generally Accepted Processing Practices (GAPPs) Records	These records document statewide standards and acceptable management practices based on standard industry processing practices. They may include, but may not be limited to, Generally Accepted Processing Practices (GAPPs) publications.	RETAIN UNTIL: Revised or superseded by a new version, or deemed obsolete THEN: Transfer to the Archives of Michigan	



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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Agriculture and Rural Development (MDARD)	Dairy, Feed, and Produce Division (DFPD)

**SECTION 2. PURPOSE**

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**SECTION 3. APPROVALS**

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**MDARD**            **Department of Agriculture and Rural Development**  
**DFPD**             **Dairy, Feed, and Produce Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Dairy, Feed, and Produce Division (DFPD) administers programs to enforce laws and regulations governing the safety and wholesomeness of food and feed; responds to food safety complaints, recalls, and food emergencies; serves as a key link in the federal-state-local food and feed safety system; assists in the food safety education of consumers, regulators, and industry; and assures the safety and interstate movement of milk and dairy products.		
21549	Commercial Feed Licensing System Data	These records document commercial feed manufacturer and distributor licenses. They may include, but may not be limited to, company name, address, phone number, company federal ID number, mailing address, validation date, validation number, and amount received.	RETAIN UNTIL: License is no longer active PLUS: 3 years THEN: Destroy	
36960	Unlicensed Dairy Establishment Files - Without ID (superseded by item #36961)	These records document and monitor the existence, activities, and status of dairy establishments including milk haulers, dairy plants, dairy farms, small frozen dessert establishments, certified samplers, etc. They may include, but may not be limited to, inspector's report of prosecution, complaint for investigation, U.S.D.A. grading certificates, laboratory reports, license applications, inspection reports, product analysis reports, correspondence, examinations, annual renewals, permits, warning of intent to suspend permit, and informal hearing records.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36961	Licensed and Unlicensed Dairy Establishment Files (supersedes items # 36960, 36964, 36966, 36971, 36972, 36973)	These records document and monitor the existence, activities, and status of both licensed and unlicensed dairy establishments, including farms, plants, distributors, haulers, samplers, milk transportation companies, bulk milk tankers, can milk trucks. They may include, but may not be limited to, records of water samples, milk samples, dairy product samples, inspections, special reports, permit suspensions or reinstatements, producer laboratory retest reports, order of summary suspensions, warning notice letters, notice of business discontinuances, inspector's reports of prosecution, complaints, investigations, U.S.D.A. grading certificates, laboratory reports, correspondence, examinations, permits, Appendix N documents, warning notices, ratings, and informal hearing records.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36964	Milk Distributor Records (superseded by item #36961)	These records document the licensing and inspections of establishments which primarily store grade A products. They may include, but may not be limited to, applications, copy of license issued, and supporting documentation. Distributors of non-grade A products are licensed through the Central Licensing Unit (see item # 36947).	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
36965	Grade A Certified Field Person License Records	These records document individuals certified to conduct dairy farm inspections. They may include, but may not be limited to, inspection reports, certification sheets, and correspondence.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36966	Positive Drug Residue Incident Records (superseded by item #36961)	This record documents drug residues found in milk from milk producers. They may include notification letters, permit suspension or reinstatement, sample results, investigation reports, and hearing documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36967	Reimbursement Records	These records document the reimbursement of funds under contract with the U.S.D.A. Grading Program. They may include, but may not be limited to, billings for the reimbursement for services of full-time state employees in grading or sampling of dairy products.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
36968	U.S.D.A. Dairy Plant Survey Report Files	These records document various aspects of a dairy plant. They may include, but may not be limited to, construction, survey purpose, receiving facilities, quality and storage of raw product, and recommendations.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36969	Producer Security Records	These records document the licensee's ability to meet the producer security requirements of P.A. 266 and P.A. 267 of 2001, as amended. They may include, but may not be limited to, applications, licenses, proof of producer security, and correspondence. Note: if the producers or processors go out of business and still have outstanding debt, the record is maintained until the outstanding debt is paid in full.	RETAIN UNTIL: Producer Security is released THEN: Destroy	
36971	Hauler, Sampler and Bulk Milk Tanker Inspection Data (superseded by item #36961)	These records document inspection information and licensing information for hauler and samplers, milk tank trucks, can milk trucks, grade A certified field persons, milk transportation companies, and dairy plant samplers.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36972	Dairy Milk Quality (DMQ) Data and Files (superseded by item #36961)	These records document milk quality for all of Michigan's dairy producers, both active and inactive. The system does not include inspection information. Data may include, but may not be limited to, farm contact information, ownership information, status, grade of farm and type, warning notices, exclusion information, drug residue information, counts for milk quality, somatic cell, bacteria, temperature, testing laboratory, BTU (bulk tank unit), and employee information.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36973	Dairy Farm Inspection Data and Files (DFIS, ildfis, MiDIS) (superseded by item #36961)	These records document dairy farm inspections. Data may include, but may not be limited to, Dairy Milk Quality ( DMQ) ownership information, employee information, type of inspection, bovine tuberculosis (TB) information, water samples, debits marked for inspections, comments, and elapsed time for inspections.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
36975	Produce Farm Entity Detail Records	These records document the monitoring of active and inactive produce farms for compliance with applicable food safety requirements, such as the Michigan Food Law and Produce Safety Rule. They may include, but may not be limited to, inspection reports, complaint reports, special reports that are generated during an evaluation of the farm, and supporting documentation.	RETAIN UNTIL: Status is inactive PLUS: 99 years THEN: Destroy	
36976	Produce Farm Inspection Records - Configured for Violations	These records document the monitoring of produce farms for compliance with applicable food safety requirements, such as the Michigan Food Law and Produce Safety Rule. They may include, but may not be limited to, inspection reports, complaint reports, special reports that are generated during an evaluation of the farm, and supporting documentation.	RETAIN UNTIL: Case is closed PLUS: 12 years THEN: Destroy	
36977	Produce Farm Inspection Records - Not Configured for Violations	These records document the monitoring of produce farms for compliance with applicable food safety requirements, such as the Michigan Food Law and Produce Safety Rule. They may include, but may not be limited to, consultation type inspections conducted on produce farms.	RETAIN UNTIL: Status is inactive PLUS: 99 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36978	Produce Farm Seizure Records	These records document seizures from produce farms of raw agricultural commodities and/or food products under the authority of the Michigan Food Law. They may include, but may not be limited to, regions, inspector, PRD number, establishment name and address, seizure amount, product in dollar and weight, and reports.	RETAIN UNTIL: Case is closed PLUS: 12 years THEN: Destroy	
36979	Produce Farm Entity Attachment Records - Except Inspection Reports	These records document non-inspection activities conducted of produce farm entities, such as verifications of farm details to determine whether the farm is covered by the Produce Safety Rule. They may include, but may not be limited to, verification documents, such as postcard mailers or exemption documents, photos or maps of the farm, and verification notes.	RETAIN UNTIL: Status is inactive PLUS: 99 years THEN: Destroy	
36980	Produce Farm Enforcement Records	These records document enforcement of regulations at produce farms. They may include, but may not be limited to, reports and correspondence related to hearings, investigations, and prosecutions of produce farms.	RETAIN UNTIL: Case is closed PLUS: 12 years THEN: Destroy	



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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Agriculture and Rural Development (MDARD)	Executive Office (EXE)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

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**MDARD**            **Department of Agriculture and Rural Development**  
**EXE**                **Executive Office**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	<p>Executive Office houses the Office of the Director, who is responsible for policy development, strategic planning, daily operations, and more. The following department functions also fall under the Executive Office:</p> <ul style="list-style-type: none"> <li>• Budget and Financial</li> <li>• Business Performance</li> <li>• Clinical Health</li> <li>• Commission of Agriculture and Rural Development</li> <li>• Communications</li> <li>• Emergency Management</li> <li>• Emerging Contaminants</li> <li>• Environmental Policy</li> <li>• Equity and Inclusion, Recruitment and Professional Development</li> <li>• Human Resources</li> <li>• Legal Affairs</li> <li>• Performance Management</li> <li>• Policy and Legislative Affairs</li> <li>• Science and Research</li> </ul>		
21617	PBB Information Files (obsolete)	<p>These records document how the PBB problem was addressed. They may include, but may not be limited to, news releases, annual reports, correspondence, newspaper clippings, and studies.</p>	Immediate Transfer to Archives of Michigan	
21806	PBB Slaughter Certificate Files (obsolete)	<p>These records document slaughter certificates that were issued to dairy farmers for all non-violative test results, and allowed the farmer to sell the tested animal. These certificates were returned to the Department of Agriculture after they were processed through the sale or slaughterhouse. They document that the animal was sold within the 60 day time period allowed in Public Act 77 of 1977.</p>	Immediate Transfer to Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
21807	PBB Payment Records (obsolete)	These records document payments made to address the PBB problem. They may include, but may not be limited to, inconvenience payment reports, veterinarian payment reports, and payment vouchers used to authorize payment under Public Act 77 of 1977.	Immediate Transfer to Archives of Michigan	
21808	PBB Toxic Substance Investigation Files (obsolete)	These records document PBB toxic substance incident investigations. They may include, but may not be limited to, sample test results (lab analysis), transcripts, litigation records, court proceedings, agricultural product surveys, MDA survey of food/feed production, toxic substance information reports, special reports prepared by inspectors or veterinarians, meeting minutes, agendas, statistical reports, news releases, reference materials, and correspondence.	Immediate Transfer to Archives of Michigan	
21809	PBB Quarantine Files (obsolete)	These records document violative animals from the time the test results are available to the time the animal is buried and the farmer is paid. They may include, but may not be limited to, a quarantine notices, transportation permits, subrogation agreements, special reports, and correspondence.	Immediate Transfer to Archives of Michigan	
21814	PBB Subject Files (obsolete)	These records document the poisoning of cattle from PBB tainted feed products. They may include, but may not be limited to, feed lab reports, inspector's reports, investigative materials, and correspondence.	Immediate Transfer to Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
21815	PBB Sample Submission Records (obsolete)	These records document the process of testing, reporting results and payment to all parties affected by the PBB problem. They may include, but may not be limited to, tissue sample submission forms, milk sample submission forms, and emergency slaughter sample submission forms. Documents are signed and identify the farmer, veterinarian, slaughterhouse, and the animal being tested.	Immediate Transfer to Archives of Michigan	
21817	PBB Contract Records (obsolete)	These records document signed contracts with any person or persons for the purpose of PBB testing, including laboratories, slaughterhouses, and veterinarians.	Immediate Transfer to Archives of Michigan	
21818	PBB Dairy Cow Exemption Records (obsolete)	These records document the sale of dairy animals which were exempt from PBB testing under the provisions of Public Act 77 of 1997.	Immediate Transfer to Archives of Michigan	
21819	PBB Testing Records (obsolete)	These records document the results of PBB analytical tests that were compiled during special tests and studies not required by Public Act 77 of 1977. Tests included milk tests, tissue tests, feed tests, and other environmental tests to determine causes of contamination. They may include, but may not be limited to, test results and supporting documentation.	Immediate Transfer to Archives of Michigan	
21820	PBB Correspondence Files (obsolete)	These records document correspondence with farmers and others addressing questions about the PBB program.	Immediate Transfer to Archives of Michigan	
21821	PBB Policy Records (obsolete)	These records document the formation of policy by the PBB unit. They may include, but may not be limited to, policies, correspondence, and staff meeting minutes.	Immediate Transfer to Archives of Michigan	
21822	PBB Public Information Records (obsolete)	These records document information that was distributed to the public about the PBB problems. They may include, but may not be limited to, press releases and supporting documentation.	Immediate Transfer to Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
36862	Commodity Referendum Files	These records document referendums held to determine if the majority of producers and processors of an agricultural commodity assent to a proposed action recommending the adoption, amendment or continuation of a marketing program. Under 1965 PA 114, as amended, (Michigan Bean Industry Commission); 1965 PA 232, as amended (Agricultural Commodities Marketing Act); 1970 PA 29, as amended (Michigan Potato Industry Commission); and 1972 PA 291, as amended (Michigan Beef Industry Commission) a marketing program will be submitted to a referendum of the producers during each fifth year of operation, or whenever a referendum is required pursuant to these individual acts. They may include, but may not be limited to, public hearing material, final reports, and correspondence.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
36863	Media Files	These records document media releases initiated by MDARD. The media can include radio, television, print, billboard, social media and others. They may include, but may not be limited to, correspondence, scripts, communication plans, department approvals, and articles, speeches, or other social media entries created by staff and submitted to any media outlet on the behalf of MDARD.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Transfer to Archives of Michigan	
36865	Emergency Management Disaster Files	These records document MDARD's response to disasters in compliance with P.A. 390 of 1976. They may include, but may not be limited to, farm listings in relationship to nuclear power facilities, emergency preparedness materials, meeting minutes and agendas, maps, and correspondence.	RETAIN UNTIL: No longer needed to support emergency operations PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36868	Administrative and Public Hearing Officer Records	These records document the participation of the hearing officer throughout the hearing process for agricultural issues. They may include, but may not be limited to, contain scripts, hearing officer notes, and correspondence.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
36877	Administrative Hearing Files (obsolete)	These records document the hearing process for agricultural issues. They may include, but may not be limited to, exhibits, hearing notices, transcripts, formal decisions, and correspondence.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
36880	County Fair Cash Receipt and Disbursement Records (obsolete)	These records document the annual disbursements and premiums for county fairs. They may include, but may not be limited to, receipts, statements, disbursement information, premium information, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
41604	Mail and Delivery Records	These records document mail and delivery services that are received. They may include, but may not be limited to, received check and package logs, delivery orders, and correspondence.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	
41605	Governor's Office Correspondence	These records document correspondence between the MDARD Executive Office and the Governor's Office. They may include, but may not be limited to, memoranda, and correspondence.	RETAIN UNTIL: Date created or received PLUS: 5 years THEN: Transfer to Archives of Michigan	



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Records Management Services

**DTMB-0504 Revised 8/17/2020**

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Agriculture and Rural Development (MDARD)	Human Food Division (HFD)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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

**MDARD**            **Department of Agriculture and Rural Development**  
**HFD**                **Human Food Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Human Food Division (HFD) administer programs to enforce laws and regulations governing the safety and wholesomeness of food and food products; respond to food safety complaints, recalls, emergencies; serves as a key link in the federal-state-local food safety system; assists in the education of consumers, regulators, and industry; and assures the safety and interstate movement of milk and dairy products.		
21507	Food Establishment Enforcement Records	These records document enforcement of regulations at food establishments. Records may include, but may not be limited to, evidentiary photos or videos, enforcement requests, warning letters, administrative fine notice, seizure notice, unsanitary notice, inspectors report of prosecution. Additionally, they may include compliance agreements, reports and correspondence related to hearings, investigations, and prosecutions of food establishments.	RETAIN UNTIL: Case is closed PLUS: 6 years THEN: Destroy	
36942	Inspection System Files - Licensed Establishments (supersedes item # 36948)	These records document the existence, licensure, activities, and status of retail and wholesale food establishments or food businesses. They may include, but may not be limited to, reports of inspections, complaints, consultations, seizures, investigations, sample collection, sample results, foodborne incidents, and specialized review generated during an evaluation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36943	Unlicensed Food Establishment Files	These records document activities related to unlicensed food establishments. They may include, but may not be limited to, reports of inspections, complaints, consultations, seizures, investigations, sample collection, sample results, foodborne incidents, and specialized review generated during an evaluation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36945	Administrative Hearing Files	These records document the administrative hearing process and enforcement actions. They may include, but may not be limited to, minutes, audio recordings of the proceedings, special reports, warning notices, photographs, and correspondence.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
36946	County and State Fair Concession License Files	These records document licenses issued to food establishments specifically for the purpose of sale at a county or state fair. They may include, but may not be limited to, applications and inspection records.	RETAIN UNTIL: Date inactive PLUS: 1 year THEN: Destroy	
36948	Seizure Records Data and Files (superseded by item #36942)	These records document seizures from food establishments. They may include, but may not be limited to, regions, inspector, establishment number, establishment name/address, seizure amount, product in dollar and weight and reports.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36949	Bottled Water Files	These records document the registration and tracking of machines used for distribution of bottled water. They may include, but may not be limited to, ID number, county, region, city, state, sample date, validation number, and applications for registration of bottled water/dispensing machines.	RETAIN UNTIL: Date inactive PLUS: 6 years THEN: Destroy	
36951	Food Service License Files - Restaurants (obsolete)	These records document the licensing of food service establishments (restaurants). They may include, but may not be limited to, license applications and supporting documentation.	RETAIN UNTIL: Expiration date PLUS: 1 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36953	Food Sanitation Program Survey Files	These records document accreditation surveys to determine if local programs comply with state regulations and laws. They may include, but may not be limited to, work papers, final reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
36954	Foodborne Illness Outbreak Report Files	These records document foodborne illness outbreaks. They may include, but may not be limited to, illness and outbreak information compiled on a daily basis by local health departments and MDARD staff, and supporting information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
36955	Foodborne Illness Outbreak Annual Summary Files	These records document the analysis of foodborne illness outbreak data collected by MDARD. They may include, but may not be limited to, annual reports, statistics, trend analysis, and summary data.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Transfer to Archives of Michigan	



<b>RMS Preparer</b> Megan Malone
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STATE OF MICHIGAN  
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Michigan Department of Technology, Management and Budget  
Records Management Services

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Agriculture and Rural Development (MDARD)	Pesticide and Plant Pest Management (PPPM)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MDARD**            **Department of Agriculture and Rural Development**  
**PPPM**            **Pesticide and Plant Pest Management**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
00000	Introduction	The Pesticide and Plant Pest Management Division (PPPM) is responsible for the implementation of programs and enforcement of laws concerning agricultural products, export commodities, pesticide sale and use, pest management and groundwater protection.		
21505	Prosecution and Litigation Records	These records document the prosecution and litigation of violators of laws and regulations governing pesticides and plant pest management, including hearings, complaints, and prosecutions that regional staff initiate with county prosecutors. They may include, but may not be limited to, correspondence, special reports, inspection reports, notices of intent, copies of case files from Attorney General, and supporting documentation.	RETAIN UNTIL: Date closed PLUS: 5 years THEN: Destroy	
21512	Plant Health - Certification Records	These records document the certification of plant health programs. These may include, but may not be limited to, Christmas tree certification documents, ginseng certification documents, incoming and outgoing pre-notifications, and rejection notices.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21519	Plant Health - Post-Entry Records	These records document inspections of imported products that are held in quarantine until approval to be released. They may include, but may not be limited to, a release from post-entry quarantine, notice of shipment and report of inspection of imported products, notice of shipment and receipt of undisinfecting material, rejection notice, and correspondence related to post-entry quarantines. These records are maintained at the Plant Pathology Office.	RETAIN UNTIL: Released from quarantine PLUS: 3 years THEN: Destroy	
21523	FDA Medicated Feed Report Records (superseded by item #21660)	These records document the findings and endorsements of food establishments that manufacture, process, pack, or store medicated feed. They may include, but may not be limited to, medicated feeds inspection report (FDA 2481), inspector endorsement (FDA 481e), notice of inspection (FDA482), and correspondence.	RETAIN UNTIL: Inspection completed PLUS: 3 years THEN: Destroy	
21528	Sanitation Inspection Report and Medicated Feed Report Records (superseded by item #21660)	These records document inspections of facilities that manufacture, process, pack, or store feed, and a feed mill's compliance with good manufacturing practices. They may include, but may not be limited to, Sanitation Inspection Reports (PI-105) and Medicated Feed Reports (PI-180).	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21529	Plant Industry Inspection Report Files (superseded by items #21660 and 21661)	These records document inspections of feed, fertilizers, liming and nurseries. They may include, but may not be limited to, inspectors reports on sample, reports of analysis, agricultural products and nursery inspection reports, compliance agreements, certification information, violation notices, special reports, remedy reports, and correspondence.	RETAIN UNTIL: Calendar year ends PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21550	Fertilizer Licensing and Registration System Data	These records document commercial fertilizer (includes soil conditioners and liming products) licenses, registrations and renewals. They may include, but may not be limited to, company ID number, address, license type, date issued, product name, expiration year, license fee, and previous registrant.	RETAIN UNTIL: License is no longer active PLUS: 3 years THEN: Destroy	
21561	Prior Notification of Pesticide Application Registry Records	These records document people who, due to a medically documented condition, must be notified before the application of pesticides on a property that is adjacent to their primary residence. They may include, but may not be limited to, applications, doctor's statements, Registry of Prior Notification of Pesticide Application forms, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21564	Pesticide Registration Program - State Local Needs Registration Records	These records document a company's proposal to register an agricultural product with MDARD under section 24 (c) the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). They may include, but may not be limited to, correspondence, applications, supporting data, and samples of product labels.	RETAIN UNTIL: Registration expires PLUS: 3 years THEN: Destroy	
21565	Pesticide Registration Program - Section 18 Exemption Records	These records document requests submitted to the EPA for emergency usage of a pesticide product against a specific pest, or an actual declaration of a crisis situation implementing the use of a product. They may include, but may not be limited to, letters, emails, labels, and research reports.	RETAIN UNTIL: Registration expires PLUS: 3 years THEN: Destroy	
21566	Pesticide Registration Program - Section 5 Exemption Records	These records document manufacturers who registered their product with MDARD after the EPA approved experimental use permits. They may include, but may not be limited to, a list of participants involved in the experimental use of that product, and supporting documentation.	RETAIN UNTIL: Registration expires PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21569	Integrated Management of Pesticide Applicator Certification and Training (IMPACT) Data	These records document pesticide certification and licensing. They may include, but may not be limited to, the following sub-systems Pesticide Applicator Certification (PAC), Pesticide Applicator Business License (PABL), and Restricted Use Pesticide System (RUPS).	RETAIN UNTIL: No longer certified or licensed PLUS: 3 years THEN: Destroy	
21570	Re-Certification by Seminar Attendance System Data	These records document the seminar approval process and track approved seminars. They may include, but may not be limited to, seminar code, title, date approved, location, date categories, region, host, requester, and phone number.	RETAIN UNTIL: Seminar is no longer approved PLUS: 3 years THEN: Destroy	
21571	Pesticide Enforcement Records (superseded by item #21660)	These records and data document the enforcement and inspections of pesticide regulations. They may include, but may not be limited to, cease and desist orders, formal and informal hearings, pesticide complaints, toxic substance information, warning letters, contact information, experimental use permits, surveillance inspections, producer establishment inspections, use or misuse investigations, EPA and Treasury referrals, pesticide storage and disposal inspections, EPA cooperative grant agreements, collection of fines, assessment of caseloads, assessment of program measurements, region, case number, inspector, date, company name, address, product, chemical name, use, and action.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	
21573	Michigan Pesticide Information Retrieval System (MPIRS) Data	These records document the processing and monitoring of pesticide registration certificates and renewals. They may include, but may not be limited to, company name, address, phone number, EPA registration number, pesticide name, validation date, and amount paid to register product.	RETAIN UNTIL: Registration is no longer in effect PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21652	Plant Health - Invasive Species Response Files	These records document the response to invasive species found in the environment, such as search and detection, treatment, and removal activities. They may include, but may not be limited to, updates, reports, maps, response materials, grant proposals, survey data, incident action plans, public reports, field maps, and "eyes in the field" reports.	RETAIN UNTIL: Response ends PLUS: 5 years THEN: Destroy	
21653	Plant Health - Invasive Species Investigation Files	These records document investigations into the origin and distribution of invasive species found in Michigan. They may include, but may not be limited to, Natural Resources and Environmental Protection Act (NREPA) violations, and trace forward or traceback activities.	RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy	
21654	Plant Health - Laboratory Analysis Records	These records document the progression of laboratory analyses. They may include, but may not be limited to, analysis worksheets, inspector's sample submission sheets, analysis requests, and reports.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	
21655	Plant Health - Industrial Hemp Program Registration Revocation and/or Program Ineligibility Files	These records document enforcement actions related to license revocation and/or program ineligibility. They may include, but may not be limited to, inspection reports, court proceedings, notices, and supporting documentation.	RETAIN UNTIL: Ineligibility expires THEN: Destroy	
21656	Plant Health - Industrial Hemp Program Inspection Files (superseded by item #21660)	These records document inspections and enforcement under hemp acts and/or administrative rules. They may include, but may not be limited to, pre-harvest and post-harvest inspections, sampling and lab test results, disposal or remediation inspections, other inspections, cease and desist orders, formal and informal hearings, administrative fines, complaints, warning letters, corrective action plans, contact information, surveillance inspections, investigations, consent agreements, and fine or fee collection documents.	RETAIN UNTIL: Case is closed PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21657	Plant Health - Industrial Hemp Program Records	These records document managing the industrial hemp program that determines whether land is used to grow industrial hemp versus marijuana. They may include, but may not be limited to, assessments of caseloads, assessments of program measurements, correspondence, hemp enforcement response policies, and hemp production plans.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
21658	Plant Health - Industrial Hemp Grower Registration Files	These records document the annual registration of hemp growers. They may include, but may not be limited to, applications for registration, growing location maps, criminal history background reports, and correspondence.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
21659	Plant Health - Inspection Reporting Records (superseded by item #21660)	These records document inspections of facilities with nursery stock, apiary seed, and seed potatoes. They may include, but may not be limited to, inspector reports on samples, reports of analysis, agricultural products and nursery inspection reports, compliance agreements, certification information, violation notices, special reports, and correspondence.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	
21660	Inspection Reporting Records (supersedes items # 21523, 21528, 21529, 21656, 21659, and 21571)	These records document inspection and enforcement of Pesticide, Plant Health, Feed, and Fertilizer activities. Records include, but may not be limited to cases, inspections, enforcement, and related child records such as reports, correspondence, violation notices, enforcement orders, inspections, and investigations. Additional records include audited cases and sample result reviews. This does not include Fertilizer Bulk Storage project type (see item #21661).	RETAIN UNTIL: Case End Date PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21661	Inspection Reporting Records - Fertilizer Bulk Storage Project Type (supersedes item #21529)	These records document inspection and enforcement of fertilizer bulk storage activities. Records include, but may not be limited to, cases, inspections, enforcement, and related child records, such as reports, correspondence, violation notices, enforcement orders, inspections, and investigations. Additional records include audited cases and sample result reviews.	RETAIN UNTIL: Case end date PLUS: 7 years THEN: Destroy	
37216	Clean Sweep Grant and Contract Files	These records document administration of the Clean Sweep Program, including its mercury component which is operated through a Memoranda of Understanding (MOU) with Environment, Great Lakes, and Energy (EGLE). They may include, but may not be limited to, grants, contracts, and MOU.	RETAIN UNTIL: Expiration of grant or contract PLUS: 6 years THEN: Destroy	



<b>RMS Preparer</b> Megan Malone
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STATE OF MICHIGAN  
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Michigan Department of Technology, Management and Budget  
Records Management Services

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Agriculture and Rural Development (MDARD)	Producer Services Division (PSD)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

1. For the continued effective operation of this agency;
2. To constitute an adequate and proper recording of its activities; and
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This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
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**MDARD**            **Department of Agriculture and Rural Development**  
**PSD**                **Producer Services Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Producer Services Division provides guidance and direction to agribusinesses throughout Michigan while assuring Michigan consumers of the quality of products they receive. Division staff conduct commodity audits, examine migrant labor housing, issue farmland/forestry tax credits, and inspect fruit and vegetables. These activities ensure Michigan maintains a safe and stable food supply with a strong workforce and stable economy.		
21524	Commercial Feed Tonnage Report Records	These records document the licensing of manufacturers and distributors of commercial feed in accordance with PA 120 of 1975, as amended. They may include, but may not be limited to, annual statements submitted by the licensee that discloses the number of net tons of commercial feed distributed (PI-135), tonnage inspection fees levied on each ton of commercial feed manufactured or distributed, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21527	Commercial Fertilizer Inspection Fee Payment Report Records	These records document inspection fees paid to MDARD for all fertilizers or soil conditioners sold or distributed in Michigan. Payment of the inspection fee is made on the basis of tonnage reports, which document the number of tons of each grade of fertilizer and soil conditioner sold or distributed in Michigan. They may include, but may not be limited to, reports (PI-137), and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21534	Controlled Atmosphere Sealed Storage Records (obsolete)	These records document licenses to operate controlled atmosphere sealed storage for fruits and vegetables in Michigan. They may include, but may not be limited to, applications (FI-113), controlled atmosphere sealed storage inspection reports (FI-119), correspondence, client lists, license information, variety information, and room details.	RETAIN UNTIL: License year ends PLUS: 4 years THEN: Destroy	
21535	Federal-State Inspection Certificate Records	These records document USDA inspections of fruit and vegetables pursuant to the Agricultural Marketing Act of 1946, as amended, and the applicable statutes of the State of Michigan. They may include, but may not be limited to, inspection certificates (FV-184-2), and supporting documentation.	RETAIN UNTIL: Certificate book is complete PLUS: 4 years THEN: Destroy	
21536	Charge Ticket Records	These records document daily and weekly contract billings for fruit and vegetable inspections, and USDA Good Agricultural Practices and Good Handling Practices inspections. They may include, but may not be limited to, charge tickets (MK-014), inspection reports, remedy reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21537	Terminal Market Inspection Records	These records document inspections of fruit and vegetable commodities entering Michigan and associated billings. They may include, but may not be limited to, inspection reports (FV-300), billing information, and supporting documentation.	RETAIN UNTIL: Certificate book is complete PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21540	Fruit and Vegetables Statistical Report Records	These records document monthly statistical reports that are submitted to the federal government about inspections and financial information related to produce. They are retained in accordance with Fresh Products Branch Directive FPB-104 (III-5), FPB-104 (III-7), and FPB-104 (III-12). They may include, but may not be limited to, monthly reports containing statistical information about produce, number of inspections of produce, financial information regarding produce imported from other states or countries, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21547	Uniform Fertilizer Tonnage Reporting System (UFTRS) Data	These records document fertilizer manufactured or distributed in Michigan. They may include, but may not be limited to, fertilizer company ID number, county, tonnage, type of fertilizer, farm or non-farm use, and container.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21548	Feed Tonnage System Data	These records document commercial feed manufactured or distributed in Michigan. They may include, but may not be limited to, company name, address, phone number, company federal ID number, mailing address, tonnage data, validation date, validation number, amount received, and report period.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21552	Fruit and Vegetable Inspection Certificate System Data	These records document inspection certificates and charge tickets. They may include, but may not be limited to, certificate or ticket number, date written, client, commodity, number of packages, number of hundred weight, fee charged, and inspector number.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
21574	Good Agricultural Practices (GAP) and Good Handling Practices inspections (GHP) Audit Records	These records document USDA GAP and GHP inspections. They may include, but may not be limited to, inspection reports, remedy reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
22331	One-time State Sponsored Survey Records (obsolete)	These records document surveys requested by the MDARD that are not authorized for transfer to the Federal Records Center.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
36871	Grower I.D. Number Records	These records document the identification number assigned to each commodity grower and changes in the activity of each grower. They may include, but may not be limited to, grower name, ID number, date the grower went out of business, died, or sold the business.	RETAIN UNTIL: The grower goes out of business, dies, or sells the business PLUS: 3 years THEN: Destroy	
36872	Bargaining Unit Petition and Declaration Files	These records document the petition by a bargaining unit to represent commodity growers. The bargaining units need the approval of the Agricultural Marketing and Bargaining Board (AMBB). Once approved, the AMBB will assist growers in negotiating selling prices for their commodities. They may include, but may not be limited to, petitions, hearing notices, proceedings, notice of board action, applications, handler verification materials, preliminary declarations, and the board declaration of accreditation.	RETAIN UNTIL: Until bargaining unit no longer exists PLUS: 3 years THEN: Destroy	
36873	Agricultural Marketing and Bargaining Board (AMBB) - Annual Update Files	These records document the annual renewal of association accreditations of the Bargaining Unit Petition and Declaration Files. They may include, but may not be limited to, agreements, records of negotiation, processor and handler reports, annual report summaries, marketing service fees, complaints, and audit reports.	RETAIN UNTIL: The bargaining unit no longer exists PLUS: 7 years THEN: Destroy	
36874	Agricultural Marketing and Bargaining Board (AMBB) - Producer Data	These records document crop production and are used to certify grower associations under P.A. 344 of 1972. Data may include, but may not be limited to, names and addresses of active and inactive apple, asparagus, and red tart cherry growers.	RETAIN UNTIL: No longer eligible PLUS: 1 year THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36875	Arbitration Files	These records document arbitration proceedings in which prices are set for perishable agricultural commodities. They may include, but may not be limited to, guidelines, registers of arbitrators, requests for arbitration, proceedings, awards, and contracts.	RETAIN UNTIL: No longer needed to support current agreements and future arbitration PLUS: 7 years THEN: Destroy	
36884	Standardbred Mare Registration Records (obsolete)	These records document registrations of standardbred mares that must be registered once per ownership in order to be eligible to race and receive breeders' awards and state supplements. They may include, but may not be limited to, mare information and supporting documentation.	RETAIN UNTIL: Date created PLUS: 35 years THEN: Destroy	
36885	Standardbred and Thoroughbred Stallion Registration Records (obsolete)	These records document registrations of standardbred and thoroughbred stallions that must be registered annually if its offspring are to be eligible for Michigan Futurity and Michigan Sire Stake races. They may include, but may not be limited to, stallion information and supporting documentation.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
36886	Other Mare Registration Records (obsolete)	These records document registrations of Thoroughbred, Appaloosa, Quarter Horse, and Arabian mares that must be registered annually for their foals to be eligible for Michigan-bred races. They may include, but may not be limited to, mare information and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
36887	Other Stallion Registration Records (obsolete)	These records document registrations of Quarter Horse, Appaloosa, and Arabian stallions that must be registered annually. They may include, but may not be limited to, stallion information and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
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36888	Appaloosa Stallion Registration (obsolete)	These records document registrations of Appaloosa stallions which must be registered annually, if its' offspring are to be eligible for breeders awards and state supplements. These horses currently are not raced in the State of Michigan.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
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36889	Appaloosa Mare Registration (obsolete)	These records document registrations of Appaloosa mares that must be registered annually, if its' offspring are to be eligible for breeders awards and state supplements. These horses currently are not raced in the State of Michigan.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
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36890	Thoroughbred Foal Application (obsolete)	These records document applications for Thoroughbred, Quarter Horse, Appaloosa, and Arabian foals to be issued a certificate of eligibility for breeders awards and state supplements. They may include, but may not be limited to, foal information and supporting documentation.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
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36891	Thoroughbred Stallion Registration (obsolete)	These records document thoroughbred stallions that must be registered annually, if its' offspring are to be eligible for Michigan Sire Stake races.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
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36892	Quarter Horse Certificate of Eligibility Records (obsolete)	These records document applications for quarter horse foals to receive a certificate of eligibility, pursuant to regulations for a Michigan-bred horse.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
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36893	Quarter Horse Mare Registration (obsolete)	These records document quarter horse mares that are registered once per owner, if its' foals are to be eligible for breeders awards and state supplements.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
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36894	Appaloosa Foal Application (obsolete)	These records document applications for Appaloosa foals to receive a certificate of eligibility, pursuant to regulations for a Michigan-bred horse.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
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36895	Arabian Stallion Registration (obsolete)	These records document Arabian stallions that are registered, if its' offspring are to be eligible to receive breeders awards and state supplements.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
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Item #	Series Title	Series Description	Retention Period	Approval Date
36896	Arabian Mare Registration Records (obsolete)	These records document Arabian mares that are registered once per ownership, if its' offspring are to be eligible to receive breeders awards and state supplements.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
36897	Arabian Foal Application Records (obsolete)	These records document certificates of eligibility that are issued for a Michigan-bred Arabian horse, pursuant to the provisions of P.A. 279 of 1995, as amended.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	
36898	Grain Dealer Records	These records document licensed grain dealers. They may include, but may not be limited to, facility license applications, truck license applications, license applications, financial statements, daily position reporting forms, irrevocable letters of credit, grain dealer bonds, grain dealer's bonds for warehouse receipted farm produce, inspection reports, and correspondence.	RETAIN UNTIL: Dealer is no longer licensed PLUS: 7 years THEN: Destroy	
36899	County Fair Harness Race Purse Supplement Records	These records document county fair harness race purses. They may include, but may not be limited to, purse applications, race result sheets, race programs, sworn statements, and photo finish invoices.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
36901	Thoroughbred and Standardbred Breeder Award Records	These records document awards given to thoroughbred horse breeders. They may include, but may not be limited to, race programs, horse and breeder information, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
36903	Breeders Award Payment System Data	These records document payments of breeder awards and the history of breeder awards issued. Data may include, but may not be limited to, breeder information, horse information, warrant information, winner and purse amounts, payment history, and breeder and horse information.	RETAIN UNTIL: The horse is over 15 years of age, or the breeder no longer has any horses associated with them THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36989	Commodity Check-Off Program Files	These records document the regulation of marketing by agricultural check-off commodity groups. They may include, but may not be limited to, meeting records, agendas, financial statements, and audit reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
37198	Farmland Development Rights Records - Agreements Data	These records document development rights agreements executed by the State of Michigan and landowners. The agreements protect Michigan's farmland and restrict development, except for farming. They may include, but may not be limited to, applications for enrollment, legal documents to prove ownership, land tax records, maps, deeds, land contracts, requests to modify agreements, correspondence, copies of recorded documents (relinquishments, liens, discharge of liens, scrivener's errors, terminations of interests), correspondence with the Michigan Department of Treasury, supporting documentation, file paths for the operation of the Farmland 116 databases (local and live), and Farmland 116 data related to Inventory and Destruction Logs for inactive agreements.	RETAIN UNTIL: Agreement is no longer active PLUS: 7 years THEN: Destroy	
37204	National Farmworker Jobs Program (NFJP) Files (obsolete)	These records document the NFJP grants program. They may include, but may not be limited to, applications for grant funding, application rankings, sub-grant agreements, and requests for payment.	RETAIN UNTIL: End of the calendar year the grant was paid PLUS: 6 years THEN: Destroy	
37207	Migrant Labor Housing Lansing Files (obsolete)	These records document the annual licensure of migrant labor housing under Part 124 of the Public Health Code. They may include, but may not be limited to, intermingled infrastructure permits, license applications, inspection reports, contamination event records, licenses for occupancy, and licensing correspondence. The Migrant Labor Housing (MLH) license is issued annually.	RETAIN UNTIL: Completion of MLH agreement THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37208	Migrant Labor Housing Infrastructure Records	These records document the buildings and infrastructure located in Migrant Labor Housing Camps licensed under Part 124 of the Public Health Code. They may include, but may not be limited to, file completeness summary, Heating Affidavit, Electrical Affidavit, Camp Capacity Worksheets, Well and Septic Permits, and Site Maps. Water quality and disinfection records associated with water quality issues may also be included in this collection. These documents are often superseded by more current information.	RETAIN UNTIL: Migrant labor housing camp is razed PLUS: 3 years THEN: Destroy	
37209	Migrant Labor Housing Files	These records document oversight of migrant labor housing. They may include, but may not be limited to, license applications, payment verifications, inspection records, corrective action plans, license placards, water quality monitoring records, water well testing and lab results, water well disinfection records, correspondence, and supporting documentation.	RETAIN UNTIL: December 31st of the corresponding license year PLUS: 3 years THEN: Destroy	
37210	Migrant Labor Housing Field Inspector Files	These records document field inspections of migrant labor housing. They may include, but may not be limited to, convenience copies of inspection and licensing records, infrastructure records, and water quality records that are used by the field inspector.	RETAIN UNTIL: December 31st of the corresponding license year PLUS: 3 years THEN: Destroy	
37214	Migrant Labor Housing Enforcement Files	These records document enforcement Part 124 of the Public Health Code. They may include, but may not be limited to, notices of intent, compliance agreements, enforcement investigation documentation, corrective action plans, correspondence, improvement cost vouchers, and fine payment schedules.	RETAIN UNTIL: December 31st of the year in which case was closed or settled PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38250	Qualified Forest Program Files	These records document tax exemptions from local school operating millages to landowners whose property is actively managed in a sustainable fashion. They may include, but may not be limited to, applications, forest management plans, forest management plan reviews, recommendations sent to local taxing unit, local taxing unit approval or denial, and timber harvest reports.	RETAIN UNTIL: End of the calendar year the property was rescinded from the program PLUS: 3 years THEN: Destroy	
38920	Farm Produce Insurance Authority (FPIA) Producer Records	These records document producers participating in the FPIA. They may include, but may not be limited to, bank and investment statements, check approvals, check stubs, various check documentation, quarterly report and remittance, administrative assessment quarterly report and remittance, promotion, and farm produce insurance compliance reviews.	RETAIN UNTIL: Producer is no longer eligible PLUS: 7 years THEN: Destroy	
38921	Farm Produce Insurance Authority (FPIA) Claim Files	These records document eligibility and claims submitted to the FPIA program. They may include, but may not be limited to, grain producer premium refund request, grain producer administrative assessment refund request, payment to re-enter the farm produce insurance program, statement of proof of loss, claimants agreement of payment plan, subrogation and assignment of claims for farm produce.	RETAIN UNTIL: Claim is no longer active PLUS: 75 years THEN: Destroy	
38924	Grain Dealer Audit Data - Examnet	These records document grain dealer audits. They may include, but may not be limited to, signed audit reports and supporting documentation.	RETAIN UNTIL: Dealer is no longer licensed PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39422	Migrant Labor Housing Referral Records	These records document requests from individuals or agencies to investigate living conditions at a licensed or suspected migrant labor housing camp. They may include, but may not be limited to, on-site inspections, forms, records reviews, and notifications of corrective action by camp operators.	RETAIN UNTIL: December 31st of the year in which case was closed or settled PLUS: 3 years THEN: Destroy	
42471	Qualified Forest Program Two-Mill Equivalent Fees	These records document 2-mill equivalent participation fees paid by participating landowners via the township where the parcel exists. They include, but may not be limited to, payment vouchers, and supporting documentation.	RETAIN UNTIL: End of the calendar year for which the payment was assigned PLUS: 3 years THEN: Destroy	
42472	Qualified Forest Program Recapture Tax	These records document recapture taxes paid by participating landowners via the county where the parcel exists when land is removed from the program. They include, but may not be limited to, payment vouchers, and supporting documentation.	RETAIN UNTIL: End of the calendar year the property was rescinded from the program PLUS: 3 years THEN: Destroy	
42473	Qualified Forest Program Transfer Applications	These records document changes in ownership of Qualified Forest parcels. They may include, but are not limited to, transfer application forms, removal and replacement affidavits, deeds, and forest management plans.	RETAIN UNTIL: End of the calendar year the property was rescinded from the program PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43440	Farmland and Open Space Preservation Program - Conservation Easement Files and Data	These records document the acquisition or donation of development rights on a parcel land for permanent preservation of agricultural or open space uses. They may include, but may not be limited to, copies of recorded conservation easements filed with the Office of the Great Seal, legal descriptions, property sketches, appraisals, title insurance, title opinion, closing documents, photos, appraisals, donation offers, acceptances, payment vouchers, correspondence, annual monitoring reports, easement baseline reports, supporting documentation, and file paths for the operation of the conservation easement database information related to Inventory and Destruction Logs for inactive easements.	RETAIN UNTIL: MDARD no longer owns the property interest THEN: Transfer to the Archives of Michigan	
43441	Farmland and Open Space Preservation Program - Agricultural Preservation Fund Board Grant Records	These records document the business and operation of the Agricultural Preservation Fund Board and the grants awarded by the Board. The grants are distributed by MDARD to fund the purchase of agricultural conservation easements by local government preservation programs. They may include, but may not be limited to, grant applications, reports, supporting documentation, payment documentation, board meeting documentation, board policies and procedures, correspondence, supporting documentation including grant tracking information contained in the associated databases.	RETAIN UNTIL: Grant is closed out PLUS: 3 years THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Environment, Great Lakes, and Energy	Environmental Investigation Section (EIS)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**EGLE**                    **Department of Environment, Great Lakes, and Energy**  
**EIS**                     **Environmental Investigation Section**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Environmental Investigation Section (EIS) conducts, supervises, and coordinates criminal, civil, and administrative investigations into suspected violations of Michigan's environmental statutes, and cooperates with other divisions, departments, and agencies. This section reports to the DNR Law Enforcement Division, but its employees work for EGLE.		
41815	Environmental Investigation Case Files	These records document enforcement action investigations to determine if there were criminal violations of environmental law. The investigations may relate to illegal dumping, businesses operating without permits and/or licenses, or any other conduct which results in the pollution, impairment, or destruction of the air, water, or other natural resources or the public trust in these resources. They may include, but may not be limited to, Case Trac Investigation Reports, referrals (9107) Investigative Unit Photo Logs (R-9115-1), Photographic Development Records (R-9115-3), Administrative Pages (R-9115-6), Chain of Custody Records (R-9126), Consents to Search (PR-9142), Orders to Show Cause (R-9141), lab reports, correspondence, referral letters, and court decisions.	RETAIN UNTIL: Case is closed PLUS: 20 years THEN: Transfer to the Archives of Michigan	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Environment, Great Lakes, and Energy	Information Management Division (IMD)

**SECTION 2. PURPOSE**

<b>This schedule supersedes previously approved schedules for these records.</b>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN  
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**EGLE**                    **Department of Environment, Great Lakes, and Energy**  
**IMD**                    **Information Management Division**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
00000	Introduction	<p>The Information Management Division (IMD) is responsible for establishing and implementing coordinated department data management standards and processes for information tracking to support transparency and effective internal processes. IMD's goal is to implement processes that allow program staff more time to address program issues and less time on non-programmatic functions. IMD is responsible for assessing information technology tools and strategies to meet the ever-changing business needs of the department. In addition, IMD is responsible for coordinating the department's GIS initiatives, maintaining the department's web site, and overseeing Freedom of Information Act responses. IMD contains a performance optimization section responsible for evaluating department processes, creating and updating department policies and procedures, administrative rulemaking, tracking audits, assuring corrective action plans are implemented, and coordinating appointments and other tasks for the department's various commissions.</p>		

Item #	Series Title	Series Description	Retention Period	Approval Date
37268	Environmental Audit Privilege and Immunity Records	These records document filings from the regulated community notifying the department that they are going to conduct an audit and disclosing violations that they found in the audit, in compliance with Part 148, Environmental Audit Privilege and Immunity, of the Natural Resources Environmental Protection Act, 1994 PA 451, as amended. They may include, but may not be limited to, logs showing what was received and distributed to division staff for processing and official recordkeeping. The records are used to prepare an annual report, per statute.	RETAIN UNTIL: Legislative report is created PLUS: 10 years THEN: Destroy	
42300	Department Audit Files	These records document any audits of EGLE that are conducted by an auditing agency (such as the Office of the Auditor General (OAG), the DTMB Office of Internal Audit Services (OIAS), a federal agency, etc.). They may include, but not limited to, workpapers, correspondence, material findings, analyses, recommendations, supporting documentation, final reports, responses from the department, quality assurance materials, corrective action plans, KeyLight data, and follow-up documentation.	RETAIN UNTIL: Audit is closed PLUS: 5 years THEN: Destroy	
42301	Environmental Permit Review (EPR) Petition Files	These records document petitions that are submitted for permit application reviews, and reviews of a final decision of a contested case. They may include, but may not be limited to, petitions, email messages, scheduling information, status information, petition hearing documents, and final decisions.	RETAIN UNTIL: Final decision is issued PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42302	Lean Process Improvement (LPI) Team Records	These records document the planning and facilitation of LPI and continuous improvement projects. They may include, but may not be limited to, scoping documents, focus group workbooks, agendas, participant packets, workshop workbooks, process maps, implementation workbooks, and executive summaries.	RETAIN UNTIL: LPI Implementation is completed PLUS: 7 years THEN: Destroy	
42303	Fully-Executed Non-Financial Agreement Records (superseded by GS-LEG-0608)	These records document agreements between the department and other government agencies at the federal, state, local, or tribal level, or agreements between the department and companies, universities, non-profit organizations, or other research institutions. Types of agreements covered may include, but may not be limited to, data sharing agreements (DSAs), memoranda of agreement (MOA), memoranda of understanding (MOU), master agreements (MAs), and non-disclosure agreements (NDAs). The files may include, but may not be limited to, contracts, agreements, contract extensions, amendments, modifications, and termination notices.	Retain in compliance with GS-LEG-0608	
43990	Drone Flight Data	These records document drone flights completed by EGLE pilots. Data may include, but may not be limited to, type of flight, flight date, pilot name, drone's FAA registration number, and notes.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
43991	Drone Inventory Data	These records document drone equipment owned by EGLE. Data may include, but may not be limited to, drone model, pilot name, serial number, FAA registration number, FAA registration date, remote ID serial number, flight controller number, smart controller number, and notes.	RETAIN UNTIL: Drone is removed from service PLUS: 1 year THEN: Destroy	



STATE OF MICHIGAN

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Michigan Department of Technology, Management and Budget

Records Management Services

**DTMB-0504 Revised 8/17/2020**

**RMS Preparer**  
**Sam Beland**

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Labor and Economic Opportunity	MIOSHA - Technical Services (MIO50)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

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

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**LEO** Department of Labor and Economic Opportunity  
**MIO50** MIOSHA - Technical Services

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Technical Services Division (TSD) provides a variety of services and resources to support MIOSHA programs and staff. The TSD includes the Consultation Education and Training (CET) Grants Section, the Laboratory and Equipment Services Section (LESS), the Management Information Systems Section (MISS), the Regulatory Services Section (RSS), the Radiation Safety Section (RSS), and the Freedom of Information (FOI)/Budget Section. Standards Section: 33896 - 33897 Lab Section: 33907 CET Grants Section: 33916 Radiation Services Section: 39875 - 39882		
33891	MIOSHA Grant Files	These records document 23(g) compliance grant and 21(d) onsite consultation grants that are awarded to MIOSHA by the federal government. They may include, but may not be limited to, grant applications, working documents, correspondence, grant application guidelines, and financial reporting documents.	Retain in compliance with GS-FIN-0310	
33892	Occupational Disease Reports	These records document occupational disease reports that are submitted by physicians, clinics, hospitals and companies. They may include, but may not be limited to, names and addresses of patients, occupational history information concerning present and previous occupations, physicians medical report including diagnosis, chief symptoms, additional facts, and signature and address of reporting physician.	RETAIN UNTIL: Date received PLUS: 20 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
33896	MIOSHA Standards Amendment Files	These records document the development of safety standards for occupational health, general industry, and construction safety. They may include, but may not be limited to, working drafts of the standard, draft originals, changes, rosters of advisory committee members, advisory committee notes, certified copies of the particular amendment, public hearing notification and transcripts, and correspondence.	RETAIN UNTIL: Amendment is adopted PLUS: 5 years THEN: Destroy	
33897	MIOSHA Standards Inventory Requests	These records document requests for MIOSHA standards from internal and external customers. They may include, but may not be limited to, requests, responses, and supporting documentation.	RETAIN UNTIL: Date received PLUS: 1 year THEN: Destroy	
33907	Occupational Health Laboratory Analytical Records (supersedes item # 5345A, B)	The records document analytical work conducted by the lab. They may include, but may not be limited to, lab notebooks, raw analytical data, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	
33916	Consultation Education and Training Grants Files	These records document consultation education and training (CET) grants that are received. They may include, but may not be limited to, periodic reports, technical assistance records, training content, training coordination records, training sign-in sheets, financial status reports, itemized expense ledgers, and audits.	RETAIN UNTIL: Grant is closed out PLUS: 3 years THEN: Destroy	
39875	Radiation Safety Data System (RSDS) Data	These records document the tracking of registrations and inspections of radiation facilities and machines. Data entries may include, but may not be limited to, facility number, machine number, facility name, facility location, facility contact information, activity dates, invoice and payment information, and patient dose averages.	RETAIN UNTIL: Facility is no longer active PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39876	Radiation Machine Registration/Inspection Facility Records (supersedes item # 34704)	These records document the registration of facilities and machines and on-site inspections that are conducted every 5 years. They may include, but may not be limited to, registration materials, inspection documents, and incident investigation documents. These records include mammography registration documents, but not the annual mammography inspection records (see item #39877).	RETAIN UNTIL: Date received PLUS: 15 years THEN: Destroy	
39877	Annual Mammography Facility Inspection Records	These records document annual on-site inspections of mammography facilities. They may include, but may not be limited to, inspection reports, correspondence, inspection fee payments, and supporting documentation.	RETAIN UNTIL: Date received PLUS: 3 years THEN: Destroy	
39878	Radiation Shielding Plan Reviews	These records document the review of radiation shielding plans. They may include, but may not be limited to, applications, correspondence, engineering drawings, specifications, and shielding measurements.	RETAIN UNTIL: Superseded PLUS: 2 years THEN: Destroy	
39879	Plan Review Database Data Entries	These records document the tracking of reviews of radiation shielding plans. Data entries may include, but may not be limited to, activity dates, review status, staff assignment, facility information, contact information for the plan submitter and facility, and supporting documentation.	RETAIN UNTIL: Superseded PLUS: 2 years THEN: Destroy	
39880	Radiation Instruments Calibration Records	These records document the semi-annual calibration of the field radiation measurement instruments that are used by section staff. They may include, but may not be limited to, instrument information and results.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
39881	Radiation Machine Inspection Field Notes	These records document staff notes that are created during inspections of equipment and sites.	RETAIN UNTIL: Inspection report sent to facility PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39882	Radiation Dosimetry Reports	These records document section staff exposure to radiation during field activity. They may include, but may not be limited to, reports containing the results collected by the radiation dosimetry equipment that is used to monitor exposure and supporting documentation.	RETAIN UNTIL: Date received PLUS: 50 years THEN: Destroy	
41965	MIOSHA Standards Amendment Files of Significance	These records document the development of safety standards for occupational health, general industry, and construction safety that are of significance to the agency. "Significance" is defined as inspections that are politically sensitive or have a significant impact on the operations of the agency. They may include, but may not be limited to, working drafts of the standard, draft originals, changes, advisory committee notes, certified copies of the particular amendment, public hearing transcripts, and correspondence.	RETAIN UNTIL: Amendment is adopted PLUS: 50 years THEN: Transfer to Archives of Michigan	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
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 Records Management Services

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Michigan Gaming Control Board	Administration Division (ADM)

**SECTION 2. PURPOSE**

<p><b>This schedule supersedes previously approved schedules for these records.</b></p>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MGCB**            **Michigan Gaming Control Board**  
**ADM**            **Administration Division**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
00000	Introduction	The Administration Division interacts with agency staff to ensure operational needs are met and provides administrative support services to all MGCB locations.		
40048	Pre-Employment Background Check Records	These records document background checks that are conducted of internal or external job applicants. They may include, but may not be limited to, applicant's information (such as date of birth, address, social security numbers, prior employment, education, telephone numbers, credit history, interview dialogue, references, contact information, etc.), exhibits, job postings, interview notes, correspondence, employee financial disclosures, candidate's resume, Accurint, ICHAT, CCH, Treasury, Secretary of State, FBI fingerprints, transcripts, authorizations to conduct criminal and credit history, personal references and background screening checks (AD-1052), pre-employment authorizations and certifications (AD-1053), handwritten notes, audio and visual recordings, computer forensics, certified mail receipts, letters, and forms.	RETAIN UNTIL: No longer employed PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40052	Employee Internal Investigation Records	These records document investigations concerning MGCB employees. They may include, but may not be limited to, personnel information, hiring information, witness statements, descriptions of events, investigative results, violations, background checks, position action requests, appointment recommendations and notifications, performance evaluations, service ratings, position action information, counseling and disciplinary documents, training documentation, correspondence, and supporting documentation.	RETAIN UNTIL: Investigation is completed PLUS: 5 years THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
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 Records Management Services

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Michigan Gaming Control Board	Responsible Gaming Section (RGS)

**SECTION 2. PURPOSE**

<p><b>This schedule supersedes previously approved schedules for these records.</b></p>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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

**MGCB**                    **Michigan Gaming Control Board**  
**RGS**                     **Responsible Gaming**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Responsible Gaming Section provides self-exclusion options from casino gaming, internet gaming, and internet sports betting for individuals experiencing problems with gambling in accordance with the Michigan Gaming Control and Revenue Act, as amended (PA 69 of 1997), The Lawful Internet Gaming Act (PA 152 of 2019), and The Lawful Sports Betting Act (PA 149 of 2019).		
30546	Disassociated Persons Records and Data	These records document an individual's voluntary placement on the Disassociated Persons List (DPL). Individuals on the list are barred from entering any Detroit casino. The records may include, but may not be limited to, list database, applications, confidentiality notices, orders, waivers, approval memorandums, videos, removal requests, and verification statements. The records contain applicant's personal description, photographs, agreement language, date of placement on the list, etc.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	
40030	Problem Gambling Diversion Program Records	These records document individuals who are first time offenders of the Disassociated Persons List (DPL). These individuals are offered diversion, in lieu of criminal trespass prosecution. The records may include, but may not be limited to, data in the diversion program tracking database, letters offering diversion, authorization to release confidential information, enrollment forms, orientation letters, referral forms, provider letters, discharge summaries, and completion letters.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43195	Responsible Gaming Records and Data	These records document an individual's voluntary placement in the Responsible Gaming Database. Individuals on the list are prohibited from participating in internet sports betting and/or internet gaming. The records may include, but not limited to, list database, applications, approval memorandums and letters. The records contain an individual's personal identifying information, description, photographs, agreement language, date of placement on the list, date of removal from the list, etc.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	
43196	Application Records - Incomplete	These records document individuals who submit incomplete applications for placement on, or removal from, the Disassociated Persons List (DPL), or in the Responsible Gaming Database (RGD). These people do not follow through with appointments for processing, submit the incorrect application, or fail to respond to correspondence within the designated timeframe. The records may include, but may not be limited to, applications, and correspondence.	RETAIN UNTIL: Date determined incomplete PLUS: 6 months THEN: Destroy	



STATE OF MICHIGAN

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Michigan Department of Technology, Management and Budget

Records Management Services

**DTMB-0504 Revised 8/17/2020**

**RMS Preparer**  
Sam Beland

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Military and Veterans Affairs	Michigan Veteran Homes (MVH)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

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

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**DMVA**                    **Department of Military and Veterans Affairs**  
**MVH**                     **Michigan Veteran Homes**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	<p>The Michigan Veteran Homes provide long-term skilled nursing care and services that enhance the well-being of veterans in the place they call home.</p> <p>This schedule supersedes the schedules previously approved for the Grand Rapids Home for Veterans and the D.J. Jacobetti Home for Veterans. The schedule covers these homes and other homes governed by the Michigan Veterans' Facility Authority.</p>		
00001	Table of Contents	<p>All Services: 42020 - 42021 Activity and Volunteer Services: 42025 - 42029 Admissions Office: 42035 - 42036 Business Office: 42041 - 42056 General Services: 42060 - 42067 General Services - Safety: 42070 - 42078 Medical Services: 42080 - 42081 Nursing Services: 42085 - 42086 Pharmacy Services: 42090 - 42094 Social and Chaplain Services: 42095</p>		
42020	Quality Assurance Reports	<p>These records document Quality Assurance (QA) reports for Member Activities, Dietetic Care, Drug Usage, Medical Care, Nursing Care, Rehabilitative Care, Social Services, Pharmacy Services, Infection Control, Housekeeping and Laundry Services and Interdisciplinary Planning of Care. They may include, but may not be limited to, completed quality assurance evaluations, feedback forms, in-service logs, and QA reports on in house forms (INS/016).</p>	<p>RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy</p>	

Item #	Series Title	Series Description	Retention Period	Approval Date
42021	Training Records	These records document training for staff. They may include, but may not be limited to, lesson plans, schedules, attendance documents, handouts, and policies.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
42025	Donation Records	These records document donations that are received, and expenditures from donated fund accounts. They include the donation of materials (non-cash) from veterans organization. They may include, but may not be limited to, cash reports, monthly fund activity reports, account information and balances, reconciliation reports, and donor restrictions.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
42026	Volunteer Applications	These records document the application for volunteer work and background checks conducted on volunteers. They may include, but may not be limited to, the volunteer's name, address, telephone number, type of volunteer work, background check data, request forms, and supporting documentation.	RETAIN UNTIL: No longer volunteering PLUS: 3 years THEN: Destroy	
42027	Volunteers Hours Data	These records document the number of hours worked by each volunteer. Data may include, but may not be limited to, volunteer name, volunteer organization affiliation, date and time worked, and volunteer activity during shift.	RETAIN UNTIL: No longer volunteering PLUS: 3 years THEN: Destroy	
42028	Trip Schedule	These records document the trips that are taken each month. They may include, but may not be limited to, staff and volunteer work schedule for each trip.	RETAIN UNTIL: No longer volunteering PLUS: 3 years THEN: Destroy	
42029	Special Event Planning Records	These records document planning information for community events and on-site activities. They may include, but may not be limited to, contact information, cost, attendance record, volunteer list, date, time and location information.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42035	Member Admissions Register Data	These records document each member's admission to the facility. They may include, but may not be limited to, member name, date of birth, admission date(s), military history, and personal history.	RETAIN UNTIL: Date admitted PLUS: 75 years THEN: Transfer to the Archives of Michigan	
42036	Member Waiting List Application Files	These records document individuals who are applying for admission to the facility. They may include, but may not be limited to, level of care required, name, application complete date, medical review schedule date, and admission schedule including expected date of admission.	RETAIN UNTIL: Offer rejected by applicant, application withdrawn by applicant, or application denied by MVH PLUS: 3 years THEN: Destroy	
42041	Survey, Audit, and Inspection Reports	These records document surveys, audits and inspections that ensure compliance with federal and state regulations. They may include, but may not be limited to, findings citations, notices of inspection, corrective action plans, and correspondence.	RETAIN UNTIL: Calendar year ends PLUS: 4 years THEN: Destroy	
42042	Member Administration Files	These records document each member admitted to the facility. They may include, but may not be limited to, admission papers, transfer agreements, power of attorney, release of information, copy of military discharge, copy of marriage licenses, financial records, and insurance information.	RETAIN UNTIL: Member is discharged or dies PLUS: 10 years THEN: Transfer to the Archives of Michigan	
42043	Member Physician Sick Call Sheets	These records document members who were seen by the physician(s). They may include, but may not be limited to, the member's name, reason for sick call, date, diagnosis, and doctor's initials.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42044	Census Reconciliation	These records document daily reporting of the members who were admitted, transferred, on leave, died, and discharged. They may include, but may not be limited to, midnight census reports out of the electronic medical record (EMR) from each active unit of the facility, and daily census reports for each facility in the EMR system.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
42045	Private Pay and Per Diem Calculations	These records document the basis of the monthly private pay or per diem amount for each member, as well as the claims that are received and processed. They may include, but may not be limited to, annual affidavits, assessment tracking spreadsheets, community spouse spreadsheets, bank statements, over asset letters and notifications, ACH or EFT records, cost analyses, claim forms, correspondence, and supporting documentation.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	
42046	State Home Report and Statement of Federal Aid Claim	These records document monthly and retroactive billings for the Federal VA per diem program. The MVH receive per day reimbursements from the federal government for members who physically remain in the facility. Data may include, but may not be limited to, invoices, gain and loss reports, 10-5588 reports, and daily census printouts.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	
42047	Medicare Insurance Billing Records	These records document billings claims pertaining to physician visits or facility inoculations by facility physicians. They may include, but may not be limited to, member insurance policy numbers, diagnosis codes, procedure codes, dates for services, remittance notices, and claim statements.	RETAIN UNTIL: Calendar year ends PLUS: 10 years THEN: Destroy	
42048	Capitalized Equipment Lists	These records document equipment valued over \$5000 that is owned by the facility. They may include, but may not be limited to, purchase date, serial numbers, document number source, cost, and location.	RETAIN UNTIL: Equipment is disposed of PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42049	Member Financial Account Data	These records document the financial accounts of members. It is also known as the Member Trust System. Data may include, but may not be limited to, deposits, withdrawals, private pay payments and information, daily member status reports, monthly statements, and monthly bank account reconciliations.	RETAIN UNTIL: Member is discharged or deceased PLUS: 10 years THEN: Destroy	
42050	Member Trust Daily Activity Records	These records document daily activity of the cashier, including member transactions. They may include, but may not be limited to, accounts receivable reports, withdrawal and deposit records, bank receipts, daily trial balances, daily reconciliations, and balance sheets.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	
42051	Banking Reconciliation Records	These records document reconciliation of banking activity. They may include, but may not be limited to, bank statements, reconciliation spreadsheets, bank notices, and monthly banking reconciliations provided to MVH administration.	RETAIN UNTIL: Calendar year ends PLUS: 6 years THEN: Destroy	
42052	Charitable Support Fund Records	These records document the balance and activity of the Charitable Support Fund and State Petty Cash Fund drawers. They may include, but may not be limited to, receipts, cash count sheets, work therapy time cards, check copies, and petty cash replenishment requests.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
42053	Member Trust Fund Trial Balance Records	These records document the daily balance of the member trust fund.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
42054	Monthly Member Statements	These records document the funds in each member's account, and they are provided to the member or responsible party monthly. They may include, but may not be limited to, spreadsheets noting monthly member balances, past due payment arrangements, member trust activity statements, patient pay activity, and accounts receivable aging reports.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42055	Deposit Logs	These records document funds that are received for State funds, personal or patient pay funds, or Medical Escrow funds. They may include, but may not be limited to, incoming via USPS cash and check logs, donations, and accounts receivables.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
42056	Financial Workpapers	These records document the analysis of revenues and expenditures, budget forecasts, donations, and/or statistics for all appropriations and funds for the MVH. They may include, but may not be limited to, correspondence, and reports related to expenditures, revenues, population, budget forecasts, and donations.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	
42060	Boiler Room Reports	These records document daily functions of the boiler room. They may include, but may not be limited to, temperature readings, pressure readings, and the date completed.	RETAIN UNTIL: End of calendar year PLUS: 2 years THEN: Destroy	
42061	Building Construction Files	These records document proposed building construction or remodeling to existing buildings on the facility grounds. They may include, but may not be limited to, specifications, design plans (proposed and as-built), blueprints, warranties, and project files.	RETAIN UNTIL: Building is no longer owned by MVH, or is demolished PLUS: 10 years THEN: Destroy	
42062	Cemetery Burial Data	These records document who is buried in the Grand Rapids Home for Veterans' (GRHV) cemetery. Data may include, but may not be limited to, name, burial location, company, regiment, date of death, and causes of death. Source documents may include burial permits, death certificates, and supporting documentation.	RETAIN UNTIL: GRHV no longer operates THEN: Transfer to the Archives of Michigan	
42063	Physical Plant Equipment Files	These records document all equipment within a facility. They may include, but may not be limited to, blueprints, service contracts, warranties, and correspondence.	RETAIN UNTIL: Facility no longer possesses the equipment PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42064	Storeroom Inventory Data	These records document storeroom inventory. They may include, but may not be limited to, supply usage, re-order points, receipts, issues of in-house stock, commodity descriptions, costs, stock levels, vendors, usage by unit, re-order levels, and expiration dates.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	
42065	Storeroom Supply Requisition Records	These records document storeroom supplies. They may include, but may not be limited to, commodity numbers, descriptions of item, vendor information, order quantity, price, and reference number.	RETAIN UNTIL: End of calendar year PLUS: 2 years THEN: Destroy	
42066	Work Order Records	These records document work orders for repairs, preventative maintenance, housekeeping, information technology, dietary, kitchen, storeroom, and the pharmacy. They may include, but may not be limited to, date requested, requesting unit or employee, staff assigned to work order, date completed, and description of work.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	
42067	Vehicle Files	These records document vehicle maintenance on all leased vehicles belonging to the facility, as well as daily travel activity of employees using the vehicles. They may include, but may not be limited to, routine maintenance schedules, manuals, daily driver travel logs, and lease information.	RETAIN UNTIL: Lease is terminated and vehicle is returned PLUS: 3 years THEN: Destroy	
42070	Confined Space Permits	These records document that workers who work in confined spaces were advised of safety hazards and regulations. They may include, but may not be limited to, permits.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
42071	Fire Alarm Preventative Maintenance Records	These records document the testing of fire alarm equipment, fire hoses, etc. They may include, but may not be limited to, equipment and test records.	RETAIN UNTIL: Calendar year ends PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42072	Hot Works Permits	These records document that workers who work with welding, cutting, and brazing equipment have been advised of safety hazards and regulations. They may include, but may not be limited to, employee permits.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
42073	Incident Reports	These records document incident involving members. They may include member information, type of incident, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
42074	Key Assignment Records	These records document the keys that are assigned to employees for restricted areas throughout the facility. They may include, but may not be limited to, key number, date issued, date returned, and employee information.	RETAIN UNTIL: Key is returned PLUS: 3 years THEN: Destroy	
42075	Member Complaints	These records document complaints received from members or their families about treatments. They may include, but may not be limited to, correspondence, reports, and corrective action plans.	RETAIN UNTIL: Issue is resolved PLUS: 4 years THEN: Destroy	
42076	Reports of Unusual Occurrences	These records document reports prepared by an employee following an incident. They may include, but may not be limited to, employee's information, date, time, names of people involved, description of the incident, and any corrective actions taken.	RETAIN UNTIL: Issue is resolved PLUS: 3 years THEN: Destroy	
42077	Safety Officer Daily Shift Reports	These records document the daily activities of safety officers. They may include, but may not be limited to, activities and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
42078	Safety Training Materials	These records document yearly employee training about safety issues such as fire safety, right to know, personal protection equipment, disaster, etc. They may include, but may not be limited to, training date, topic, and attendance.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42080	Member Medical Records and EMR Data	These records document the medical care and other services that are provided to a member. Major fields of data may include, but may not be limited to, member number, name, social security number, date of birth, marital status, insurance coverage, military service, who to notify in case of emergency, diagnosis, dietary information, allergies, authorizations to disclose information, daily activity, medical appointments, transfers, room assignments, leave dates, medical history, treatment, prescriptions, and physician's notes. Documents may include, but may not be limited to, admission applications, change forms, medical history and physical examination reports, progress notes, tissue or histopathology reports, x-ray findings, laboratory reports, EKGs, dental records, therapy evaluations and reports, interdisciplinary care plans, behavior reports, dietary menus, outside medical appointment records, consultation reports, discharge summaries, death certificates, autopsy reports, and mortician receipts.	RETAIN UNTIL: Member is discharged or deceased PLUS: 10 years THEN: Destroy	
42081	Release of Information Log Data	These records document the release of medical records. Data may include, but may not be limited to, requestor name, date of release, and approval information.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
42085	Nursing Scheduling Records	These records document the scheduling of nursing staff, and which unit staff worked on a particular date. They may include, but may not be limited to, daily staffing records, multi-week schedules, call-in sick logs, transfer requests, vacations, and leave time.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	
42086	Nursing Intershift Communication Records	These records document inter-shift nursing staff communications on a shift-by-shift basis. They may include, but may not be limited to, member medical conditions, employee information, and medications.	RETAIN UNTIL: End of calendar year PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42090	Member Pharmacy Data	These records document the administration of the facility's pharmacy and is used to bill all members' drug insurances. They may include, but may not be limited to, member profiles, drug interaction information, and member insurance coverage.	RETAIN UNTIL: Member is discharged or deceased PLUS: 15 years THEN: Destroy	
42091	Pharmacy Reports	These records document each prescription filled through the facility pharmacy. They may include, but may not be limited to, daily and monthly reports.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
42092	Member Prescription Files	These records document each doctor's order to disburse controlled and non-controlled drugs to members. They may include, but may not be limited to, prescriptions.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
42093	Narcotics Delivery Sheets	These records document the delivery of narcotics to nursing stations. They may include, but may not be limited to, narcotic information and supporting documentation.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
42094	Controlled Substance Inventory Data	These records document the disbursement of controlled drugs from the pharmacy's inventory. They may include, but may not be limited to, substance information, substance quantity, disbursement dates and volume, proof of use records, narcotic ordering invoices, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
42095	Burial Transit Permits	These records document the transportation of deceased members for burial. They may include, but may not be limited to, cause of death, place of death, date of death.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Michigan State Police	Biometrics and Identification Division (BID)

**SECTION 2. PURPOSE**

<b>This schedule supersedes previously approved schedules for these records.</b>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

**STATE OF MICHIGAN  
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**MSP**                    **Michigan State Police**  
**BID**                    **Biometrics and Identification Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Biometrics and Identification Division (BID) utilizes cutting edge technologies to assist law enforcement agencies, primarily in the areas of criminal identification and polygraph. BID also oversees forensic art, audio-video analysis, and the photo lab and crime scene image repository.		
30388	Automated Biometric Identification System (ABIS) Data	These records document fingerprints that are collected in accordance with Public Act 289 of 1925. This information is distributed to the criminal history database, the federal government, and the Statewide Network of Agency Photos (item #30389). They may include, but may not be limited to, data dating back to 1923, prints collected using Live Scan, inked impressions on fingerprint cards, and identification information.	RETAIN UNTIL: Fingerprints are collected PLUS: 110 years THEN: Destroy	
30389	Statewide Network of Agency Photos (SNAP) Records	These records document the collection of photographic images of individuals who are arrested using SNAP. They may include, but may not be limited to, photos, identifying information, and arrest information.	RETAIN UNTIL: Photos are created PLUS: 100 years THEN: Destroy	
30390	LIVESCAN System Agreement Records	These records document user agreements between MSP, law enforcement agencies, and the policy council. They may include, but may not be limited to, agreements that identify responsibilities and rules for use of the system.	RETAIN UNTIL: Agreement is no longer in effect PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
30393	ABIS System Agreement Records	These records document user agreements between MSP, law enforcement agencies, and the policy council. They may include, but may not be limited to, agreements that identify responsibilities and rules for use of the system.	RETAIN UNTIL: Agreement is no longer in effect THEN: Destroy	
30398	Fingerprint Cards - Criminal (obsolete)	These records document fingerprints that are collected in accordance with Public Act 289 of 1925. The cards were input into ABIS (see item #30388). They may include, but may not be limited to, identifying information, arrest information, charge information, and fingerprints.	RETAIN UNTIL: Fingerprints are collected PLUS: 110 years THEN: Destroy	
30409	Palm Print Files	These records document palm prints of criminals and various types of applicants. They may include, but may not be limited to, name, birth date, date of prints, submitting agency, complaint number, and signatures of person taking the prints and person being printed.	RETAIN UNTIL: Individual's birth date PLUS: 110 years THEN: Destroy	
37807	Incident Report Photo Lab Media - Unclassified	These records document pictures associated with incident reports (see item #40154). They may include, but may not be limited to, negatives that are sorted by incident number.	RETAIN UNTIL: The records are re-filed into the appropriate record series (see item #37808, 37810). When no boxes are linked to this item, it can be removed from the schedule.	
37808	Incident Report Photo Lab Media - Non-Criminal	These records document photographic evidence that is collected about non-criminal incidents. They may include, but may not be limited to, incident report photo media, and supporting documentation.	RETAIN UNTIL: Photos are created PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37810	Incident Report Photo Lab Media - Criminal and Other Criteria	These records document photographic evidence that is collected about criminal incidents, suicides, natural deaths, overdoses, missing persons cases, fires (unclassified, suspicious, or undetermined), and accidents (fire, explosion, hunting, other shooting, boating, other water). They may include, but may not be limited to, incident report photo media, and supporting documentation.	RETAIN UNTIL: Photos are created PLUS: 110 years THEN: Destroy	
40080	Laboratory Files	These records document lab testing. They may include, but may not be limited to, correspondence, inspection reports, meeting minutes, and inventory information.	RETAIN UNTIL: Testing is completed PLUS: 12 years THEN: Destroy	
40082	Polygraph Summary Information	These records document who is given a polygraph test in connection with a suspected crime. They may include, but may not be limited to, name, birth date, race, and complaint number.	RETAIN UNTIL: Testing for case is completed PLUS: 20 years THEN: Destroy	
40083	Combined DNA Index System (CODIS) Data	These records document DNA profiles obtained from crime scene evidence, convicted offenders, and arrestees that are used to identify unknown DNA profiles. They may include, but may not be limited to, DNA profiles, and identity data.	Permanent	
40084	Sample Tracking and Control System (STACS) Data	These records document DNA testing conducted by the CODIS Section (see item #40083). They may include, but may not be limited to, correspondence, results, DNA profiles, and inventory data.	RETAIN UNTIL: All cases are closed that could use the potential evidence THEN: Destroy	
40087	Staff Qualification Records	These records document that staff are qualified to perform their jobs. They are required for accreditation. They may include, but may not be limited to, competency tests, proficiency tests, and supporting documentation.	RETAIN UNTIL: Employee departs BID PLUS: 6 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40088	Equipment Maintenance Records	These records document the maintenance of equipment used by BID. 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 PLUS: 10 years THEN: Destroy	
40089	SNAP Derived Data	These records document the use and dissemination of information derived for case work associated with digital images in SNAP (Statewide Network of Agency Photos). Data may include, but may not be limited to, user activity, facial recognition searches, mobile and FBI data, and lineup images.	RETAIN UNTIL: Data is created PLUS: 5 years THEN: Destroy	
41455	Statewide Network of Agency Photos (SNAP) Unit Case Support Records	These records document cases in which the SNAP Unit provides investigative assistance for the MSP and other law enforcement agencies. They may include, but may not be limited to, requests, reports, photographs, video, and peer reviews.	RETAIN UNTIL: Case is closed PLUS: 50 years THEN: Destroy	
41457	CODIS Association Notice Records	These records document the results of CODIS (Combined DNA Index System) associations (see item #40083). They may include, but may not be limited to, notices of association, data egrams, quantitation results, communication logs, and supporting documentation.	RETAIN UNTIL: All cases are closed that could use the potential evidence THEN: Destroy	
41458	CODIS Quality Assurance and Quality Control Records	These record document quality assurance and quality control for data in CODIS (Combined DNA Index System). They may include, but may not be limited to, validation studies, and population studies.	RETAIN UNTIL: Chemistry is no longer used PLUS: 10 years THEN: Destroy	
42965	Incident Report Photo Lab Media - Significant Incidents	These records document photographic evidence that is collected about incidents with extraordinary significance. They may include, but may not be limited to, incident report photo media, and supporting documentation.	RETAIN UNTIL: Photos are created PLUS: 110 years THEN: Transfer to the Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
42966	Polygraph Test Records - Homicides and CSC	These records document polygraph tests that are administered for homicides, missing persons, and criminal sexual conduct (CSC) cases. They may include, but may not be limited to, polygraph background information, polygraph examination reports, additional polygraph report pages, authorizations for juvenile polygraph examinations, numerical evaluation of polygraph charts, polygraph question wording, polygraph case backgrounds, voluntary polygraph examinations, complaint reports, question sheet machine recordings, supplemental information, correspondence, polygraph waivers used in polygraph examinations of suspected criminals, informants, and witnesses and victims.	RETAIN UNTIL: Test is completed PLUS: 110 years THEN: Destroy	
42967	Polygraph Test Records - Non-Homicides	These records document polygraph tests that are administered for non-homicide and non-CSC incidents. They may include, but may not be limited to, polygraph background information, polygraph examination reports, additional polygraph report pages, authorizations for juvenile polygraph examinations, numerical evaluation of polygraph charts, polygraph question wording, polygraph case backgrounds, voluntary polygraph examinations, complaint reports, question sheet machine recordings, supplemental information, correspondence, polygraph waivers used in polygraph examinations of suspected criminals, informants, and witnesses and victims.	RETAIN UNTIL: Test is completed PLUS: 30 years THEN: Destroy	
42968	DNA Collection Kits - Paper	These records document the collection of DNA samples from those individuals who are legally obligated to provide a sample to MSP. They may include, but may not be limited to, DNA collected on test papers, incident information, and personal identifying information collected by the law enforcement agency about the respective sample.	RETAIN UNTIL: DNA samples are collected PLUS: 110 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42969	DNA Collection Kits - Electronic	These records document the collection of DNA samples from those individuals who are legally obligated to provide a sample to MSP. They may include, but may not be limited to, DNA collected on test papers, incident information, and personal identifying information collected by the law enforcement agency about the respective sample.	RETAIN UNTIL: All cases are closed that could use the potential evidence THEN: Destroy	
42970	MSP Photographs - Department and Significant Events	These records document MSP events and MSP significant images. They may include, but may not be limited to, photographs that are in both digital and negative print formats.	RETAIN UNTIL: Date created PLUS: 110 years THEN: Transfer to the Archives of Michigan	
42971	MSP Photographs - Civilian Personnel	These records document MSP civilian employees. They may include, but may not be limited to, photographs that are in both digital and negative print formats.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy	
42972	MSP Photographs - Enlisted Personnel	These records document enlisted MSP employees. They may include, but may not be limited to, photographs that are in both digital and negative print formats.	RETAIN UNTIL: Date created PLUS: 75 years THEN: Destroy	
42973	MSP Photographs - Enlisted Personnel (select)	These records document select enlisted MSP employees, such as individuals who fell in the line of duty, department directors, and department deputy directors. They may include, but may not be limited to, photographs that are in both digital and negative print formats.	RETAIN UNTIL: Date created PLUS: 75 years THEN: Transfer to the Archives of Michigan	

Item #	Series Title	Series Description	Retention Period	Approval Date
42974	Audio and Video Forensic Analysis Records - Major or Critical	These records document audio and video that is forensically analyzed for MSP and other law enforcement agencies for major, critical, and non-routine incidents. They may include, but may not be limited to, recorded media generated during the investigation of a complaint, arrest, or search that results in a criminal incident report or other enforcement action, and recorded media that depicts pursuits, the use of force, traffic crashes involving department vehicles, or other critical incidents.	RETAIN UNTIL: All applicable cases are closed, or 3 years, whichever is sooner THEN: Destroy	
42975	Audio and Video Forensic Analysis Records - Routine	These records document audio and video that is forensically analyzed for the MSP and other law enforcement agencies for routine incidents. They may include, but may not be limited to, recorded media generated during traffic stops, citizen contacts, vehicles investigations, persons investigations, facility surveillance, and other routine activity.	RETAIN UNTIL: All applicable cases are closed, or 1 year, whichever is sooner THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
State Police	Field Services Bureau - Districts (FSBD)

**SECTION 2. PURPOSE**

<p><b>This schedule supersedes previously approved schedules for these records.</b></p>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MSP**                    **Michigan State Police**  
**FSBD**                   **Field Services Bureau - Districts**

<b>Item #</b>	<b>Series Title</b>	<b>Series Description</b>	<b>Retention Period</b>	<b>Approval Date</b>
00000	Introduction	The Field Services Bureau Districts includes uniform members and detectives stationed at posts across the state providing law enforcement services to all counties. They are comprised of the First, Second, Third, Fifth, Sixth, Seventh, and Eighth District Offices with accompanying posts, outposts, and detachments.		
40261	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: Destruction is completed PLUS: 3 years THEN: Destroy	
40446	Property Forfeiture Records	These records document notifications that are sent to a property owner when personal property is seized. They may include, but may not be limited to, notices.	RETAIN UNTIL: Notice is sent PLUS: 6 years THEN: Destroy	
40447	Uniform Hazardous Waste Manifest Records	These records document the transport of hazardous waste for off-site treatment, recycling, storage or disposal. They may include, but may not be limited to, manifests containing the type and quantity of the waste being transported, instructions for handling the waste, and signatures of parties involved in the disposal process.	RETAIN UNTIL: Manifest is completed PLUS: 3 years THEN: Destroy	
40448	Hazardous Materials Container Cleanout Records	These records document the cleanout of hazardous waste. They may include, but may not be limited to, login sheets.	RETAIN UNTIL: Container is emptied THEN: Destroy	
40450	Detective Daily Activity Records	These records document the daily activities of detectives. They may include, but may not be limited to, names, dates, locations, and descriptions of activities.	RETAIN UNTIL: Record is created PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40452	Informant Records	These records document informants who participate in investigations. They may include, but may not be limited to, informant code cards, informant reliability records, informant cash ledgers, and informant cash receipts.	RETAIN UNTIL: Informant is last utilized for an investigation PLUS: 10 years THEN: Destroy	
40454	Michigan Automated Prescription System (MAPS) Query Records	This record documents queries made in MAPS (see LARA-MAPS item #34670). They may include, but may not be limited to, query results containing the subject's name, date of birth, purpose of the query, the Drug Enforcement Agency (DEA) number, and the associated complaint number.	RETAIN UNTIL: Query is completed PLUS: 3 years THEN: Destroy	
41185	Juvenile Apprehension Records	These records document when a juvenile is apprehended. They may include, but may not be limited to, reports containing information about the offense, the immediate placement of the juvenile, parent or guardian information, the date of the juvenile's release, and a signature of the party to whom the juvenile is released.	RETAIN UNTIL: Juvenile attains the age of 21 THEN: Destroy	
41186	Release of Motor Vehicle Report Request Records (obsolete)	These records document requests from individuals for a copy of a traffic crash report within 30 days of the traffic crash. They may include, but may not be limited to, request forms.	RETAIN UNTIL: Signed form is received PLUS: 2 years THEN: Destroy	
41187	Preliminary Breath Test (PBT) Instrument Calibration and Maintenance Records	These records document the calibration and maintenance of breath testing instruments. They may include, but may not be limited to, log sheets for each instrument for each calendar year.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	
41188	Firearms Training and Inspection Records	These records document the firearms qualification and inspection process for enforcement members. They may include, but may not be limited to, Firearms Training and Inspection forms.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
41189	Ride-Along Waiver of Liability Records	These records document non-department civilians, who participate in a department ride-along as outlined in Procedure Manual 19-02. They may include, but may not be limited to, Waivers of Liability completed for each participant.	RETAIN UNTIL: Participation date PLUS: 3 years THEN: Destroy	
42990	Routine Surveillance and Security Activity Records - Video	These records document routine surveillance or security activity for land and property (interior and exterior), and activity that does not depict any law enforcement actions, that are captured by video recording systems. They may include, but may not be limited to, video recordings.	RETAIN UNTIL: Recording is created PLUS: 30 days THEN: Destroy	
42991	Training Activity Records - Video	These records document training activities that are captured by video recording systems used by enforcement members, as required by department policy or law. They may include, but may not be limited to, video recordings.	RETAIN UNTIL: No longer useful for future training THEN: Destroy	
43930	Equipment Inventory Records	These records document equipment that is owned by MSP and that is held in storage with MSP. They may include, but may not be limited to, equipment type, identification or number, date assigned, and where it is assigned.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Michigan State Police	Highway Safety Planning (HSP)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MSP**                    **Michigan State Police**  
**HSP**                    **Highway Safety Planning**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Office of Highway Safety Planning aims to save lives and reduce injuries on Michigan roads through leadership, innovation, facilitation, and program support in partnership with other public and private organizations.		
40135	Highway Safety Planning and Reporting Records	These records document the development of the Highway Safety Plan that is submitted to the federal government for approval of Highway Safety funds. They may include, but may not be limited to, highway safety plans, strategic highway safety plans, annual reports, annual grant applications, and supporting documentation.	RETAIN UNTIL: Report is submitted PLUS: 6 years THEN: Transfer to the Archives of Michigan	
40136	Highway Safety Study Files	These records document studies about various highway safety topics, including seatbelt use, and direct observation surveys of handheld device use. They may include, but may not be limited to, research, correspondence, supporting documentation, and final reports.	RETAIN UNTIL: Study is completed PLUS: 10 years THEN: Transfer to the Archives of Michigan	
40137	Approved Grant Project Files	These records document grants that are distributed for a variety of state and federal programs for highway safety. They may include, but may not be limited to, project proposals and narrative, expenditure reports, correspondence, reimbursement forms for federal 402 and 405 grants, state-funded truck safety grant documents, secondary road patrol (416) documents, and contracts.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40138	Equipment Inventory Records	These records document equipment purchased with grant funds for state and local agencies. They may include, but may not be limited to, documentation about the type of equipment, purchase date and price, current value, and equipment location.	RETAIN UNTIL: Equipment is no longer owned PLUS: 10 years THEN: Destroy	
40139	Graphic and Video Communication Records	These records document how OHSP and grant sub-recipients communicate with the general public via graphic and video communications materials. They may include, but may not be limited to, videos, audio files, reports, brochures, postcards, flyers, newsletters, display materials, and digital campaign materials.	RETAIN UNTIL: Grant is completed PLUS: 1 year THEN: Transfer to the Archives of Michigan	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
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 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Michigan State Police	Organizational Development Division (ODD)

**SECTION 2. PURPOSE**

<b>This schedule supersedes previously approved schedules for these records.</b>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MSP**                    **Michigan State Police**  
**ODD**                    **Organizational Development Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Organizational Development Division (ODD) is responsible for providing training to all members of the Michigan State Police, enlisted and civilian, and officers from other law enforcement agencies regarding career development, in-service courses, leadership, wellness and resiliency, and continuing education. ODD also provides statewide traffic safety services and alcohol enforcement assistance.		
40105	Background Investigation Files	These records document background investigations that are completed on Troopers, Motor Carrier Officers, and State Property Security Officers prior to employment with MSP. They may include, but may not be limited to, confidential information gathered about the employee during the hiring process.	RETAIN UNTIL: Job posting closes PLUS: 7 years THEN: Destroy	
40272	Civil Disorder Training Roster Data	These records document officers who received training in civil disorder response tactics for apparatus removal, and who are also knowledgeable and able to train others. They may include, but may not be limited to, information about the officers and the training they received.	RETAIN UNTIL: Training is completed PLUS: 4 years THEN: Destroy	
44075	Training Request Records (Obsolete)	These records document requests to utilize professional development funds to cover expenses associated with member training. They may include, but may not be limited to, requests to utilize funds (TD-014), and documentation of expenses actually incurred and approved for reimbursement (TD-014a).	Immediate Destruction	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
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 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
State Police	Special Operations Division (SOD)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

## STATE OF MICHIGAN RECORDS RETENTION AND DISPOSAL SCHEDULE

**MSP**  
**Michigan State Police**  
**SOD**  
**Special Operations Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Special Operations Division (SOD) supports the rest of Michigan State Police through specialized units.		
40172	Traffic Control Records	These records document joint official orders from County Road Commissions, State Police, and the Department of Transportation to place or remove traffic signs or signals, and to establish regulation speed and parking on state highways or county roads. They may include, but may not be limited to, orders, investigation documents, correspondence, complaint records, traffic studies, road diagrams, requisitions for speed counts, and newspaper articles.	RETAIN UNTIL: Order is rescinded PLUS: 7 years THEN: Destroy	
40260	Operational Planning Records	These records document the plan for a significant upcoming event or activity. They may include, but may not be limited to, people assigned, location, equipment, intelligence, local resources, risk assessments, and mission.	RETAIN UNTIL: Plan is created PLUS: 5 years THEN: Destroy	
40262	Specialized Training Records	These records document special trainings of pilots, bomb technicians, divers. These documents are for specialized skills and are not professional development trainings. They may include, but may not be limited to, proof of attendance, and supporting documentation.	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	
40263	Equipment Inventory Records	These records document all equipment used by the Special Operations Division. They may include, but may not be limited to, tag numbers, descriptions, and people assigned.	RETAIN UNTIL: Equipment is returned, re-assigned, or disposed of THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40265	Pilot Qualification Files	These records document the qualifications of all pilots employed by MSP. They may include, but may not be limited to, physical exams, training, and certifications.	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	
40266	Aircraft Maintenance Records	These records document the maintenance of aircraft owned by MSP. They may include, but may not be limited to, titles, assignments, repair history, and incident reports.	RETAIN UNTIL: Equipment is returned, re-assigned, or disposed of THEN: Destroy	
40267	Risk Assessment Records	These records document assessments of risk that are created prior to each flight. They may include, but may not be limited to, flight time, weather conditions, and pilot information. They are used to tally the level of risk associated with the mission, and high risk missions must be approved up the chain of command.	RETAIN UNTIL: Assessment is created PLUS: 5 years THEN: Destroy	
40268	Flight Scheduling Records	These records document MSP aircraft flights that are conducted across the state. They may include, but may not be limited to, monthly reports containing times, pilot information, and locations.	RETAIN UNTIL: Schedule is created PLUS: 5 years THEN: Destroy	
40269	Explosive Disablement Data	These records document the techniques and procedures used to disable an explosive. They may include, but may not be limited to, case studies, and supporting documentation.	RETAIN UNTIL: Records are no longer used to support the unit THEN: Destroy	
40270	Explosives Inventory Records	These records document explosives owned by MSP that are stored in trucks, bunkers. They may include, but may not be limited to, weekly reports that contain the explosive type, quantity, location.	RETAIN UNTIL: Inventory is created PLUS: 5 years THEN: Destroy	
40271	Canine Liability Records	These records document the waivers of liability that are signed by owners of retired MSP canines.	RETAIN UNTIL: Waiver is signed PLUS: 10 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
40273	Security Survey Records (obsolete)	These records document the evaluation of state-owned buildings to identify risks and needed improvements. They may include, but may not be limited to, survey documents, and supporting documentation.	RETAIN UNTIL: Survey is completed PLUS: 5 years THEN: Destroy	
40275	Sonar Recording Records	These records document the search for underwater objects. They may include, but may not be limited to, readings created by sonar equipment, and supporting documentation.	RETAIN UNTIL: It is determined that nothing was found, or that criminal prosecution will not be sought THEN: Destroy	
40276	Drone Detection System Data	These records document the presence of drones in secure or public safety sensitive areas. Data may include, but may not be limited to, drone identification information, flight data, and location data.	RETAIN UNTIL: Activity is detected PLUS: 3 years THEN: Destroy	



STATE OF MICHIGAN

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Michigan Department of Technology, Management and Budget

Records Management Services

**DTMB-0504 Revised 8/17/2020**

RMS Preparer  
Sam Beland

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Technology, Management, and Budget	CSS - Center for Shared Solutions (CSS)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

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

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**DTMB**                    **Department of Technology, Management and Budget**  
**CSS**                     **CSS - Center for Shared Solutions**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	<p>The Executive Office for DTMB Center for Shared Solutions (CSS) works in partnership with private and public leaders to strategize, plan and implement technology solutions, focusing on business drivers, service-level agreements and strategic plans. The team works to simplify the state's technology architecture and create a unified, enterprise-wide system. This generates cost efficiencies by reducing the support required by diverse systems. High-level Division/Program Areas: eMichigan, Enterprise Portfolio Management Office (EPMO), End User Support, and Michigan's Public Safety Communications System (MPSCS).</p>		
00001	NOTE: General Schedules	<p>No unique records series were identified for this agency. All records maintained by this agency are covered by the State of Michigan's approved General Schedules. The approved General Schedules are available online from the Retention and Disposal Schedules page on Records Management Services' website, <a href="http://inside.michigan.gov/recordsmanagement">inside.michigan.gov/recordsmanagement</a>.</p>		



<b>RMS Preparer</b> Megan Malone
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
Michigan Department of Technology, Management and Budget  
Records Management Services

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**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Department of Technology, Management and Budget	Internal Audit Services (OIAS)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**DTMB**                    **Department of Technology, Management and Budget**  
**OIAS**                    **Internal Audit Services**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Office of Internal Audit Services (OIAS) conducts internal audits and provides consulting services for all state agencies.		
37941	Fiscal Year Risk Assessment and Annual Plan of Engagement	These records document plans to conduct internal audits of state agencies, including plans for specific agencies and statewide plans. They may include, but may not be limited to, plans, risk assessment documents, supporting documentation, and correspondence.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
37942	Internal Audit Administrative Records	These records document monitoring of employee activity for planning purposes such as appointments of internal auditors and responsibilities, etc. They may include, but may not be limited to, communication with department directors, internal control officers, and other applicable parties, internal audit charters, organizational structures, reporting processes, annual internal audit activity, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37943	Internal Audit Process and Tracking Records (supersedes item # 37952, 37954, 37955)	These records document the internal auditing process for financial, performance, and information technology related assurance audits, as well as consulting engagements. In addition, they document the information collected in support of auditing activities, as well as the tracking of OIAS audit and consulting activities. Audit process records may include, but may not be limited to, workpapers, correspondence, material findings, analyses, recommendations, supporting documentation, ACL data, testing records, final reports, responses (from auditee), quality assurance material, corrective action plans, and follow-up documentation. Support and tracking records and data may include, but may not be limited to, audit workpapers, reports, audit findings, consulting reports, follow-up recommendations, corrective action plans, and other supporting documentation for individual audit projects.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
37945	Internal Control Evaluation Records	These records document biennial internal control evaluations that are conducted by each department and are submitted by the department directors to OIAS. They may include, but may not be limited to, reports, internal control reviews, biennial assessments of state agencies, evaluation efforts, internal audit documentation, proposals, work statements, invoices and approvals, audits, analyses and other documentation of monitoring efforts, material findings, and follow-up documents.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37946	Internal Control Evaluations Material Weaknesses Report Data (obsolete)	These records document material weaknesses reported in departmental Internal Control Evaluations for follow-up. Data may include, but may not be limited to, dates, agency information, Internal Control Evaluations findings, and recommendations.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
37949	PA 431 Compliance Records	These records document agency procedures and responsibilities to ensure compliance with MCL 18.1483-18.1489 (PA 431 of 1984), as amended). They may include, but may not be limited to, appointment of internal auditors, responsibilities, internal audit charter, organization, reporting process, recommended plans to correct problems, reports of abuse and deficiencies, and supporting documentation.	RETAIN UNTIL: Superseded by new version PLUS: 5 years THEN: Destroy	
37950	Metrics and Scorecards	These records document performance metrics that are used by the agency. They may include, but may not be limited to, progress reports, supporting data, and documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
37951	Internal Audit Department Files	These records document communication with department directors, internal control officers, and other applicable parties. They may include, but may not be limited to, correspondence, notes, and supporting documentation.	RETAIN UNTIL: Project is closed PLUS: 5 years THEN: Destroy	
37953	Audit & Analysis Computer Environment (AACE) Records	This data is used to support testing and analytics in the audit process. Data may include, but may not be limited to, date of death, date of birth, personal identifying information (PII), and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
37957	Third Party Service Organization (TPSO) Records	These records document analysis and conclusions regarding the sufficiency of Third Party Service Organization (TPSO) controls. They may include, but may not be limited to, correspondence, TPSO information, agency supporting documentation, analyses, and worksheets.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Technology, Management and Budget	Office of Continuous Improvement (OCI)

**SECTION 2. PURPOSE**

<b>This schedule supersedes previously approved schedules for these records.</b>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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

**DTMB**                      **Department of Technology, Management and Budget**  
**OCI**                        **Continuous Improvement**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Office of Continuous Improvement leads statewide programs for improved organizational performance through strategic planning, process improvement, human-centered design, and better technology adoption methods.		
39071	Monthly Newsletters (obsolete)	These records document information that is distributed by the Office of Continuous Improvement and the former Office of Good Government in its monthly newsletters. They showcase projects, awards, etc. across the state.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Transfer to the Archives of Michigan	
39072	Lean Process Improvement (LPI) Records - Facilitator Certifications	These records document state employees who seek or achieved LPI facilitator certification. They may include, but may not be limited to, applications, feedback notes from mentors, training attendance documents, project assignment descriptions, project completion summaries, and award certificates.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
43060	MiResults Application Data (obsolete)	These records document scorecard progress reporting by all state agencies to the Governor. They may include, but may not be limited to, in progress data that is updated on an ongoing basis, published scorecard metrics that are reported on a monthly basis, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43061	Department Scorecard Year-End Reports (obsolete)	These records document scorecard performance reporting by all state agencies to the Governor. They include year-end reporting of scorecard metrics that are published online. These reports will be transferred to the Archives of Michigan annually at the end of each year for permanent preservation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Transfer to the Archives of Michigan	
43062	MiDashboard and MiFuture Dashboard Data (obsolete)	These records document annual and monthly measures that provide a quick assessment of the state's performance in key areas including: economic strength; health and education; value for money government; quality of life; and public safety. They may include, but may not be limited to, quarterly snapshots generated in spreadsheets and html, and data submitted by departments and from other external sources. Data is published online.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
43063	Dashboard Maintenance Data (obsolete)	These records document the maintenance of the dashboard data. Data documents when dashboard information is revised, removed or added.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
43064	Strategic Planning Records - Supporting Documentation (obsolete)	These records document strategic planning activities of DTMB and the Governor using data collected by OCI. They may include, but may not be limited to, notes, correspondence, research and data, drafts, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Destroy	
43065	Strategic Planning Records - Final Reports (obsolete)	These records are the final reports that document strategic planning activities of DTMB and the Governor using data collected by OCI.	RETAIN UNTIL: Date created PLUS: 4 years THEN: Transfer to Archives of Michigan	
43066	Lean Process Improvement (LPI) Records – Project Documents	These records document LPI projects conducted by OCI. They may include, but may not be limited to, final scope documents, workbooks, maps, implementation workbooks, executive summaries, and success stories.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	



STATE OF MICHIGAN

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Michigan Department of Technology, Management and Budget

Records Management Services

**DTMB-0504 Revised 8/17/2020**

RMS Preparer  
Sam Beland

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Technology, Management, and Budget	Office of Retirement Services (ORS)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

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

*All currently approved agency-specific and general schedules are available online at  
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**DTMB**                    **Department of Technology, Management and Budget**  
**ORS**                      **Office of Retirement Services**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Office of Retirement Services (ORS) administers defined benefit pension plans and defined contribution pension plans, including any related insurance benefits. Retirement systems include: - State Employees Retirement System = SERS - State Police Retirement System = SPRS - Judges Retirement System = JRS - Military and Veteran Affairs = MMRS (formerly referred to as MRS and DMVA) Note: ORS began administering this plan on 10/1/2012 - Michigan Public School Employees Retirement System = MPSERS - Social Security Contribution Fund = SSCF (In some instances, ORS is mandated by the federal government to maintain original records because they are related to retirement documentation.)		
21640	Actuary Submission Records (MPSERS/SERS/SPRS/JRS/MMRS)	These records document active member information that is submitted to the retirement fund actuary. They may include, but may not be limited to, the member's name, social security number, member date of birth, spouse date of birth, years of service, contributions (annual and cumulative), and interest.	RETAIN UNTIL: Date final version is submitted to actuary PLUS: 7 years THEN: Destroy	
21641	Option Factor Tables (MPSERS/SERS/SPRS/JRS)	These records document reduction factors that are used to calculate the amount that the beneficiary will receive from the member's retirement benefits.	RETAIN UNTIL: Revised PLUS: 30 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
21646	Michigan Judges Retirement System Data (JRS)	These records document contributions made to the JRS, and are used to calculate retirement benefits and actuarial information. Data may include, but may not be limited to, member information, contribution amounts and activity dates, and beneficiary information.	RETAIN UNTIL: Date the member is no longer a judge, takes a refund, or retires PLUS: 70 years THEN: Destroy	
22703	Life Insurance Cards (prior to 1/2003) (SERS/SPRS) (obsolete)	These records document the designation of a life insurance beneficiary between the years 8/15/1951 - 1/31/2001. They may include, but may not be limited to, employee name, address information, and designation of beneficiary and contingent beneficiaries.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
22704	Account Cards (JRS) (obsolete)	These records contain a history of ORS contributions for each member of the JRS up to 1982. They may include, but may not be limited to, member and contribution information.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
22705	Circuit Court Contributions for the City of Detroit- Pay Period #39 (JRS) (obsolete)	These records document Circuit Court contributions to the JRS for pay period #39 of 1983 and Recorders Court judges' contributions prior to Recorders Court becoming the 3rd Circuit Court.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
26738	Actuarial/Financial Records (MPSERS/SERS/SPRS/JRS/MMRS)	These records document the complete financial history of money expended and reserves of the fund (gains, losses and financial experience). They may include, but may not be limited to, gain/loss reports and special reports (healthcare cost projections, mortality tables, service, compensation, equated tables, balance sheets), annual reports (Chapter I and II), and actuarial valuations (including recommended employer funding rates for subsequent years).	RETAIN UNTIL: Report is filed PLUS: 100 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
28060	Member Evaluation Reports (SERS/SPRS)	These records document annual reporting of employment history, wages and service credit hours starting with the beginning each employee's career. The data also indicates the retirement code at the end of calendar year 1986 and a year-to-date reporting of cumulative service credit hours towards retirement, by retirement code.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
28077	Ledger Cards (1940-1969) (MPSERS/SERS) (obsolete)	These records document annual summary information for the period 1940's - 1969. They may include, but may not be limited to, service and contributions reported on a calendar year basis, by quarter, and any refund information. These cards were microfilmed and are retained in the microfilm format.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
31041	Retirement System Member Files (1/2003 to present) (MPSERS/SERS/SPRS/JRS/MMRS)	These records document each individual who has an account in one of the retirement systems, and are used to determine retirement benefits. They may include, but may not be limited to, W-2 forms, member-history of service, billing computations, statement of insurance coverage choice, lost time statement, requests for retirement information, member account evaluation code sheet, annuity transfer, service credit evaluations, refund forms, military and out of system service forms, member's medical history documentation (medical reports, test results, x-rays, etc.), personal physician's statement of disability, applicant's statement of disability, statement of application for retirement, legal documents (copies of marriage licenses, death certificates, birth certificates, guardianship papers, power of attorney, etc.), application for health insurance, life insurance enrollment, correspondence, elections of retiree pensions options, acknowledgement of application for retiree, nominations of refund benefits, comment sheet, EFT application, change of address authorization, income verification, pop-up calculation sheet, termination information worksheet, and administrative hearing documents.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
31042	Retirement System Member Files (1/2003 to 10/22/2008) (MPSERS/SERS/SPRS/JRS/MMRS) (microfilm)	These records document each individual who has an account in one of the retirement systems, and are used to determine retirement benefits. They may include, but may not be limited to, W-2 forms, member-history of service, billing computations, statement of insurance coverage choice, lost time statement, requests for retirement information, member account evaluation code sheet, annuity transfer, service credit evaluations, refund forms, military and out of system service forms, member's medical history documentation (medical reports, test results, x-rays, etc.), personal physician's statement of disability, applicant's statement of disability, statement of application for retirement, legal documents (copies of marriage licenses, death certificates, birth certificates, guardianship papers, power of attorney, etc.), application for health insurance, life insurance enrollment, correspondence, elections of retiree pensions options, acknowledgement of application for retiree, nominations of refund benefits, comment sheet, EFT application, change of address authorization, income verification, pop-up calculation sheet, termination information worksheet, and administrative hearing documents. Note: due to in-house imaging, microfilm ceased to be created beginning on 10/22/2008.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
34121	Disability Determination Medical Records (MPSERS/SERS/SPRS/JRS)	These records document members who applied for disability retirement benefits and disabled dependents seeking health insurance coverage. They may include, but may not be limited to, workers compensation forms, accident reports, human resource forms, documentation showing beginning and ending dates, medical records, and supporting documentation.	RETAIN UNTIL: 3 months after the determination date PLUS: 70 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
35253	Employer Documentation (MPSERS/SERS/SPRS/JRS/MMRS) (1/2003 to present)	These records document employers that contribute to retirement systems. They may include, but may not be limited to, signed IRS compliance agreement (MIP Employer Pickup Resolution--1986), TDP agreements, supplemental documents, addendums, contract reviews, superintendent certifications, wage and service adjustments, correspondence, and contribution information.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy Note: records created prior to 1/1/2003 will be retained until 1/1/2073	
35254	Employer Documentation (MPSERS/SERS/SPRS/JRS) (1/2003 - 10/22/2008) (microfilm)	These records document employers that contribute to retirement systems. They may include, but may not be limited to, TDP agreements, supplemental documents, addendums, contract reviews, superintendent certifications, wage and service adjustments, correspondence, and contribution information. Note: due to in-house imaging, microfilm ceased to be created beginning on 10/22/2008.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
37652	Unidentifiable Documents Received by ORS (MPSERS/SERS/SPRS/JRS/MMRS)	These records are received by ORS, but the member or organization that they relate to cannot be identified or verified. They are retained in case new information is provided that allows them to be identified.	RETAIN UNTIL: Date received PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
37811	PPRISM Payroll Register - PR-312 (SERS/SPRS) (microfiche original) (obsolete)	These records document bi-weekly payroll information for active employees. They may include, but may not be limited to, gross pay for regular earnings, adjustment codes for deductions, and additions to each employee's salary. This information is used by ORS to determine reportable vs. non-reportable wages for the purpose of calculating a defined benefit pension. It may also be used to calculate partial pays and service credit related to pension calculation. Since this historical information is not available in any other form, it is essential that these records be retained for reference for calculating the pensions of future retirees and/or their beneficiaries. The records cover the years 1992 thru 2001 and they are stored on microfilm.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
37813	Earnings History Report - PR-602 (SERS/SPRS) (microfiche original) (obsolete)	These records document a full calendar year's history of active employees pay period totals, tax and FICA withholding amounts, and retirement type codes. This information is used by ORS to determine wages and service credit to be used in a defined benefit pension calculation. Since this historical information is not available in any other form, it's essential that these records be retained for reference for calculating the pensions of future retirees and/or their beneficiaries. The records cover the years 1968 thru 2001 and they are stored on microfilm.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
38330	CSC Call Recording/Monitoring - Screen Captures (MPSERS/SERS/SPRS/JRS/MMRS)	These records document randomly selected calls that are used to provide coaching and training opportunities for staff of the ORS Customer Service Center or the Employer Reporting Service Center. They may include, but may not be limited to, NICE application screen captures.	RETAIN UNTIL: Date captured PLUS: 45 days THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
38331	CSC Call Recording/Monitoring - Audio Recordings (MPSERS/SERS/SPRS/JRS/MMRS)	These records document audio recordings of client service center calls that are used to provide coaching, training, and research opportunities. The NICE call recording/monitoring application records all ACD (Automatic Call Distributor) calls coming to the ORS Customer Service Center or the Employer Reporting Service Center. The system has the ability to be turned on and record calls when agents are contacting members relating to retirement issues.	RETAIN UNTIL: Recording date PLUS: 2 years THEN: Destroy	
38332	Customer Relationship Management Data (MPSERS/SERS/SPRS/JRS/MMRS)	These records document phone and walk-in interactions with customers. Information collected on each interaction is limited to pre-defined topics, with the possibility of an optional comment. Data may include, but may not be limited to, dates, agent information, customer information, call topic, resolution, and comments.	RETAIN UNTIL: Date of interaction PLUS: 25 years THEN: Destroy	
38334	Customer Relationship Management - "999" SSN Data (MPSERS/SERS/SPRS/JRS/MMRS)	These records document phone and walk-in interactions with customers. These interactions are not associated with a specific individual or member. Data may include, but may not be limited to, dates, agent information, customer information, call topic, resolution, and comments. Since this data is non-member specific, a default number is assigned that starts with 999.	RETAIN UNTIL: Date of interaction PLUS: 2 years THEN: Destroy	
38335	Member and Retiree Account Information (1/2003 - present) (MPSERS/SERS/SPRS/JRS/MMRS) (supersedes item # 38337)	This data documents information at the individual account level regarding active members and benefit recipients. Data/information may include, but may not be limited to, employer reporting, account maintenance (including user access records such as security questions for the web application), pension payroll, and other transactions.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy Note: records created prior to 1/1/2003 will be retained until 1/1/2073	

Item #	Series Title	Series Description	Retention Period	Approval Date
38336	Process Support Policy Monitoring Documentation (MPSERS/SERS/SPRS/JRS/MMRS)	These records document the verification, validation, activities and approvals related to the monitoring and (re)certification processes. They may include, but may not be limited to, system security (re)certifications, policy monitoring, proof of record security, acknowledgement of compliance, conflict of interest, non-disclosure certification, security awareness course completion documentation.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	
38338	Web Application - Guest Messages and Responses (MPSERS/SERS/SPRS/JRS/MMRS)	These records document when an individual has not registered or has forgotten their login information. miAccount allows them to communicate through a secure message board to receive general retirement information. No specific account information is provided to a guest user since ORS has no data to validate the user is an actual member of the system. All information included in a guest message response could be found on the static website.	RETAIN UNTIL: Date of the last message in the specific message thread PLUS: 2 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39020	Membership Files (SERS/SPRS/JRS) (prior to 9/1999) (original microfilm) (obsolete)	These records document each individual who has an account in one of the retirement systems, and are used to determine retirement benefits. They may include, but may not be limited to, W-2 forms, member-history of service, billing computations, statement of insurance coverage choice, lost time statement, requests for retirement information, member account evaluation code sheet, annuity transfer, service credit evaluations, refund forms, military and out of system service forms, member's medical history documentation (medical reports, test results, x-rays, etc.), personal physician's statement of disability, applicant's statement of disability, statement of application for retirement, legal documents (copies of marriage licenses, death certificates, birth certificates, guardianship papers, power of attorney, etc.), application for health insurance, life insurance enrollment, correspondence, elections of retiree pensions options, acknowledgement of application for retiree, nominations of refund benefits, comment sheet, EFT application, change of address authorization, income verification, pop-up calculation sheet, termination information worksheet, and administrative hearing documents.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
39021	Refund Files (SERS/SPRS) (prior to 1/2003) (obsolete)	These records document members who terminated their employment and are withdrawing their contributions. They may include, but may not be limited to, applications, and correspondence.	RETAIN UNTIL: January 1, 2003 PLUS: 50 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39022	Retired Federal Military Employee with State Duty (pre-10/1/2012 transfer from DMVA to ORS) (MMRS) (obsolete)	These records document federal employees with state duty under the Military and Veteran Affairs system (MMRS), who have at least 20 years of service and who reached the age of 55. These employees receive a monthly pension from the State of Michigan. They may include, but may not be limited to, verifications of service, applications for pension, beneficiary forms, and tax forms.	RETAIN UNTIL: Until pension benefits are no longer being paid PLUS: 5 years THEN: Destroy	
39023	Social Security 218 Contribution Master Agreement Files (SSCF)	These files document the agreements between the State of Michigan and various entities for Social Security coverage (218 contributions). They may include, but may not be limited to, master agreements, resolutions, and correspondence.	Permanent	
39026	Contract Administration Records (MPSERS/SERS/SPRS/JRS/MMRS) (supersedes item # 4504A-B)	These records document the administration of contracts. They may include, but may not be limited to, requests for proposal, responses, contracts, contract amendments, financial records, invoices, approvals, annual rate changes, and correspondence.	Retain in compliance with GS-PRO-0803	
39027	Litigation Records (MPSERS/SERS/SPRS/JRS/MMRS)	These records document litigation related to the administration of the retirement systems. They may include, but may not be limited to, transcripts, exhibits, pleadings, decisions, correspondence, and supporting documentation.	Retain in compliance with GS-LEG-0606	
39028	Board Member Files (MPSERS/SERS/SPRS/JRS) (supersedes item #4506)	These records document members of the retirement boards. They may include, but may not be limited to, approvals, correspondence, and travel vouchers.	Retain in compliance with GS-MEET #707	
39029	Access Requests	These records document requests to access ORS information systems and portable media. They may include, but may not be limited to, requests to add/remove, authorizations, and re-certifications.	Retain in compliance with GS-IT-0505	

Item #	Series Title	Series Description	Retention Period	Approval Date
39030	Payroll Certification Records (MPSERS/SERS/SPRS/JRS/MMRS)	These records document the monthly certification of the retiree pension payroll. They may include, but may not be limited to, the total number of pension payments issued, the corresponding gross and net payment amounts, and the monthly totals of new additions (new benefits initiated) and deletions (benefits discontinued).	RETAIN UNTIL: Payroll date PLUS: 20 years THEN: Destroy	
39031	Beneficiary Nomination Form (prior to 1/2003) (MPSERS) (obsolete)	These records document the beneficiary of a MPSERS retirement account, required by Public Act 194 of 1989, and are completed by the member to provide actuarial valuation information for determining funding of future retirement benefits and for nominating or updating information on a beneficiary. They may include, but may not be limited to, member information (name, social security number, birthplace and birth date), and beneficiary nomination.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
39032	Unisex Mortality Tables (MPSERS/SERS/SPRS/JRS)	These records document unisex joint and survivor reduction factors that are used to calculate the amount that a beneficiary will receive from a member's pension. They may include, but may not be limited to, pension calculation information and supporting documentation.	RETAIN UNTIL: Final version is submitted PLUS: 30 years THEN: Destroy	
39033	Finish File Original (MPSERS) (obsolete)	These records document members who have minimal service activity in the public school system and may have taken refund. They may include, but may not be limited to, correspondence, code sheets (RS-110), and requests for transfer of service.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39034	Member Files (prior to 1/2003) (MPSERS) (obsolete)	<p>These records document non-Detroit MPSERS members. They may include, but may not be limited to, board minutes documenting sabbatical leave, W-2 forms, member-history of service (R-50C), billing computations (R-14C), statements of insurance coverage choice (R-17C), reduction authorization actions (R-34C), lost time statements (R-36C), requests for retirement information (R-38C), member account evaluation code sheets (R-57C), and annuity transfers (R-58C). Inactive Accounts may also include:</p> <ol style="list-style-type: none"> <li>1. There is a group of approximately 600 members who were active members of MPSERS and became inactive members due to the 1974 automatic transfer (Public Act 240 of 1943, as amended). These members transferred from MPSERS to SERS. All contributions were transferred and the history microfiche flags these accounts as "DECEASED" and "REPAYMINUS" (i.e., "Repay--").</li> <li>2. Limited members (a person who elects the optional retirement system under Public Act 156 of 1967, as amended at Central Michigan, Eastern Michigan, Northern Michigan, Western Michigan, Michigan Technological University, Lake Superior, or Ferris State) are considered "active members". However, these accounts are not discernible by data processing and will be unidentifiable as inactive accounts. Retired Accounts may also include: member's medical history documentation (medical reports, test results, x-rays, etc.), personal physician's statement of disability (R-52C), school officer's statement of incapacity (R-85C), applicant's statement of disability (R-84C), statement of application for retirement (R-9C), legal documents (copies of marriage licenses, death certificates, birth certificates, guardianship papers, power of attorney, etc.), application card for health insurance (DN-1326), life insurance enrollment card, correspondence, application for retiree (R-9C), elections of retiree</li> </ol>	<p>RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy</p>	

Item #	Series Title	Series Description	Retention Period	Approval Date
		pensions options (R-10C), acknowledgement of application for retiree (R-39C), nominations of refund benefits (R-111C), comment sheet (R-221C), EFT application (R-288C), change of address authorization (R-60C), income verification (R-199C), pop-up calculation sheet (R-234C), termination information worksheet (R-276C), etc.		
39035	Inactive Accounts by ID Number (AR 20/030) Original (obsolete) (MPSERS/SERS/SPRS)	These records document inactive accounts. They may include, but may not be limited to, accounts lists with identification numbers and supporting documentation.	RETAIN UNTIL: Date microfilm was created PLUS: 50 years THEN: Destroy	
39036	Pension Payroll Listing (AR 40/241) Original (MPSERS) (obsolete)	These records document the monthly payroll by social security number. They may include, but may not be limited to, retirement number, pension amount, total of post-retirement increases, deductions for health and/or life insurance, and net amount of the payment.	RETAIN UNTIL: Date microfilm was created PLUS: 15 years THEN: Destroy	
39037	School District Listing Cards (MPSERS) (obsolete)	These cards document school districts that consolidated, annexed, or closed. They include both active and inactive school districts, and are used for historical tracking to determine if a school is still in existence.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy	
39038	Quarterly Affidavits (R-1022) Original (MPSERS) (obsolete)	These records document quarterly wages for each reporting unit. Affidavits must be signed by a reporting unit official and notarized. They may include, but may not be limited to, the amount of wages paid to MPSERS members, hours reported, number of employees, wages paid from federal funds, and payment of a certain percent of wages.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	
39039	Member Refund Applications - Original (MPSERS/JRS) (obsolete)	These records document members who have terminated their employment and are withdrawing their contributions. They may include, but may not be limited to, correspondence, and applications.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39040	Retirement Plan Elections (R-48C) Original (MPSERS) (obsolete)	These records document which retirement plan is elected by MPSERS members. This form is filed in accordance with Public Act 300 of 1980, amended in 1985. Members can choose from two retirement plans: the Member Investment Plan or the Basic Plan.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
39041	Defined Contribution/Deferred Compensation Wire Transfer (MPSERS/SERS/SPRS/JRS/MMRS)	These records document the breakdown of the money sent to the vendor that administers the defined contribution and deferred compensation plans. They may include, but may not be limited to, bi-weekly summary reports that contain fund type, loans, contributions, distributions, and repayments.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
39042	Defined Contribution/Deferred Compensation Deferral Changes (MPSERS/SERS/SPRS/JRS/MMRS)	These records document deferral changes requested by members and sent back to HRMN for processing. They may include, but may not be limited to, bi-weekly reports listing the changes made and supporting documentation.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	
39043	Clarety Data Dictionary (MPSERS/SERS/SPRS/JRS/MMRS)	These records document the types of data that is stored in the Clarety database. They may include, but may not be limited to, each table and field description, as well as the data that will appear with the assigned information asset classification for that specific field.	RETAIN UNTIL: Revised THEN: Destroy	
39044	Deferred Compensation Master File Maintenance Summary Reports (SERS) (obsolete)	These records document bi-weekly transactions in each pay period for the Deferred Compensation I (457) plan.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	
39045	Deferred Compensation Transaction Registers (SERS) (obsolete)	These records document transactions for the Deferred Compensation I (401K and 457) plans.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39046	Deferred Compensation Accounts Flagged Reports (SERS) (obsolete)	These records document accounts that are flagged and should not receive an interest calculation.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	
39047	Deferred Compensation Participant History File (SERS)	These records document members enrolled in the Deferred Compensation I (457) plan. They may include, but may not be limited to, undeliverable W-2s, W-4's (active and superseded), deposit agreements, file maintenance for the payment system, and residency certifications.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy Note: records created prior to 1/1/2003 will be retained until 1/1/2073	
39048	Deferred Compensation Transaction Registers (bi-monthly) (SERS) (obsolete)	These records document transactions for the Deferred Compensation (401K and 457) plans. They may include, but may not be limited to, member information, and beginning and ending balances.	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	
39049	Deferred Compensation Plan Rules and Regulations (SERS/MPERS)	These records document the requirements, rules and regulations used to implement the various deferred compensation plans.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	
39050	Audits (MPERS/SERS/SPRS/JRS/MMRS)	These records document audits of the various plans, including ICE, health plan audits, auditor general, defined contribution plan, external and internal audits, etc. They may include, but may not be limited to, audit reports, workpapers, corrective action plans, and correspondence.	RETAIN UNTIL: Fiscal year ends PLUS: 10 years THEN: Destroy	
39051	Annual Comprehensive Financial Report (ACFR) (MPERS/SERS/SPRS/JRS/MMRS)	These records document the official audited financial statements of ORS. This report is used as a means of determining compliance with legal provisions, and as a means for determining responsible stewardship of the funds of the retirement systems. They may include, but may not be limited to, introductory, financial, actuarial, investment, and statistical information.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39052	Detroit Member Records (prior to 1/2003) (MPSERS) (obsolete)	<p>These records document MPSERS members from Detroit prior to 2003. They may include, but may not be limited to, Board Minutes Documenting Sabbatical Leave, W-2 Forms, Member-History of Service (R-50C), Billing Computation (R-14C), Statement of Insurance Coverage Choice (R-17C), Reduction Authorization Action (R-34C), Lost Time Statement (R-36C), Request for Retirement Information (R-38C), Member Account Evaluation Code Sheet (R-57C), Annuity Transfer (R-58C), Member's Medical History Documentation (medical reports, test results, X-rays, etc.), Personal Physician's Statement of Disability (R-52C), School Officer's Statement of Incapacity (R-85C), Applicant's Statement of Disability (R-84C), Statement of Application for Retirement (R-9C), Legal Documents (copies of marriage licenses, death certificates, birth certificates, guardianship papers, power of attorney, etc.), Application Card for Health Insurance (DN-1326), Life Insurance Enrollment Card, correspondence, Application for Retiree (R-9C), Elections of Retiree Pensions Options (R-10C), Acknowledgement of Application for Retiree (R-39C), Nominations of Refund Benefits (R-111C), Comment Sheet (R-221C), EFT Application (R-288C), Change of Address Authorization (R-60C), Income Verification (R-199C), Pop-up Calculation Sheet (R-234C), Termination Information Worksheet (R-276C), Member Account Transaction Form (RS-2002), Member Account Payroll Adjustment Form (RS-2001), Statement of Application (DPSERS-22), Option Election (RET-32), Statement of Service in Public Schools (DPSERS-50), Separation from Service (4149), Blue Cross Signature (I-73), Miscellaneous Forms (birth certificates, military applications, estimates, etc.), and School Officer's Corroborative Affidavits (Form 28).</p>	<p>RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy</p>	

Item #	Series Title	Series Description	Retention Period	Approval Date
39053	Detroit ARMS Snapshot (AR 22/225) (MPSERS) (obsolete)	These records document Detroit members of MPSERS. They were captured from the ARMS system.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
39054	Education Achievement Authority (EAA) Records (MPSERS)	These records document Education Achievement Authority (EAA) participants. They may include, but may not be limited to, demographic, and wage and contribution information.	RETAIN UNTIL: July 2012 PLUS: 70 years THEN: Destroy	
39056	Detroit Biweekly Payroll (MPSERS) (obsolete)	These records were created by the Detroit Board of Education and are used to evaluate and balance service credit and wages for Detroit members.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
39057	Detroit Member Alpha List (AR 22/220) (MPSERS) (microfilm) (obsolete)	These records document all active Detroit members of MPSERS.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
39058	Member Account Cards (MPSERS/SERS) (obsolete)	These records document member service and contributions for various retirement plans prior to 1970. They may include, but may not be limited to, social security number, refund information, repayment of refund, purchase of out-of-system service, and purchase of military service. They cover the following employees: 1) MPSERS (non-Detroit members): Teachers from 1917 forward, substitute teachers from July 1, 1936, non-teaching employees from July 1, 1941, and IBM cards from 1955-1960 2) SERS - 1944-1969	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
39059	Member Balance Cards (MPSERS/SERS) (obsolete)	These records document member service and contributions for the years 1961 - 1970. They may include, but may not be limited to, refund information.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
39080	Member Valuation Cards - Alpha and SSN (MPSERS) (obsolete)	These records document annual summary information for 1955-1960.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39081	Annuity Savings and Pension Accumulation Cards (original) (MPSERS) (obsolete)	These records document the amount contributed to the system by members during the years 1945-1974.	RETAIN UNTIL: January 1, 2003 PLUS: 70 years THEN: Destroy	
39083	Remittance Slips (prior to 1/2003) (MPSERS) (obsolete)	These records document payments to insure proper crediting to a member account.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	
39084	Retirement Board Composition Chart (MPSERS/SERS/SPRS/JRS) (supersedes item #4509)	These records document that the MPSERS Board membership reflects statutory requirements.	Retain in compliance with GS-MEET-0707	
39085	Final Wage and Detail Reports (MPSERS) (obsolete)	These records document all wages and deductions for retirement for each member. They are used by auditors for audit posting to member's accounts and as a check of service credit.	RETAIN UNTIL: Date microfilm was created PLUS: 10 years THEN: Destroy	
39086	Equipment Inventories (MPSERS, SERS, SPRS, JRS, MMRS)	These records document equipment in ORS's possession and equipment warranties, including laptops, computer hard drives, monitors, peripheral equipment, etc. They may include, but may not be limited to, itemized lists, reports, and supporting documentation.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	
39087	Business Process Documentation	These records document ORS business process planning, and are used to drive the focus of the office's business processes. They may include, but may not be limited to, process definitions, process catalogs, process/system maps, research, meeting notes, Visio maps, and supporting documentation.	Retain in compliance with GS-ADM-0109	

Item #	Series Title	Series Description	Retention Period	Approval Date
39088	Detroit 4301 Files	These records document Detroit Public School reporting of employment history, wages and service credit hours starting with the beginning of each employee's career. They may be used to determine accuracy of reported wages and service credit hours. They may include, but may not be limited to 4301 documents, cross reference files, and quarterly reports.	RETAIN UNTIL: Employee no longer works for the Detroit Public Schools PLUS: 70 years THEN: Destroy	
39089	Payroll Audit Data	These records capture the payroll audit process to ensure accuracy and compliance with applicable laws and adherence to internal policies. Payroll audit records may include audit reports, supporting worksheets, reconciliations, and correspondence related to payroll audits.	RETAIN UNTIL: Date created PLUS: 70 years THEN: Destroy	
39090	MPSERS Inactive Idle Accounts (obsolete)	These records document annual reporting of employment history, wages and service credit hours for MPSERS employees prior to 1982.	RETAIN UNTIL: Date microfilm was created PLUS: 70 years THEN: Destroy	
39091	Record Disposal Data	These records document when ORS disposed of records that met their retention period. Data may include, but may not be limited to, title or description of the record, and disposal date.	RETAIN UNTIL: Disposal date PLUS: 2 years THEN: Destroy	
39092	MPSERS 3% Closing Agreement Records	These records document the IRS' final determination regarding the 3 percent retiree healthcare contributions being exempt from federal income and FICA taxes. They may include, but may not be limited to, determinations and supporting documentation.	RETAIN UNTIL: Date final agreement was made PLUS: 70 years THEN: Destroy	



STATE OF MICHIGAN

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Michigan Department of Technology, Management and Budget

Records Management Services

**DTMB-0504 Revised 8/17/2020**

**RMS Preparer**  
Sam Beland

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Technology, Management, and Budget	State Administrative Board (SAB)

**SECTION 2. PURPOSE**

**This schedule supersedes previously approved schedules for these records.**

**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General	
Records Management Services	Office of the Auditor General	Approval Date:
Archives of Michigan	State Administrative Board	

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

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

**DTMB**                    **Department of Technology, Management and Budget**  
**SAB**                     **State Administrative Board**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	Per P.A. 2 of 1921, the State Administrative Board (SAB) has general supervisory control over the administrative activities of all state departments and agencies, including, but not limited to, the approval of contracts and leases, oversight of the state capitol outlay process and the settlement of claims against the State under \$1,000.00. The SAB functions through three standing committees that make recommendations to the Board. The SAB members are the Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, Superintendent of Public Instruction and the Director of the Department of Transportation.		
28517	Claim Form Records	These records document claims (under \$1000) submitted by individuals for consideration against the State of Michigan. The State Administrative Board (SAB) reviews the claim and issues a decision. They may include, but may not be limited to, claim forms, decisions, and supporting documentation.	RETAIN UNTIL: Date received PLUS: 7 years THEN: Destroy	
28518	Claims Data	These records document the status of claims that are submitted for each calendar year. Data may include, but may not be limited to, claim number, claimant's name and contact information, inmate number (for prisoner claims), claim amount, activity dates, offending department, description of loss, and resolution.	RETAIN UNTIL: Claim is resolved PLUS: 5 years THEN: Destroy	



<b>RMS Preparer</b> <b>Caryn Wojcik</b>
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STATE OF MICHIGAN  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 Michigan Department of Technology, Management and Budget  
 Records Management Services

**DTMB-0504 Revised 8/17/2020**

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

**SECTION 1. DEPARTMENT**

DEPARTMENT	DIVISION AND CODE
Transportation	Construction Field Services Division (CFS)

**SECTION 2. PURPOSE**

<p><b>This schedule supersedes previously approved schedules for these records.</b></p>
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**SECTION 3. APPROVALS**

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

The records described herein are deemed necessary:

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

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

Agency Representative	Department of Attorney General
Records Management Services	Office of the Auditor General
	Approval Date:
Archives of Michigan	State Administrative Board

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

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**MDOT**                    **Department of Transportation**  
**CFS**                     **Construction Field Services Division**

Item #	Series Title	Series Description	Retention Period	Approval Date
00000	Introduction	The Construction Field Services Division (CFS) is responsible for contract oversight, the revision and publication of the Standard Specifications for Construction, overseeing the revision and publication of all construction, and providing general specification technical information. CFS is responsible for bituminous and concrete construction materials, mixtures and investigations, mixture testing, and materials testing.		
28898	Construction Project Monitoring Records, 2005-present	These records document the monitoring and final closeout of road or bridge construction projects and demolition projects. They may include, but may not be limited to, contracts, proposals, addendums, subcontracts, subcontract summaries, insurance policies and data, final estimate review summary, extension of contract time request, contract changes, records of authorizations, construction inspections certification reports, summary sheets, preliminary financial estimates, job verification, pre-construction meeting minutes, notice to bidders, letting advertisements, trainee assignment distribution, report of individual trainee on the job training program, work orders, biweekly construction progress report, acceptance report recommendation for extension of time, and correspondence.	RETAIN UNTIL: Project is financially closed out PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
28899	Construction Project Claims Records	These records document the process for disputed claims for extra compensation for any reason not specifically covered elsewhere in the contract. Claims for extra compensation, whether on behalf of the Contractor or a Subcontractor, must be signed and made directly by the Contractor. They may include, but may not be limited to, contractor documentation in support of claim, notice of claim extension, contract provision documentation supporting the claim, and correspondence.	RETAIN UNTIL: Claim is closed PLUS: 7 years THEN: Destroy	
28900	State Trunkline Highway Friction Testing Records	These records document highway restoration programs. They may include, but may not be limited to, annual reports, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
36826	Pavement Selection Records	These records document the selection of pavement types, via a life cycle cost analysis (LCCA), for MDOT road construction projects that contain over the threshold dollar amount in estimated paving costs, as specified in MCL 247.651 (h). They may include, but may not be limited to, signed and approved LCCA, backup calculations and documentation that went into the analysis, pavement design information, soil borings and reports, traffic projections, region and paving industry correspondence, and comments.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	
36836	Nuclear Moisture Density Gauge Records	These records document compliance with requirements of the Nuclear Regulatory Commission (10 CFR). They may include, but may not be limited to, applications for by-product license, by-product license, inventory, calibrations, maintenance schedule, maintenance history, source disposal data, safety posting requirements, wipe test results, radiation survey instruments (Geiger Counter) list, monitor training data, recalibration schedule, and Dosimetry reports (yearly).	RETAIN UNTIL: License is terminated PLUS: 25 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36837	Pavement Management System Videos (obsolete)	These records document the collection location of the annual pavement distress data (including a downward view of the pavement), annual pavement profile data (ride quality), and annual pavement rut depth data, which is necessary to comply with MCL 247.651h, which states in part, that MDOT's pavement selection process "...shall be based upon Michigan's actual historic project maintenance, repair, and resurfacing schedules and costs as recorded by the pavement management system...", as well as other Federal Highway Administration data collection and reporting requirements. They may include, but may not be limited to, videos created between 1991-2005.	RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy	
36838	Materials Manufacturers' Certification Verification Records	These records document monitoring of the adequacy of manufacturer's certification, as required by MDOT materials quality assurance procedures manual. They may include, but may not be limited to, manufacturer's certification, suppliers' re-certification, requests for certification verification samples, laboratory test reports, and field inspection reports.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
36839	Aggregate Certification Records	These records document certification of the suitability of aggregate for MDOT construction use within established specifications. They may include, but may not be limited to, aggregate certifier list by source or distribution (pass-thru) facility, mailing list of aggregate and pass-thru certifiers, revisions to materials quality assurance procedures manual aggregate certification section, and correspondence.	RETAIN UNTIL: Project is financially closed out PLUS: 4 year THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
36840	Aggregate Source Records	These records document monitoring of the condition of aggregate source materials. They are used to provide geologic data for inquiries. They may include, but may not be limited to, reports of tests, field inspection reports, research reports, site specific correspondence, location map, and surveys.	RETAIN UNTIL: Mine or quarry is re-purposed THEN: Destroy	
36842	Highway/Transportation Technical Investigation and New Material Evaluation Records (obsolete)	These records document technical investigations and new material evaluation submittals. They are used for failure investigations and analysis.	RETAIN UNTIL: Closeout of the investigation or submittal PLUS: 25 years THEN: Destroy	
39561	Engineer Project Certification Review Records	These records document authorizations to project engineers who are certified for processing of project estimates without project reviews. They may include, but may not be limited to project record certifications, and correspondence.	RETAIN UNTIL: Certification is no longer valid PLUS: 4 years THEN: Destroy	
39562	Engineer Final Estimate Review Summary Records	These records document authorizations to project engineers who are not certified under the engineer certification program for processing of final estimates. They may include, but may not be limited to, Final Estimate Review Summaries, and correspondence.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
39563	Labor Compliance Reporting Records	These records document compliance with Federal Highway Administration regulations (49CFR, Part V). They may include, but may not be limited to, reports containing project labor costs, labor violation statistics, correspondence, and Semi-Annual Labor Compliance Enforcement Reports.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
39565	Hot Mix Asphalt (HMA) Records	These records document certifications, material design and construction acceptance. They may include, but may not be limited to, HMA Certification Inspection Checklists, Reports of Test MARSHALL HMA Design Mix Formula, Reports of Test SUPERPAVE HMA Design Mix Formula, and HMA Independent Assurance Tests.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	
39742	Construction Zone Operation Records	These records document and monitor construction zone operation and traffic control devices. They may include, but may not be limited to, correspondence, lists of projects, review details, maps, drawings, and work zone audit reports.	RETAIN UNTIL: Project is financially closed out PLUS: 4 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
42905	Construction Project Records, pre-2005 (obsolete) (microfilm) (supersedes item # 28897A)	These records document the structural and monitoring history of road construction projects. They may include, but may not be limited to, proposals, addenda, authorizations, contract modifications (related documents) and work orders, cylinder results, bridge decks conc. depth measurements, report of modulus rupture, concrete cylinder/core compression test results, concrete proportioning plant report, inspector's report of concrete placed, contractor's quality control plan, all testing orders, moisture and density determination of soils, record of density re-tests, report of sign and field inspection, testing earth grad with compactor, transfer of tested material, tested stock report, sample identification, welder qualification procedure report, commercial laboratory test reports (general), report of test laboratory. corrugated metal pipe report, field report for concrete pipe and for precast drainage structure items, pavement core record, report of field test and concrete test cylinders, concrete plant equipment and plant inspection report, weekly summary of certified concrete from commercial central mix and transit-mix plants, aggregate inspection daily report, and mechanical analysis report. camber measurements, cantilever and bridge mount inspection, shop inspection of structural steel, magnetic particle inspection report, inspection report (ultrasonic exam of welds), prestressed conc. beam construction field data sheet, structure foundation inspection, bridge reinforcing computations, test pile record, and pile driving table.	RETAIN UNTIL: Microfilm is created PLUS: 75 years THEN: Destroy	

Item #	Series Title	Series Description	Retention Period	Approval Date
43415	Pavement Demonstration Records	<p>These records document pavement demonstration projects, via the pavement demonstration program, for MDOT road construction projects that were selected by MDOT as specified in MCL 247.651 (i). They may include, but may not be limited to, approved Pavement Demonstration Project Evaluation Plans, pavement designs and documentation that went into project selection, soil borings and reports, traffic projections, correspondence and formal letters, comments, test and sample data, project plans, project construction test records and notes, annual field review notes and pictures, demonstration status and evaluation reports, demonstration policies, and pavement demonstration concept parameters.</p>	<p>RETAIN UNTIL: Date created PLUS: 50 years THEN: Destroy</p>	