

## DRAFT

### **Michigan Independent Citizens Redistricting Commission Document and Record Retention Policy Presented March 24, 2022**

The Michigan Independent Citizens Redistricting Commission (MICRC) recognizes its legal and ethical obligations pertaining to the safekeeping and retention of business documents of the MICRC, as well as its responsibility to maintain and archive records for historical research. As such, the following plan has been developed to provide clear procedures for storage, retention, disposal, permanent archiving, and security of records. Commissioners and staff of the MICRC, as well as the Michigan Department of State (MDOS) in its role of nonvoting secretary to the MICRC, are responsible for adherence to the Document and Record Retention Policy.

All records shall be retained by MDOS until 180 days after the next Commission is seated after the decennial census, and then permanent records shall be transferred to the Archives of Michigan.

#### 1. Document and Record Retention

- a) The MICRC will retain documentation to verify organizational and procedural processes and procedures, accounting and financial records, personnel records, memoranda, correspondence, and communications and outreach.
- b) Documents include paper files, including hand-written notes, as well as electronic documents, including files, emails, and voice mail messages. While the State of Michigan Department of Technology Management and Budget (DTMB) can access electronic records, it is important to retain all records in MICRC computers and phones.
- c) If an official investigation is underway or even suspected, any document purging taking place according to this policy, shall stop.

#### 2. Permanent Records

- a) Documentation regarding selection of Commissioners
- b) Agendas, recordings, minutes, and resolutions of the MICRC
- c) Minutes of MICRC committees
- d) Policies, procedures, and strategic plans
- e) Mapping databases; software and settings for system operation; backups of all plans and communities of interest, and retention of all data to document and re-create any mapping plans
- f) MICRC website contents
- g) Posted legal notices of publication of plans and documents linked to the notices
- h) Legal or important written correspondence, memorandums, or opinions

#### 3. Records to be Retained by MDOS until 180 Days After the Next Commission is Seated

- a) Accounting and Financial Records
  - i) Fiscal Year End (FYE) financial Statements, forms, and checklists; and budget reports
  - ii) Contracts and purchase orders

All accounting is provided by the Legislative Services Bureau, which utilizes the *State of Michigan Records Retention and Disposal Schedule, General Schedule #6, Accounting and Purchasing Records*, attached to this policy.

b) Personnel Records

- i) Applications of applicants who weren't hired
- ii) Individual personnel files, including resumes, applications, contracts, contract amendments, counseling or disciplinary documents, and other employee records.
- iii) Accident reports or claims
- iv) Training manuals and education materials

Kelly Services was hired by the MICRC to process all payroll and expense reimbursement for Commissioners and staff. Under Kelly Services' policies: employment and payroll files are kept active for 10 years past the last date worked or contacted; litigation holds are observed; and paper employee files are retained until internal notification to purge.

c) Memoranda, Correspondence, and Communications and Outreach

- i) Email messages (both incoming and outgoing)
- ii) Telephone messages (both incoming and outgoing)
- iii) General written correspondence
- iv) Reports, research, articles, meeting notes, and related background materials utilized to develop policies, procedures, budgets, communications, and outreach
- v) Calendars and planners
- vi) Rosters, mailing and contact lists
- vii) Press releases, publications, and printed outreach materials
- viii) Audio-visual materials, photos, videos, audio recordings, slides
- ix) Event logistical records, including facilities, audio-visual services, registrations, catering, and travel arrangements

d) Legal Records

- i) Records to document rule promulgation progress, such as public notices, drafts of rules, and supporting documentation
- ii) Public Record Request documents
- iii) Litigation files, including pleadings and filings made with courts, correspondence and communications, discovery materials, transcripts, legal holds, and memoranda
- iv) Third party subpoenas or other court orders to which responded when not a party to litigation but required to produce records
- v) Closed meetings to discuss litigations

Approved \_\_\_\_\_



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

**General Schedule #6 - Accounting and Purchasing Records**

Item #	Series Title	Series Description	Retention Period	Approval Date
GS6.01	Payment Records (supersedes item # 6.07)	These records document payment transactions processed electronically in the statewide accounting system by state agencies. Payments may be related to travel, inter agency billings, contracts, vendors, manual warrants, procurement cards, etc. Files may include, but may not be limited to: invoices, billings, packing slips, receivers, approvals for payment, procurement logs, documentation of petty cash, statement reconciliations, etc. Note: Screen prints from the statewide accounting system may be a part of this record, but are not required as part of the official documentation.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/22/2014
GS6.02	Journal Vouchers	These records document corrections, miscellaneous adjustments, reclassifications from undistributed receipts, expenditure and revenue adjustments, year-end adjusting entries, payroll corrections, and various other transactions. They may include journal vouchers, batch cover sheets, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	3/20/2001
GS6.04	Deposit Transactions	These records document deposits into various accounts. They may include cash receipts, deposit slips, journal vouchers for deposits, bank statements, supporting documentation, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	3/20/2001

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/teams/insidemir/recordsmanagement/Pages/schedules.aspx>.

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Item #	Series Title	Series Description	Retention Period	Approval Date
GS6.05	Year-end Closing Records	These records document the year-end closing process for financial accounts. Files may include, but may not be limited to: correspondence, documentation describing closeout problems and resolution, accounts receivable documents, accounts payable documents, encumbrances, fixed assets, agency interim assessment/closeout checklist, etc. (Note: Reports from the Statewide Accounting System may be a part of this record, but are not required as part of the official documentation).	RETAIN UNTIL: Fiscal year ends PLUS: 10 years THEN: Destroy	4/22/2014
GS6.06	Accounts Receivable Records	These records document funds that are received from various revenue sources. Files may include, but may not be limited to: accounting transactions, copies of documents that were posted, payments, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	3/20/2001
GS6.08	Stopped, Cancelled, Undeliverable and/or Reissued Payments	These records document payments that are stopped, cancelled, undeliverable, and that need to be reissued. Files may contain signed affidavits, supporting documentation deemed necessary by the agency, reissued payroll payments/warrants, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	3/20/2001
GS6.09	Transaction Error Report	These records document the batch error correction process. They may include reports, supporting documentation, including screen-prints of errors, selected RMDS or DCDS reports, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	3/20/2001

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Item #	Series Title	Series Description	Retention Period	Approval Date
GS6.10	Procurement and Fuel Card Application	These records document which state employees are authorized to use a procurement or state owned fuel card. Files may contain, but may not be limited to: cardholder application, cardholder agreement form, cardholder maintenance form, etc.	RETAIN UNTIL: Authorization is cancelled, revoked, or denied PLUS: 5 years THEN: Destroy	4/22/2014
GS6.11	Procurement and Fuel Card Documentation (supersedes item # 6.12, 6.13)	These records document purchases made with a procurement or fuel card. Files may include, but may not be limited to: credit card transaction logs, credit card security and checkout records, monthly credit card billing statements, logs, summaries, purchasing documentation, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	8/4/2015
GS6.16	Annual Home to Place of Work Approvals (supersedes item #GS5.26)	These records document the approval for an employee to use a state vehicle for travel between the employee's residence and his/her official workstation.	RETAIN UNTIL: Date approved PLUS: 5 years THEN: Destroy	4/22/2014
GS6.17	Official Daily Travel Log	These logs are used to document that all mileage reported was driven for official business and to verify related charges. Employees must maintain travel logs for both permanent and daily (motor pool) vehicle assignments. The logs are to be maintained daily and are to be retained by the department. The logs include: daily vehicle use during the month, starting mileage, odometer readings at each destination, identification of authorized home to office miles, vicinity miles, state business miles, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/22/2014

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Item #	Series Title	Series Description	Retention Period	Approval Date
GS6.18	Escheat Files	These files may include, but may not be limited to: correspondence, memos, lists of outstanding checks, reports of abandoned or unclaimed property, etc. (MCL 567.252).	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/22/2014
GS6.19	Real Property Disposal, Donation and Surplus Files	These records document the disposition of real property that is no longer of use to a state agency in accordance with state policy. Files may include, but may not be limited to disposition forms, inventory sheets, receipts, correspondence, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/22/2014
GS6.20	Fixed Asset Inventory Data and Annual Report	These records document all major property and its book value. Policies determine the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include, but may not be limited to: a description of the item, value, date purchased depreciation amount, insurable value, building location, etc. The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements. This annual report is produced from the fixed asset inventory.	RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited PLUS: 10 years THEN: Destroy	4/22/2014
GS6.21	Indirect Cost Rates	Indirect cost rates are used to calculate administrative cost incurred by states or projects to recover money from the federal government when work is performed for them. These records include rate sheets, supporting documentation, etc.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/22/2014

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Item #	Series Title	Series Description	Retention Period	Approval Date
GS6.22	Grant Files	These files document grants received from federal and private agencies that are administered by the department's business/finance office. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc.	RETAIN UNTIL: Grant is closed out, unless otherwise specified by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes PLUS: 7 years THEN: Destroy	4/22/2014
GS6.23	Denied Grant Applications	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	RETAIN UNTIL: Grant is denied PLUS: 1 year THEN: Destroy	4/22/2014