



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

RECORDS MANAGEMENT PROCEDURES

October 28, 2013

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Exhibit A – Records Retention Schedules

Introduction

Public records are the property of the people of the State of Michigan. As a result, Michigan government agencies, including Wayne County Airport Authority (“WCAA”), are responsible for ensuring that the public records they create and receive while conducting public business are retained and destroyed in accordance with Michigan law.

WCAA, recognizing that good records management is vital to the effective and efficient operation of government operations, enacts these Records Management Procedures (these “*Procedures*”) pursuant to the Open Meetings Act, M.C.L. 15.261-15.275, Freedom of Information Act, M.C.L. 15.231-15.232, the Management and Budget Act, M.C.L. 18.1284-1292, the Historical Commission Act, M.C.L. 399.1-10, the Penal Code, M.C.L. 399.1-10, such agreements as WCAA may enter into with the United States of America from time to time, and other applicable laws or agreements which require WCAA to maintain records and create a records retention schedule.

These Procedures seek to ensure compliance with federal, state, and other legal requirements while balancing the value of preserving records against the cost of such preservation. WCAA must practice efficient management, sharing, and transfer of information within prescribed security standards while managing its active and inactive records, whether on-site or off-site, in the most efficient manner possible.

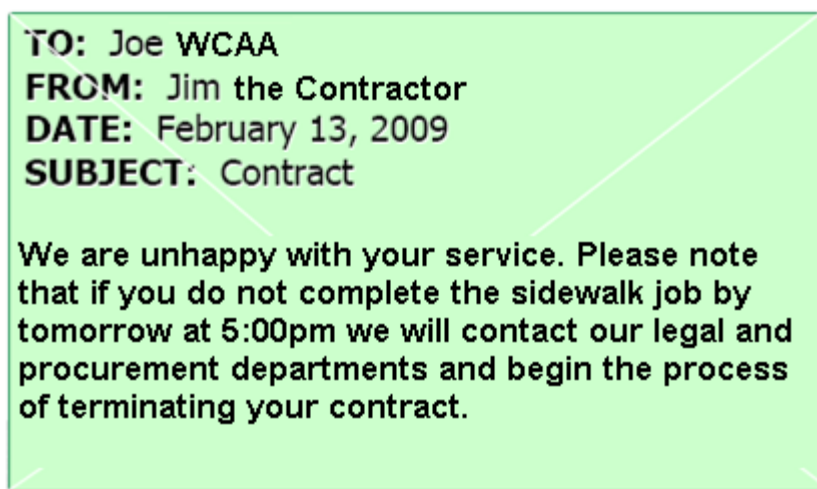
Background

Applicability

These Procedures shall apply to all board members, officers, employees, agents, independent contractors, and volunteers of WCAA.

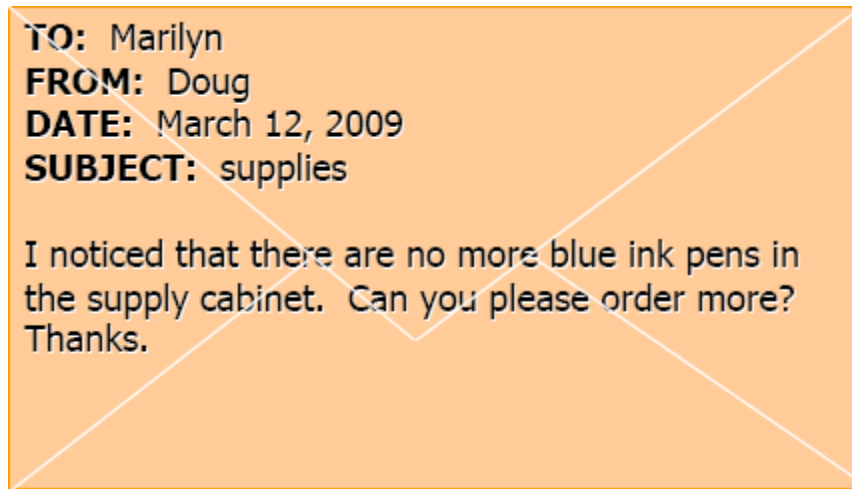
Types of WCAA Records

- (1) “*Official Records*” are recorded – in any manner, including electronic and hard copy, and audio, visual, or otherwise – information that is prepared, owned, used, in the possession of, or retained by WCAA in the performance of an official function, from the time it is created. Official records may include emails, voice mails, contracts, plans, specification documents, and just about anything that a person sends or receives, or that is used to conduct WCAA business. Official Records should be retained for the periods set forth in the records retention schedules attached as *Exhibit A*.



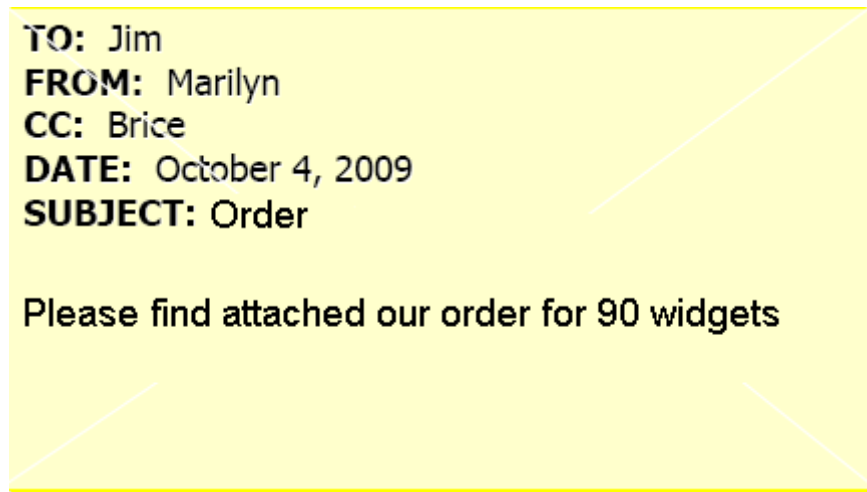
- (2) “*Transitory Records*” are records relating to internal WCAA activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled. Transitory Records do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt, and do not require administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. Contrast the example above, which

documents Joe's unhappiness with Jim's provision of service and preparedness to take legal action, with the example below, which retains no value after the order for blue pens has been fulfilled.

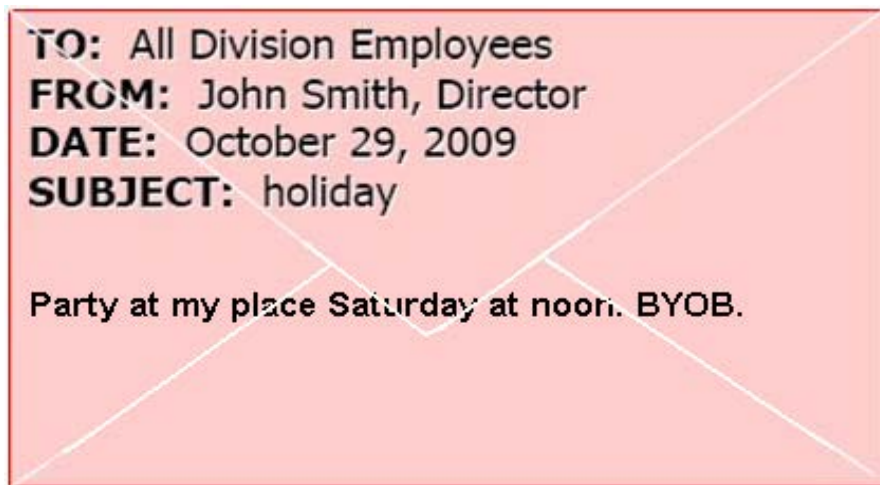


(3) “*Non-Records*” are recorded information that is not needed in any way to document the performance of an official function. Examples of Non-Records include: (a) extra copies of any Official or Transitory Record retained only for convenience of reference, provided that the original Official or Transitory record is accounted for and being retained; (b) publications and forms that are superseded or outdated; (c) drafts of letters, memoranda, reports, worksheets, or internal notes (handwritten or otherwise) that do not represent significant steps in the preparation of any Official or Transitory Record; (d) letters of transmittal, such as cover letters or routing slips, which do not add any information to the Official or Transitory Record(s) with which they were sent; (e) routine correspondence that does not document the activities of WCAA; and (f) shorthand notes or recordings that have been transcribed into another format for official retention

purposes. In the example below, the letter of transmittal would be a Non-Record while the unseen order would be an Official Record.



(4) “*Personal Records*” are records that document activities not related to WCAA business. WCAA technology resources should not be used to create Personal Records, and they should be deleted if inadvertently created or received, subject to the “Note Concerning Litigation, Investigations, and FOIA Requests” below.



Records Maintenance Responsibility

Official Records – Generally, the individual who initially creates or sends (if internal) or receives (if from an external source) an Official Record is responsible for

retaining it in accordance with the appropriate records retention schedule. However, in some cases, by express agreement of two or more departments or by operation of WCAA policy or procedure, certain Records may be maintained by a department that is not the recipient; for example, the Procurement Department is responsible for retaining and maintaining original signed contracts, even if the contractor initially sends the signed contract to the Legal Department or the operating department. Additionally, Official Records not listed on *Exhibit A's* records retention schedules may not be disposed of until an appropriate records retention schedule is approved.

Other Records – Transitory Records and Non-Records do not need to be retained once their intended purpose has been fulfilled. However, if WCAA receives a FOIA request or if the agency becomes involved in litigation, and the Non-Records have not already been destroyed, they may be released pursuant to a valid FOIA request or by court order.

Record Maintenance

While each division or department has some discretion to follow these Procedures in the manner it deems most efficient, all persons subject to these Procedures shall adhere to the following guidelines.

Basic Principles of Record Keeping

These Procedures recognize that each division or department is the best judge of how to maintain its individual records. Selecting an appropriate record keeping system is like selecting the appropriate level of insurance for a home or automobile. Records with a greater value to the agency warrant a greater level of insurance, while records with lesser value *may* warrant a lesser level of insurance. In any case, all individuals

and offices shall organize their records in order to promote fast and efficient retrieval of information – while protecting the integrity of the record(s) – and shall utilize appropriate and cost-effective office equipment, indexes, technology, and tools.

All record keeping systems at WCAA must meet four basic criteria. Namely, these systems shall ensure that records (1) remain authentic, (2) remain reliable, (3) keep their integrity, and (4) are usable, regardless of the format and the media they are contained on. Please note that these criteria are not mutually exclusive, and that all four of the criteria must be met at all times to ensure compliance with these Procedures.

An *authentic record* is one that can be proven to be what it professes to be, to have been created or sent by the person claiming to have created or sent it, and to have been created or sent at that time. To ensure the authenticity of records, WCAA staff should observe procedures which control the creation, receipt, transmission, maintenance and disposition of records. This will ensure that record creators are authorized and identified and that records are protected against unauthorized addition, deletion, alteration, use and concealment.

A *reliable record* is one whose contents can be trusted to be a full and accurate representation of the transactions, activities, or facts to which they attest and can be depended upon in the course of subsequent transactions or activities. To increase reliability, records should be created at the time of the transaction or incident to which they relate, or soon afterwards, by individuals who have direct knowledge of the facts or by instruments routinely used within the normal course of business to conduct the transaction.

The *integrity of a record* refers to its being complete and unaltered. It is necessary that a record be protected against unauthorized alteration. WCAA staff should ensure that if someone is authorized to make additions or annotations to a record after it is created, any such authorized annotation, addition, or deletion to a record should be explicitly indicated and traceable.

A *usable record* is one that can be located, retrieved, presented and interpreted. It should be capable of subsequent presentation as directly connected to the business activity or transaction that produced it. The context of records should carry the information needed for an understanding of the transactions that created and used them. It should be possible to identify a record within the context of broader business activities and functions. Additionally, any items or correspondence that provide links between records by documenting a sequence of activities should be maintained.

Storage Conditions

Records that must be retained for more than 10 years shall be stored in an environment that facilitates the security and stability of the storage media, be it physical or electronic. WCAA staff should consult the current version of the State's *Recommended Environmental Conditions for Storing Various Recording Media*, available online at: http://www.michigan.gov/documents/hal_mhc_rms_storage_conditions_125646_7.pdf.

Sensitive/Confidential Information

Records containing sensitive or confidential information shall be protected against unauthorized access, especially records containing information that is protected by state or federal laws, records containing private information, financial information, background checks, medical information, and social security numbers. WCAA and affiliated

individuals shall employ appropriate locks, passwords and other devices to protect the privacy of this information.

Electronic Records

Information technology personnel shall determine the most cost effective and reliable method of maintaining electronic records for their full retention period, and must ensure that technology changes do not render the records inaccessible or unusable. Further, any electronic record storage method(s) used by WCAA shall comply with the current version of the State's standards for record reproduction, including standards for file compression, format, resolution, enhancement, and documentation available in the current version of the State's *Best Practices for the Capture of Digital Images from Paper or Microfilm*, available on the State's website at: http://michigan.gov/documents/hal_mhc_rms_bp_for_digitizing_125527_7.pdf.

Digital Storage of Printed or Other Physical Records

In the interest of saving on storage space and cost, WCAA staff is encouraged to scan or otherwise digitize paper records whenever prudent and possible. In the course of digitizing records, WCAA staff must still observe the four basic recordkeeping criteria set forth above.

WCAA staff may create an electronic copy of a paper record, and dispose of the paper record, when: (i) the paper record is not of a unique historical value; (ii) the electronic record is contained in a file format with lossless compression, so long as the format has the capability of conversion of its images to TIFF without a significant loss of information (for example, .PDF); (iii) the resolution of the electronic record is at least

300 DPI; (iv) and WCAA staff *ensures* that the record will be maintained throughout its retention period.

Note Concerning Litigation, Investigations, and FOIA Requests

No records – whether they are Official Records or otherwise – that are the subject of (1) litigation or court order, (2) a pending investigation request, or (3) a pending Freedom of Information Act (FOIA) request shall not be destroyed until the legal action or investigation or FOIA activity has ended, even if the records are otherwise eligible for destruction pursuant to these Procedures. Any individual with knowledge of pending litigation, a pending investigation, or a FOIA request shall immediately inform the WCAA Legal Affairs Division. The Legal Affairs Division shall then direct all relevant individuals to immediately cease disposal of all records relevant to the pending litigation, pending investigation, or FOIA request. If the relevant records are in electronic form, including e-mail, the Legal Affairs Division shall notify information technology personnel so they can protect the records from destruction, which may include stopping the rotation of backup media. Should questions arise as to what records are relevant to the pending litigation, pending investigation, or FOIA request, the Legal Affairs Division shall direct the immediate cessation of the disposal of all potentially relevant records and the moratorium on the disposal of such records shall remain in effect for the duration of the litigation, investigation, or until the FOIA request had been fully processed.

Records of Employees Separated from Employment

Employees shall not take records with them when they are separated from WCAA, and they shall not destroy records that have not yet fulfilled their approved

retention period. Supervisors are responsible for ensuring that the records, including e-mail and other electronic records, of employees who are separating from employment with WCAA continue to be retained in accordance with these Procedures.

Record Disposal

Generally

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

WCAA shall destroy sensitive or confidential information by recycling, if possible, or through the regular refuse disposal methods then employed by WCAA. In no case shall WCAA place at risk security sensitive information or the private, non-public information of the individuals and entities with which it interacts.

Archiving Records of Permanent or Historical Value with the State

Records with permanent or historical value may be designated for transfer to the State Archives for permanent preservation. The WCAA shall follow the State Archives' procedures for transferring permanent or historical records, which are available online at http://www.michigan.gov/hal/0,1607,7-160-17451_18673_19379-56050--,00.html.

Miscellaneous

Distribution and Compliance

All WCAA board members, officers, and employees shall receive a copy of, and are responsible for being in continuing compliance with, these Procedures. Additionally,

all agents, independent contractors, and volunteers of WCAA shall also remain in compliance with these Procedures, though no training is necessarily required of them.

Availability of these Procedures

A copy of these Procedures, along with the Record Retention Schedules attached as *Exhibit A*, shall at all times be available at WCAA's primary business office and on the WCAA website.

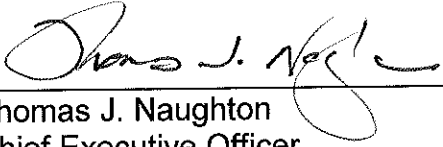
Audit Requirement

WCAA's internal audit staff shall from time to time conduct audits of WCAA's employees, agents, independent contractors, and/or volunteers to determine whether these parties are in compliance with these Procedures. Any such resulting audit report shall include recommendations for how to improve WCAA's record retention procedures and compliance with these Procedures.

Penalties for Non-Compliance

Failure to adhere to these Procedures may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of the volunteer relationship, or expulsion. Further, Michigan law provides that the removal, mutilation, or destruction of a public record not otherwise permitted to be destroyed may result in civil and criminal liability, up to and including a penalty of not more than two years in state prison or a fine of not more than \$1,000.

These Procedures are hereby effective this 28th day of October, 2013.

A handwritten signature in black ink, appearing to read "Thomas J. Naughton", is written over a horizontal line.

Thomas J. Naughton
Chief Executive Officer

EXHIBIT A
Records Retention Schedules

Departments Operating Under General Schedules

Some WCAA departments have already adopted, or operate under, the appropriate General Schedules for Local Government promulgated by the State of Michigan. These departments and the schedules they have adopted are as follows:

<u>Department</u>	<u>General Schedule(s) for Local Government</u>
Entire WCAA	#01 – Nonrecord Material Defined
Controller	#31 – Local Government Financial Records
Fire Department	#18 – Local Fire and Ambulance Departments
Human Resources	#26 – Local Government Human Resources
Police Department	#11 – Local Law Enforcement
Technology Services	#30 – Local Government Information Technology

These General Schedules are attached hereto as *Exhibit A-1*. If you are in one of these departments, and seek to dispose of a record that is not covered by your department's General Schedule for Local Government, please contact the Legal Department to arrange for the creation of an agency-specific schedule for that record.

Departments Operating Under Agency-Specific Schedules

WCAA's remaining business units operate under agency-specific schedules, which have been created from an agency-wide records inventory conducted in 2012 and 2013. If you are in one of these business units, or one of their sub-units, and seek to dispose of a record that is not covered by your business unit's agency-specific schedule, please contact the Legal Department to arrange for the addition of your

record to the appropriate agency-specific schedule. These agency-specific schedules are broken down as follows:

Airfield Capital Projects	Maintenance and Fleet Services
Airfield Operations	Procurement
Authority Governance	Public Affairs
Business Relations and Development	Risk Management
Executive Offices (CEO, CFO, COO)	Security
Financial Planning and Analysis	Special Services
Infrastructure and Engineering	Strategic Planning and Development
Internal Audit	Treasury
Landside Services	Willow Run Airport
Legal	

These agency-specific schedules are attached hereto as *Exhibit A-2*.

Additionally, these Procedures recognize that WCAA management may reorganize WCAA's structure from time to time. Consequently, if any of the above-named business units no longer exists, the retention periods set forth for that business unit's records shall succeed to whichever business unit takes over primary responsibility for those records.

EXHIBIT A-1
General Records Schedules

[Attached]

GENERAL SCHEDULE #1 - Non-Record Materials

This Retention and Disposal Schedule replaces General Schedule #1 that was approved on July 8, 1964.

This Retention and Disposal Schedule covers **non-record materials** that are common to most offices in local government. The materials that are described on the attached page may be destroyed as soon as they have served their intended purpose. We, the undersigned, believe that these materials possess no administrative, legal, fiscal or archival value as described.

David J. Johnson

David J. Johnson, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

9/23/04

(Date)

Debra Gearhart

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

9/21/04

(Date)

APPROVED

State Administrative Board

11/16/04

(Date)

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

DeptCode DeptName
 /GS01/ Non-Record Materials

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
GS#1	<u>Non-Record Materials</u>	ACT	11/16/2004

AGENCIES MAY DISPOSE OF THE FOLLOWING NON-RECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.

Extra copies of documents retained only for convenience of reference, such as "for your information" documents, tickler files, follow-up of correspondence, word processed files when the official record-copy is printed out and retained, and extra or identical duplicate copies of records if the official record has been retained by the agency.

Publications, forms and printed documents, including stocks of those that are superseded or outdated.

Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.

Letters of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.

Shorthand notes and recordings that have been transcribed into another format for official retention purposes.

Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.

Media used for printing or other record reproduction processes.

Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.

ACT = Until no longer needed for convenience of reference.

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

GENERAL SCHEDULE #31 – Local Government Financial Records

This Retention and Disposal Schedule covers financial records that are commonly maintained by counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Larry Gordier
Larry Gordier, President
Michigan Government Finance Officers Association

3/5/09
(Date)

Debra Gearhart

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

3/9/09
(Date)

Mark Harvey

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

3/19/09
(Date)

APPROVED

State Administrative Board

4/7/09
(Date)

**GENERAL RETENTION SCHEDULE #31
LOCAL GOVERNMENT FINANCE DEPARTMENTS
INTRODUCTION**

Public Records

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

Retention and Disposal Schedules

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

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

This schedule supersedes General Schedule #8--section 6 and General Schedule #10--Accounting Department. Please note that personnel and payroll records are covered separately by General Schedule #26 Local Government Human Resources (approved 10-7-2008) which is available online at <http://www.michigan.gov/recordsmanagement/>.

Unofficial Documents

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

multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer’s are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf).

Record Maintenance

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

Suspending Destruction

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

HAL Can Help!

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

**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
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Finance Department

Note: personnel and payroll records are covered separately by General Schedule #26 Local Government Human Resources (approved 10-7-2008) which is available online at <http://www.michigan.gov/recordsmanagement/>.

100 Insurance Policies

ACT

These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc. **ACT = until the insurance provider is no longer obligated to pay out on the particular policy after it expires. Contact the insurance provider of each policy to determine this length of time, if the information is not specified within the policy itself. Note: if a policy covers a "lifetime," then 80 years should be sufficient.**

101 Insurance Claims

FY+7

These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.

102A Accident Reports/Claims--Adults

CR+7

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.

102B Accident Reports/Claims--Minors

ACT+3

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims,

**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
	<p>etc. ACT = until minor turns 18 years old. Note: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</p>	
103A	<u>Bids and Quotes--Awarded</u>	ACT+6
	<p>Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. ACT = until the contract with the awarded vendor expires.</p>	
103B	<u>Bids and Quotes—Not Awarded</u>	ACT+2
	<p>Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc. ACT = until a bid is awarded.</p>	
104	<u>Contracts, Leases and Agreements</u>	EXP+6
	<p>These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, information technology service providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc. Note: the Clerk or some other office may be the official recordkeeper for contracts.</p>	
105	<u>Annual Budget</u>	FY+5
	<p>These records document the requested and adopted amount of money for all departments, along with any amendments, that is appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records.</p>	

PERM = Permanent

ACT = Active

EVT = Event

SUP = Superseded

EXP = Expiration Date

CR = Creation Date

FY = Fiscal Year

**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
106	<u>Financial Data System</u>	FY+7
	<p>This record is used as a general ledger to track and document financial transactions. It is usually maintained as a database or spreadsheet. It may contain digital images, electronic documents and electronic correspondence that serve as supporting documents to each transaction. This system may also contain data that documents other government functions, such as payroll, pensions, etc. Select data and supporting documents may need to be retained longer if the transaction relates to a contract, loan or other activity that is not completed within the specified timeframe.</p>	
107	<u>Accounting Transaction Detail</u>	FY+7
	<p>This record details all revenue, expenditures and balance sheets that are recorded in various accounts. It may be retained as paper, electronic data, computer output microfiche, etc. It also includes the chart of accounts that defines the accounting codes that are used.</p>	
108	<u>Receivables</u>	FY+7
	<p>These records document items that are purchased by others or services that are provided to others. They may include invoices, cash receipts, support documents, agreements, ledgers, etc.</p>	
109	<u>Receipts</u>	FY+7
	<p>These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.</p>	
110	<u>Journal Entries</u>	FY+7
	<p>These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</p>	

**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
111	<u>Budget Summaries and Balance Sheets</u>	FY+7
	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc.	
112	<u>Payment Records</u>	FY+7
	These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, etc. Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.	
113	<u>Telephone/Communications Bills</u>	FY+7
	These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc. These records may contain the call detail and the financial statement.	
114	<u>Procurement Card Applications</u>	ACT+5
	These records document which employees are issued a procurement card for making purchases. These files may include the procurement cardholder application, cardholder agreement form, the cardholder maintenance form, etc. ACT = while the procurement card is held by the cardholder.	
115	<u>Bank Activity</u>	FY+7
	These records document activity on the government entity's bank account. They may include deposit slips, reconciliations, cancelled checks, check registers, bank statements, electronic funds transfer transactions, etc.	
116	<u>Annual Local Unit Fiscal Report</u>	FY+7
	The State of Michigan and the Federal Government require all local units of government to file an annual fiscal report with the Michigan Department of Treasury (Form F-65) that documents financial activity.	

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**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
117	<u>Sales Tax Reports</u> These annual reports are prepared at the end of each calendar year to document the amount of sales tax that is collected. They are sent to the Michigan Department of Treasury.	FY+7
118	<u>Comprehensive Annual Financial Report (CAFR)</u> These reports are submitted annually to the Michigan Department of Treasury at the end of the calendar year. They are often prepared with the assistance of auditors, and they document all incoming and outgoing funds. These records include the work papers and the reports. Some local governments choose to keep the final reports permanently.	FY+7
119	<u>Municipal Finance and Borrowings</u> These files document bonds for capital and construction projects. They may include transcripts of bond proceedings and other supporting documentation.	EXP+7
120	<u>Qualifying Statements</u> These forms are submitted annually to the Michigan Department of Treasury. They permit the local government to buy bonds. If a bond is purchased, these records will be maintained in accordance with item #118 as supporting documentation. If no bonds are sold, these records can be destroyed after 1 year.	CR+1
121	<u>Final Affidavit of Payment</u> The final affidavit of payment is evidence that all funds that were borrowed by the local government were paid back in full.	PERM
122	<u>Bond Cremation Certificates</u> The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	PERM
123	<u>Fixed Asset Inventory Data</u> This record is a list of all major property and its book value. Local government policy determines the value at which property must be included on an inventory. The value of these items is then distributed	ACT

**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
	<p>across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.</p>	
124	<u>Fixed Asset Annual Report</u>	FY+7
	<p>The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by local governments. This annual report is produced from the fixed asset inventory.</p>	
125	<u>Disposition of Scrap and Surplus Materials</u>	FY+3
	<p>These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc.</p>	
126	<u>Audits--Support Documents</u>	ACT+7
	<p>Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc. ACT = until the final report is issued [see OMB Circular A-133.320 (g)].</p>	
127	<u>Audits--Final Report</u>	CR+10
	<p>This final report is submitted by the auditors. A copy of final audit reports will be retained permanently in the governing body's meeting records. However, this office may select to keep a permanent copy too.</p>	
128	<u>Financial Projections/Plans/Forecasts</u>	SUP
	<p>These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc. SUP = retain until superseded by a new report. Superseded reports may continue to be valuable for reference purposes beyond this minimum retention period.</p>	

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**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
129	<u>Indirect Costs</u> These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants.	FY+7
130	<u>Grants</u> These files document grants from state, federal and private agencies that are administered by the finance department. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	ACT
131	<u>Denied Grant Applications</u> 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.	CR+1
132	<u>State Reports</u> Local governments are required to submit various financial reports to the Michigan Department of Treasury annually.	FY+7
133	<u>Pension Plan Documentation</u> These records document the terms of employee pension plans. They include plans that are administered by the local government, and plans that are administered by outside parties. ACT = as long as any employee is enrolled in this specific plan.	ACT
134	<u>Pension Investment and Finance Statements</u> Some local governments administer their own pension plans internally or with the assistance of a vendor. These monthly reports document pension plan investments and the financial status of accounts.	FY+7

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**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
135	<u>Pension Plan Audits, Annual Reports and Actuarial Valuations</u>	CR+100
	Some local governments administer their own pension plans. These reports document annual audits, financial reporting and third party actuarial valuations of the pension plan accounts and investments.	
136	<u>Employee Pension Files</u>	ACT+5
	Some local governments administer their own pension plans. These records document pension benefits for employees and retirees and their beneficiaries. They may include the original hiring notice, promotion notices, correspondence, exclusion letters, beneficiary forms, insurance elections, disability retirement approvals, etc. Note: these records may be maintained by Payroll. ACT = until the retiree or beneficiary dies or a former employee becomes ineligible for a pension.	
137	<u>Public Body Meeting Records</u>	PERM
	These files document the meetings of public bodies such as retirement boards, investment committees, etc. They include agendas, minutes, and supporting documentation (such as transcripts, correspondence, investment reports, etc.) that were reviewed by the public body during its meetings.	

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**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
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General Administrative Records

200 Subject Files ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. **Subject files are generally organized alphabetically by topic.** Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. **ACT = while topical file is of interest for ongoing administration.**

201 General Correspondence CR+2

General correspondence does not pertain to a specific issue and it **is often organized chronologically or by correspondent's name.** General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

202 Transitory Correspondence EVT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. **EVT = need not be retained more than 30 days after receipt.**

**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
203	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	
204	<u>Contact Lists/Directories</u>	SUP
	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.	
205	<u>Planners/Calendars</u>	CR+2
	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	
206	<u>Staff and Project Meeting Records</u>	CR+2
	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200), if they relate to a specific topic.	
207	<u>Annual Reports</u>	CR+10
	These reports document the department's activities, and they may contain both narrative and statistical information.	
208	<u>Departmental Budget Planning</u>	CR+5
	These records document budget planning and tracking activities for the finance department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	

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**General Retention Schedule #31
Local Government Financial Records**

Item Number	Series Title and Description	Total Retention
209	<u>Publications</u> These records may include press releases, brochures, newsletters and other items that are published by the department. ACT = while of reference value.	ACT
210	<u>Memorabilia</u> This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. ACT = while of reference value.	ACT
211	<u>Audio-Visual Materials</u> These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. If the audio-visual materials are supporting documents to a specific business process, then they should be retained as long as any other records that document the business process. ACT = while of reference value.	ACT
212	<u>Visitor Logs/Registers</u> These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	CR+2
213	<u>Employee In/Out Logs</u> These logs document the time/date when staff arrive and depart throughout each day. Note: This does not apply to timekeeping records. Timekeeping records are covered on General Schedule #26, item #205.	CR+1

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GENERAL SCHEDULE #18 – Local Fire/Ambulance Departments

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

William S. Nelson

1/23/07

Chief William Nelson, President
Michigan Association of Fire Chiefs

(Date)

Mark Harvey

2/9/07

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

(Date)

Debra Gearhart

1/28/07

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

(Date)

APPROVED

3/6/07

State Administrative Board

(Date)

General Retention Schedule #18 Fire/Ambulance Departments

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

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

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

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

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

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

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

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

DeptCode DeptName
 /GS18/ *Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.001 -	<u>Alarm Billings</u>	CR+2	03/06/2007
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These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.

18.002 -	<u>Annual Reports</u>	PERM	03/06/2007
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This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.

18.003 -	<u>Apparatus/Vehicle Inspections</u>	ACT	03/06/2007
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These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment

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

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.004 -	<u>Budget Information</u>	CR+6	03/06/2007
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These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.

18.005 -	<u>Building Inspection Reports/Files - Construction</u>	ACT+10	03/06/2007
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These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

18.006 -	<u>Building Occupancy Inspection Reports/Files</u>	ACT+10	03/06/2007
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These records document inspections performed pursuant to M.C.L. 29.8 or P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

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

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

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

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 SUP = Superseded EVT = Event DISP = Immediate Disposal

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.011 -	<u>Complaints - Citizens</u>	CR+2	03/06/2007
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These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.

18.012 -	<u>Contracts</u>	EXP+6	03/06/2007
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These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires

18.013 -	<u>Controlled Burn Release Agreements</u>	CR+10	03/06/2007
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These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.

18.014 -	<u>Correspondence - General</u>	CR+2	03/06/2007
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This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.

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

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

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.020 -	<u>Driving Logs</u>	CR+1	03/06/2007
	These records document time spent driving department vehicles by department personnel and are used for driver certification.		
18.021 -	<u>Educational Programs - Schools, Community, Etc.</u>	ACT	03/06/2007
	These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant		
18.022 -	<u>Equipment Inspections - Portable</u>	CR+3	03/06/2007
	These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.		
18.023 -	<u>Equipment Inventory</u>	SUP	03/06/2007
	These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.		

DeptCode DeptName
 /GS18/ Fire/Ambulance Departments

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.024 -	<u>Equipment Operator Log</u>	CR+1	03/06/2007
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These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.

18.025 -	<u>False Alarm Reports</u>	CR+2	03/06/2007
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These records document false alarms that the department was dispatched on.

18.026 -	<u>Field Training Observations (FTO)</u>	EVT+2	03/06/2007
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These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc. EVT = When the probation period ends.

18.027 -	<u>Fire Drill Reports</u>	CR+3	03/06/2007
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These records document fire drills performed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.

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

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

ACT = Active

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FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.032 -	<u>Grant Records</u>	ACT+7	03/06/2007
	<p>These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.</p>		
18.033 -	<u>Grievance Files</u>	CR+7	03/06/2007
	<p>These are copies of grievances filed against union contracts.</p>		
18.034 -	<u>Historical Records</u>	ACT	03/06/2007
	<p>These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.</p>		
18.035 -	<u>Hydrant Repair/Inspections</u>	CR+3	03/06/2007
	<p>These records document the locations and/or inspections performed on fire hydrants.</p>		

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

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

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

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

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

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

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

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

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.049 -	<u>Medical Consent Forms</u>	CR+2	03/06/2007
<p>These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.</p>			
18.050 -	<u>Meeting Minutes</u>	CR+10	03/06/2007
<p>These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.</p>			
18.051 -	<u>MIOSHA Logs</u>	CR+5	03/06/2007
<p>These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety & Health Standard, Part 11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.</p>			
18.052 -	<u>Monthly Reports</u>	CR+7	03/06/2007
<p>These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.</p>			

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.053 - Mutual Aid Agreements ACT+10 03/06/2007

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

18.054 - Outside Employment Form ACT 03/06/2007

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

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

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

18.056 - Pass Tag SUP 03/06/2007

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

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

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

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

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18.069 -	<u>Reference Files</u>	ACT	03/06/2007
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These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.

18.070 -	<u>Ride Along Waiver</u>	CR+1	03/06/2007
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This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.

18.071 -	<u>SARA III/Fire Fighter Right-to-Know Records</u>	ACT	03/06/2007
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These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.

18.072 -	<u>Siren Test</u>	CR+3	03/06/2007
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These document the test performed on the public warning sirens that are used to alert the community of danger.

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

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.078 -	<u>Training Courses - Administrative</u>	CR+3	03/06/2007
	<p>These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.</p>		
18.079 -	<u>Training Files - Firefighter</u>	ACT+7	03/06/2007
	<p>These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules certificates, course descriptions and receipts. ACT = While employed by the department.</p>		
18.080 -	<u>Training Fund</u>	CR+6	03/06/2007
	<p>These records document money available and spent from the training fund.</p>		
18.081 -	<u>Vehicle Accident Report</u>	ACT	03/06/2007
	<p>These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.</p>		

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

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

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

GENERAL SCHEDULE #26 – Local Government Human Resources

This Retention and Disposal Schedule covers records that are commonly found in the **Human Resources** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

David Van de Grift

July 31, 2008

David Van de Grift, President

(Date)

Michigan Chapter of the International Public Management Association for Human Resources

Debra Gearhart

Aug. 06, 2008

Debra Gearhart, Director

(Date)

Department of History, Arts and Libraries, Records Management Services

Mark Harvey

8/28/08

Mark Harvey, State Archivist

(Date)

Department of History, Arts and Libraries, Archives of Michigan

APPROVED

10/7/08

State Administrative Board

(Date)

GENERAL RETENTION SCHEDULE #26 LOCAL GOVERNMENT HUMAN RESOURCES INTRODUCTION

Public Records

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

Retention and Disposal Schedules

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

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

This schedule covers personnel and payroll records maintained by local governments including counties, cities, townships, villages, school districts, local authorities, public colleges and public universities.

Unofficial Documents

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

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

Record Maintenance

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

Suspending Destruction

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

HAL Can Help!

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

RICK SNYDER
GOVERNOR

JOHN E. NIXON, CPA
DIRECTOR

General Schedule #11 – Local Law Enforcement Agencies

The GS# 11 Retention and Disposal Schedule was reviewed by members of the Law Enforcement Records Management Association (L.E.R.M.A.) and the Department of Technology, Management & Budget - Records Management Services Division on February 3rd, 2012.

During this review, descriptions for several records series had minor changes to reflect changes in technology and procedures.

The retention periods for 4 record series were identified for possible change during this process. Those recommendations were then reviewed again with the LERMA membership at the May 4th 2012 member meeting. All those in attendance were in favor of modifying the following 4 records series.

- 11.007 – Arrest Cards – Lower retention period from CR+75 to CR+25
- 11.008 – Arrest Files – Lower retention period from CR+75 to CR+25
- 11.022 – Fingerprint Cards – Lower retention period from CR+75 to CR+50
- 11.211 – Jail, Inmate Medical Records – Increase retention period from CR+5 to CR+7

Agencies following GS #11 must discard any previous copies of GS #11 that they may be using and replace with the new updated version. Agencies can obtain a new copy from our website at <http://michigan.gov/recordsmanagement> under the Retention & Disposal tab.

Any questions associated with General Schedule #11 can be directed to Record Management Services at (517)335-8965

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

Dept Code Dept Name
 /GS11/ Law Enforcement Agencies

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
0.INTRO -			
	Records Division	Item # 11.001 thru 11.058	
	Administration Division	Item # 11.100 thru 11.141	
	County Jail Division	Item # 11.200 thru 11.224	
11.001	- <u>Abandoned Vehicle Notice</u>	CR+2	08/02/2005
	These records document vehicles that are abandoned/impounded. They may include photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" forms, and requests from wrecker companies. These are required to be maintained for a period of no less than 2 years (MCL 257.252b).		
11.002	- <u>Accident Reports</u>	CR+3	08/02/2005
	These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form. Pursuant to MCL 257.622, a copy must be retained for at least 3 years.		
11.003	- <u>Animal Control</u>	CR+7	08/02/2005
	These records document activity associated with animal control. They may include transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.		
11.004	- <u>Animal Control - Citations</u>	CR+3	08/02/2005
	These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.		

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

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.005	- <u>Animal Control - Dog License Database</u>	CR+7	08/02/2005
	This database tracks dog licenses. Information may include money paid, license number, dog name, dog history, owner name and contact information.		
11.006	- <u>Animal Control - Return to Owner Cards</u>	CR+1	08/02/2005
	These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They include the name, date and address of animal owner.		
11.007	- <u>Arrest Cards</u>	CR+25	10/30/2012
	These are previous to electronic records and they may or may not include a physical description, charge, disposition, photographs and/or fingerprints. Homicides will be pulled from this record series and retained permanently under record series 11.026D .		
11.008	- <u>Arrest Files</u>	CR+25	10/30/2012
	These records identify people who were arrested, and the charges that were filed against them. They may or may not contain copies of fingerprints, booking sheets, witness statements, subpoenas, photos, negatives, mug shots, incident reports, tickets, narratives, correspondence, statements, line up documentation, elimination prints, warrants, etc. Homicides will be pulled from this record series and retained permanently under record series 11.026D .		
11.009	- <u>Arrest/Detention Logs</u>	CR+75	08/02/2005
	These logs identify people who were arrested. They may or may not include the name, date, charge and disposition.		
11.010	- <u>Blood Alcohol Content (BAC) Logs</u>	CR+3	08/02/2005
	These records document the evidentiary breath test that is administered to a suspect.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.011 -	<u>Background Checks</u>	CR+1	08/02/2005
	These records document background checks that are used to determine if an individual has committed any previous crimes.		
11.012 -	<u>Bicycle Registrations</u>	CR+5	08/02/2005
	These records are used to recover stolen bicycles. They may include the owner name, contact information, bicycle description, serial number and registration tag number.		
11.013 -	<u>Cab Cards</u>	CR+2	08/02/2005
	These licenses are issued to oversized vehicles and grant permission to move throughout the community for a maximum of 1 year.		
11.014 -	<u>Complaint Logs</u>	CR+2	08/02/2005
	These logs are used to track the incident numbers, date, time, names, location and nature of crime. They may be replaced by automated systems.		
11.015 -	<u>Computer Aided Dispatch (CAD) Log</u>	CR+2	08/02/2005
	These computer log reports are printed from the CAD system by the Central Dispatch Department. They document any/all calls that an officer was sent or dispatched on. The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities.		
11.016 -	<u>Contact Index Cards</u>	ACT	08/02/2005
	These cards are used to document individuals who are involved in suspicious activities. They may contain names, date and activity or charge. They are used by the officers and detectives during investigations. They may be replaced by automated systems. ACT = Until individual is no longer considered suspicious.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.017 -	<u>Discovery Orders</u>	CR+1	08/02/2005
	These are copies of discovery orders submitted by attorneys for information related to cases.		
11.018 -	<u>Evidence Property Log</u>	CR+75	08/02/2005
	These records document what has come into, and left, the evidence storage area. They identify the receipt number, case number, complaint number, and may or may not include individual forms, logs, spreadsheets or databases.		
11.019 -	<u>Expunged Records Information</u>	CR+3	08/02/2005
	These records document what records have been expunged. They may contain the name, charge, date and related correspondence.		
11.020 -	<u>Extradition Packets</u>	CR+10	08/02/2005
	These records document the extradition of a suspect or prisoner and are generated from information provided by dispatch.		
11.021 -	<u>Federal Firearms License (FFL) Applications</u>	ACT	08/02/2005
	These records are a "snap out" of the registration form (ATF-Form 8 part II) completed by licensed firearm dealers and forwarded to the federal government. ACT = While dealer license is in force.		
11.022 -	<u>Fingerprint Cards</u>	CR+50	10/30/2012
	The RI-07 "Arrest/Fingerprint Cards" are used to submit fingerprints to the Michigan State Police pursuant to P.A. 289 of 1925, there are numerous other laws that also require the submission of fingerprints. Note: Michigan State Police CJIC will be considered the Office of Record for fingerprints submitted through the AFIS system. The fingerprints in the submitting agencies system would be considered a convenience copy and can be destroyed following GS# 1.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.023 -	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1	08/02/2005
	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.		
11.024 -	<u>Gem Dealer Information</u>	CR+1	08/02/2005
	P.A. 95 of 1981 requires dealers of precious metal or gems to register with local law enforcement and to supply transaction information regarding sales to police agencies. MCL 445.484 authorizes destruction of the transaction records after 1 year, if there is no investigation on the precious items involved in the transaction.		
11.025 -	<u>Identification Database/Image System</u>	CR+75	08/02/2005
	This is an automated system used for capturing the fingerprints of individuals. Some systems may also have the ability to capture a digital photograph of the individual and link the photo to the prints. The system may be capable of submitting this information electronically to the Michigan State Police. The systems are also used as a visual aid in tracking the movement of inmates. Pictures may be produced from the system and affixed to folders or various paper work as needed. Retention reflects the need to migrate data from one system to the next.		
11.026A -	<u>Incident Reports - Non-Criminal</u>	CR+3	08/02/2005
	These reports document non-criminal incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.		

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

Dept Code
/GS11/

Dept Name
Law Enforcement Agencies

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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11.026B - Incident Reports - Misdemeanor

CR+7

08/02/2005

These reports document misdemeanor incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.

11.026C - Incident Reports - Felony

CR+20

08/02/2005

These reports document felony incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.

11.026D - Incident Reports - Homicide

PERM

08/02/2005

These reports document homicide incidents. These records are typically filed according to the number assigned by the central dispatch. These records may include copies of UD-10's "Uniform Traffic Crash Report," computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 "Breath, Blood, Urine Test Report," DI-93 "Refusal to be Tested," LEIN breath entry, Blood Alcohol Content report, Blood Alcohol Content Data Master, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery request, attorney request, affidavit for search warrants, homicide reports, liquor inspection reports, Property/Evidence Inventory Form, driver re-exam request and diagrams.

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.027 -	<u>Intake/Release Property Card/Form - City/Township</u>	CR+1	08/02/2005
	These records identify which personal property items were removed from an individual who is held by a city/township/village police agency prior to transfer to a county facility or release. They may include personal history information.		
11.028 -	<u>Juvenile Arrest Records & Fingerprint Cards</u>	ACT	08/02/2005
	These records are used to aid tracking of juveniles. They may include a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, incident reports, etc. ACT = Until the juvenile's 17th birthday.		
11.029 -	<u>Letters of Clearance</u>	CR+1	08/02/2005
	Letters are issued by an agency to a private citizen to show no criminal activity within the community.		
11.030 -	<u>Liquor Inspection Records</u>	CR+3	08/02/2005
	These records document establishments that sell or serve liquor. They contain quarterly inspection reports completed by officers pertaining to the named establishment.		
11.031 -	<u>Liquor License Establishment Records</u>	ACT	08/02/2005
	These files are used to monitor licenses issued to liquor establishment. They may include a copy of the actual liquor license that is issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, Auto-Track reports. ACT = While the establishment is in business.		
11.032 -	<u>Miscellaneous Business Licenses</u>	ACT+1	08/02/2005
	These records document businesses within a community that may be required by local ordinances to register with the agency. Examples include arcades, auction firms, massage facilities, spas, pawnshops, car shops, etc. ACT = While the establishment is in business.		

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Dept Code
/GS11/

Dept Name
Law Enforcement Agencies

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.033	- <u>Officer Dailies</u>	CR+3	08/02/2005
	These are daily activity logs of road patrol and animal control officers.		
11.034	- <u>Officer's Monthly Activity Evaluation</u>	CR+2	08/02/2005
	This is a summary of activity for the month, by officer, completed from information gathered from the dailies completed by patrol officers.		
11.035	- <u>Pawn Shop Slips</u>	CR+3	08/02/2005
	These reports are completed by pawnshops and are submitted to the department pursuant to P.A. 231 of 1945. They are used to aid in recovering stolen material.		
11.036	- <u>Peddlers License</u>	CR+1	08/02/2005
	These records document citizens who sell door-to-door, and are used to verify an individual's legitimacy. They may include background checks, computer printouts, etc.		
11.037	- <u>Personal Protection Orders (PPO)</u>	EXP	08/02/2005
	These records are copies of personal protection orders issued by the court. EXP. = Until the expiration date on the PPO.		
11.038A	- <u>Photographs - Non-Criminal</u>	CR+3	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.038B	- <u>Photographs - Misdemeanor</u>	CR+7	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.038C	- <u>Photographs - Felony</u>	CR+20	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.038D -	<u>Photographs - Homicide</u>	PERM	08/02/2005
	These are photographs of incidents, including crime scenes, accidents, evidence, mug shots, etc.		
11.039 -	<u>Pistol Purchase Permits/Registrations</u>	CR+6	08/02/2005
	These records document individuals who apply for a Pistol Purchase Permit and individuals who have applied/passed and purchased a pistol. The records would include copies of the RI-10 "Purchase Permit" that is forwarded onto Michigan State Police (MSP) for registration and permanent retention. MCL 28.422 requires that the RI-10 be kept for a period of 6 years by the local agency as the official record. These records may also include the RI-9 "Dealer Application & License to Purchase." As of January 7th, 2009 MCL 28.422a requires the RI-60 "Pistol Sales Record" to be kept for 6 years. These are not C.C.W. "Carrying Concealed Weapons" records. C.C.W. records are maintained by the County Clerk. The pistol test form should not be retained.		
11.040 -	<u>Radio Logs</u>	CR+2	08/02/2005
	These logs document calls that officers were dispatched on. These may be replaced by an automated central dispatch system that produces similar reports.		
11.041 -	<u>Records Management Database System</u>	CR+25	08/02/2005
	These systems are often used to track information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate data from one system to the next.		

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11.042 -	<u>Records Management Imaging System</u>	CR+25	08/02/2005
	<p>These imaging systems are used to track images associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, jail inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citations, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, miscellaneous registrations, background checks and permits. These systems may be linked to other systems, such as the L.E.I.N. or M.I.C.R. systems. Retention reflects the need to migrate images from one system to the next.</p>		
11.043 -	<u>Roll Call Log Book</u>	CR+5	08/02/2005
	<p>These records document who is on duty each day when roll call is taken.</p>		
11.044 -	<u>Roll Call Board</u>	CR+2	08/02/2005
	<p>These documents contain miscellaneous information that is distributed to officers at the beginning of each shift.</p>		
11.045 -	<u>Salvaged Vehicle Report</u>	CR+2	08/02/2005
	<p>These records are generated by citizens who have applied for a Salvaged Vehicle Title.</p>		
11.046 -	<u>Sex Offender Address Verification</u>	SUP	08/02/2005
	<p>These are copies of the DD-4 "Michigan Sex Offender Registration" form that is required by P.A. 295 of 1994 to register sex offenders. Information is entered into the L.E.I.N. "Law Enforcement Information Network," and used to track the location of these offenders. SUP = Most recent Registration.</p>		

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11.047 -	<u>Skate Park Registrations</u>	CR+5	08/02/2005
	These records document equipment like skateboards, roller blades, helmets, pads, etc. They may include the owner's name, contact information, description of equipment, serial number and registration tag number, etc.		
11.048 -	<u>Special Transportation Permit</u>	EXP	08/02/2005
	These permits are issued to allow a one-time movement of an oversized load/object. They expire after the date of the move. They contain a description of what is being moved, equipment, route, date, company name and fees associated with it. EXP. = Expiration date of permit.		
11.049 -	<u>Subpoenas</u>	CR+1	08/02/2005
	These are copies of subpoenas received to appear in court or requesting for information.		
11.050 -	<u>Taxicab Permits</u>	ACT	08/02/2005
	These are applications for taxicab driver permits. They identify the permits approved. Files may include the application, computer printouts, background checks, etc. ACT. = While active		
11.051 -	<u>Temporary License Plate Books</u>	CR+2	08/02/2005
	These books contain carbon copies of temporary license plates issued by the department.		
11.052 -	<u>Tickets/Citations</u>	CR+2	08/02/2005
	These are the officer's copy of traffic citations that are issued. They are filed by issuing officer and by year. They are used by the officer when reporting to court to respond to the citation that was issued.		
11.053 -	<u>Ticket/Citation Book Receipts</u>	CR+2	08/02/2005
	This record contains the ticket/citation numbers for the book and the officer that it was assigned to.		

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11.054 -	<u>Ticket/Citation Logs</u>	CR+2	08/02/2005
	This is a registration log of tickets issued. A copy is forwarded to the courts.		
11.055 -	<u>Vehicle Lockout Waiver</u>	CR+1	08/02/2005
	These records are waivers signed by citizens that ask officers to unlock their vehicle, and releases the department from liability associated with any damage that may occur.		
11.056 -	<u>Vehicle Impound/Release Form</u>	CR+2	08/02/2005
	These forms are used to release vehicles that have been impounded. They document the complaint number, vehicle, wrecker agent, and release information.		
11.057 -	<u>Video/Digital Recordings</u>	CR+0/1	08/02/2005
	These recordings are used to document stops or incidents. The recordings are cleared and reused on a monthly basis. Recordings that involve major incidents that may go to court are not erased until the action is resolved. Recordings may also be pulled from rotation for training purposes. (CR+0/1 = 1 Month)		
11.058 -	<u>Warrants</u>	ACT	08/02/2005
	Warrants are issued by the court/prosecutor. They may include orders for release, protective conditions, case sheets, L.E.I.N. printouts, and Warrant/Vehicle Worksheets. They are active until the suspect is arrested or recalled by a court. They are used to verify LEIN entries when audited. After the individual is arrested they are forwarded to the arresting authority or prosecutor. ACT = While warrant is active and still in L.E.I.N.		
11.100 -	<u>Accounts Receivable Records</u>	CR+6	08/02/2005
	These records document money received for restitution payments and may include transactions and daily balances.		

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11.101 -	<u>Administrative Training Schedule</u>	CR+5	08/02/2005
	This record documents in-house and external training. It lists the date, course title, and training hours the officer received.		
11.102 -	<u>Alarm Billings</u>	CR+2	08/02/2005
	These records document the billing for alarms and false alarms that officers respond to. They may include billings, statements, and/or receipts.		
11.103 -	<u>American Disability Act (A.D.A.) Files</u>	ACT+3	08/02/2005
	These files document compliance with the American Disability Act. They may contain employee medical records, criminal history checks, background checks, driving record, workers compensation information, disability information, credit report, etc. ACT = While employed.		
11.104 -	<u>Annual Reports</u>	PERM	08/02/2005
	This is the Agencies copy of the annual report that is submitted each year to document what activities and events have taken place.		
11.105 -	<u>Bank Statements</u>	CR+6	08/02/2005
	These statements are used to document money that is received and then deposited for preliminary breath tests, vehicle fines, bonds, etc.		
11.106 -	<u>Bond Receipts</u>	CR+1	08/02/2005
	These receipts document the payment of bail bonds. The form is a 3-part document. 1 copy is issued to the bonder, 1 copy is forwarded to the courts, and the agency retains 1 copy. The form identifies the person's name, case number, charges, date, appearance information and the amount of bail.		

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11.107 -	<u>Budget Information</u>	CR+6	08/02/2005
	These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.		
11.108 -	<u>Building Plans</u>	PERM	08/02/2005
	These documents are used to construct and maintain buildings and other infrastructure. They may include blue prints, building plans, drawing plans and diagrams of the office/jail.		
11.109 -	<u>Committee Records</u>	CR+2	08/02/2005
	These documents are from the various internal committees associated with the office, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.		
11.110 -	<u>Complaints - Citizens</u>	CR+2	08/02/2005
	These records document any complaints filed by citizens against an officer. They document what action, if any, was taken.		
11.111 -	<u>Complaints - Internal</u>	CR+2	08/02/2005
	These records document any internal incidents that involve officers. They document what action, if any, was taken.		
11.112 -	<u>Contracts</u>	EXP+6	08/02/2005
	These contracts document an agreement between the agency and anyone else. They may be used for services such as jail housing, medical examiners, jail doctors, medical personnel, police services, students, union labor, training and vendors. EXP = Date contract expires		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.113 -	<u>Correspondence - Departmental</u>	CR+2	08/02/2005
	This is general correspondence from various staff members within the department. This correspondence is arranged chronologically or by correspondent name.		
11.114 -	<u>Correspondence - Various Groups/Organizations</u>	CR+2	08/02/2005
	These records consist of various correspondence received from, and associated with, outside groups and/or organizations.		
11.115 -	<u>General Orders and Policies</u>	PERM	08/02/2005
	These records document internal policies, general orders and department orders issued by the Sheriff/Chief. They may contain official bulletins that are used to convey information to the administrative staff, deputies, officers and jail staff.		
11.116 -	<u>Disposition of Department Property/Equipment</u>	ACT+5	08/02/2005
	These documents detail equipment/property donated or disposed of with a value over \$500.00. ACT = Until item is disposed.		
11.117 -	<u>Drug Forfeiture Records</u>	CR+7	08/02/2005
	These records document the seizure of property related to drug traffic/offenses, pursuant to MCL 333.7524. The records may contain descriptions of what was seized, titles, deeds, etc. and the disposition of the item(s).		
11.118 -	<u>Grant Records</u>	ACT+7	08/02/2005
	These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to UHP-COPS, SE GRANT, DARE Program, MARINE, Training grants, equipment grants, federal Grants, matching grants, etc. ACT = Until grant is closed by the grantor.		
11.119 -	<u>Grievance Files</u>	CR+7	08/02/2005
	These are copies of grievances filed against union contracts.		

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11.120 -	<u>Job Applications-Not Interviewed/Not Hired</u>	CR+1	08/02/2005
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
11.121 -	<u>Job Applications-Interviewed/Not Hired</u>	CR+2	08/02/2005
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
11.122 -	<u>Invoices - Original</u>	CR+6	08/02/2005
	These records document invoices that are generated by the department for false alarms, inmate meals, police contract services, overtime and licenses.		
11.123 -	<u>Job Descriptions</u>	SUP	08/02/2005
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. SUP = Until job description is superseded		
11.124 -	<u>Litigation Files</u>	ACT+10	08/02/2005
	These files document any litigation to which the department or an officer is a party. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.		
11.125 -	<u>Mutual Aid Agreements</u>	ACT+10	08/02/2005
	These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.126 -	<u>Officer Field Training Observations (FTO)</u>	EVT+2	08/02/2005
	These records are completed during a new officer's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of dailies, daily observations, weekly summaries, road logs, tickets, UD-10's, case reports, warrants, property receipts, etc. EVT = When the probation period ends.		
11.127 -	<u>Official Bulletins</u>	CR+2	08/02/2005
	These are internal bulletins that are used to distribute information. Departments receiving the bulletins must sign to acknowledge receipt. These are reviewed annually to determine if they should become a Department Order or Policy.		
11.128 -	<u>Outside Employment Form</u>	ACT	08/02/2005
	This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the department.		
11.129 -	<u>Overtime Equalization Records</u>	CR+2	08/02/2005
	These records document overtime used/submitted by officers. It is used to resolve any immediate issues with pay.		
11.130 -	<u>Payroll Timesheets</u>	CR+5	08/02/2005
	These are copies of timesheets that are completed and forwarded to the payroll office.		
11.131 -	<u>Personnel Information Records</u>	ACT	08/02/2005
	These records are used as a reference tool for identifying employee badge number, FOIA number, MITN number, phone number, address, seniority, hire date, termination date, birthdays, etc. ACT = While employed by the department.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.132 -	<u>Personnel Files</u>	ACT+7	08/02/2005
	<p>These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, etc. ACT = While employed by the department.</p>		
11.133 -	<u>Position Interview Questions</u>	SUP	08/02/2005
	<p>These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.</p>		
11.134 -	<u>Promotional Results</u>	ACT	08/02/2005
	<p>These records contain information associated with test scores, test sheets, order of ranking, results of offsite testing, etc. ACT = While test are active</p>		
11.135 -	<u>Receipt Books</u>	CR+6	08/02/2005
	<p>These books are used to document money received for preliminary breath tests, vehicle fines, bonds, etc.</p>		
11.136 -	<u>Ride Along Waiver</u>	CR+1	08/02/2005
	<p>This is a waiver of liability signed by a citizen who rides with the deputies. It is used to document the date and the name of the person who participated.</p>		
11.137 -	<u>Training Bulletins</u>	CR+2	08/02/2005
	<p>These are internal bulletins that are used to notify a department or officers that they are scheduled for upcoming training.</p>		

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11.138 -	<u>Training Files</u>	ACT+7	08/02/2005
	These records are used to document what training officers have received. They may contain training schedules, certificates, course descriptions and receipts. ACT = While employed by the department.		
11.139 -	<u>Training Fund</u>	CR+5	08/02/2005
	These records document money available and spent from the training fund.		
11.140 -	<u>Unclaimed Monies</u>	CR+6	08/02/2005
	These records document unclaimed money that is transferred to the treasury. It is deposited into the general fund.		
11.141 -	<u>Uniform Crime Reports</u>	CR+6	08/02/2005
	These are reports generated from the Michigan State Police that contain crime statistics and other information.		
11.200 -	<u>Jail - Booking Center Log</u>	CR+7	08/02/2005
	These records document jail inmate counts.		
11.201 -	<u>Jail - Check Logs</u>	CR+4	08/02/2005
	These logs document the hourly checks performed by correction officers to confirm inmate counts and location.		
11.202 -	<u>Jail - Daily Count Summary</u>	CR+1	08/02/2005
	This log is compiled daily and summarizes the hourly check log that verifies inmate counts.		
11.203 -	<u>Jail - Daily Work Schedules</u>	CR+3	08/02/2005
	These records document the actual time worked by jail deputies.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.204A -	<u>Jail - Facility Management Software - Data</u>	CR+25	08/02/2005
	This system is used by correction officers to monitor and maintain the security of the jail. It may have the ability to monitor door activity, inmate activity, inmate movement throughout the facility, video/audio monitoring of inmates/facility, etc. Retention reflects the need to migrate data from one system to the next.		
11.204B -	<u>Jail - Facility Management Software - Video/Digital</u>	CR+0/1	08/02/2005
	This system is used by correction officers to monitor and maintain the security of the jail. It may have the ability to monitor door activity, inmate activity, inmate movement throughout the facility, video/audio/digital monitoring of inmates/facility, etc. Recordings are typically rotated every 30 days unless an incident occurs that would require the media to be pulled from rotation during the investigation. (CR+0/1 = 1 Month)		
11.205 -	<u>Jail - Housing Report</u>	CR+1	08/02/2005
	These records are used to count the number of inmates being housed.		
11.206 -	<u>Jail - Incidents</u>	CR+10	08/02/2005
	These records are produced from the jail management information system. Each incident is assigned a number. The records document what happened, when, and what disciplinary action was taken.		
11.207 -	<u>Jail - Inmate Bank Reconciliation Statements</u>	CR+6	08/02/2005
	These records contain bank statements for inmates. They are used to reconcile accounts for charges associated with housing costs.		
11.208 -	<u>Jail - Inmate Claim for Reimbursement of Booking Fee</u>	CR+6	08/02/2005
	These records are used to document the process of returning money collected for the booking fee, if the accused was found to be innocent.		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
11.209 -	<u>Jail - Inmate Hygiene Kit Log</u>	CR+1	08/02/2005
	This log documents that the inmate received his/her personal hygiene kit.		
11.210 -	<u>Jail - Inmate Jackets</u>	EVT+10	08/02/2005
	These files may contain the following inmate records: intake record, booking card, medical review information, mug shot, classification documents, classification review documents, defendant's sentencing record, orientation check sheet, fingerprint card, medical and financial release forms, primary classification, inmate property release form, transfer to prison, official court documents, inmate release form, arrest card, writ papers, visitation authorizations, weekend work agreements, time cards, commitments, library requests, correspondence, incidents, disciplinary action, bonds, mental health forms, kites, warrants, haircut requests, extradition paperwork, Blood Alcohol Content reports, etc. The records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual. EVT. = Date released from facility		
11.211 -	<u>Jail - Inmate Medical Records</u>	CR+7	10/30/2012
	These records are created and maintained by the jail doctor. They may contain the following documents: inmate release records, medical notes, health appraisal, medical questionnaire, medical sheets, medical request, x-rays, test results, and prescriptions issued. All inmates are (re)evaluated when imprisoned. MCL 338.16213 requires that all medical files be retained for a period of 7 years unless you obtain permission from the patient to destroy sooner.		
11.212 -	<u>Jail - Inmate Property Intake/Release Card/Form</u>	CR+1	08/02/2005
	These records document personal property removed from an individual being held in a county facility or released and may include personal history information.		
11.213 -	<u>Jail - Inmate Receipts</u>	CR+1	08/02/2005
	These are receipts for money received from inmates associated with bond fees, work release and weekender passes.		

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11.214 -	<u>Jail - Inmate Request Forms ("Kites")</u>	CR+2	08/02/2005
	These forms document requests from inmates to the jail staff, and the response from the department.		
11.215 -	<u>Jail - Inmate Social Security Information</u>	EVT+10	08/02/2005
	These reports document any money that is received from social security for inmates. It is reported back to the federal government. EVT. = Date released		
11.216 -	<u>Jail - Inmate Trust Fund</u>	CR+6	08/02/2005
	These records document any/all monies spent/deposited by inmates into their own trust fund. They may include: commissary records, booking fees, invoices, daily balances, invoices indigent, haircut lists, check statements, voided checks, bond fees, weekly transaction statements, credit bureau housing fees, restitution payments, deposit books and cleared checks.		
11.217 -	<u>Jail - Inspections</u>	CR+1	08/02/2005
	The Michigan Department of Corrections conducts annual inspections of each jail.		
11.218 -	<u>Jail - Jail Population Information System (JPIS) Reports</u>	CR+2	08/02/2005
	The Jail Population Information System is maintained by the Michigan Department of Corrections. It is used to tabulate data from all counties on inmate counts, types of crimes, release information, and sentencing information. These reports are monthly summaries produced from the system.		
11.219 -	<u>Jail - Midnight Counts</u>	CR+2	08/02/2005
	These records are submitted to the State of Michigan to document the number of inmates admitted, released, males, females, and status of sent/unsent. These records may include both daily and monthly summaries.		

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11.220 -	<u>Jail - Ministry Volunteer Applications</u>	CR+1	08/02/2005
	These signed waivers are for people who volunteer their time to counsel inmates. Examples may include AA counselors, clergy, etc.		
11.221 -	<u>Jail - Overtime Sign up Sheet</u>	CR+2	08/02/2005
	Corrections officers may sign up for available overtime. These sheets identify the officer's name, date available, etc.		
11.222 -	<u>Jail - Pass on Books</u>	CR+2	08/02/2005
	These records document the hourly inmate counts and log each inmate's movement within the facility.		
11.223 -	<u>Jail - Transmittal of Booking Fees</u>	CR+6	08/02/2005
	P.A. 124 of 2003 requires that \$2.00 of the \$12.00 fee that is collected for booking be submitted to the State of Michigan, and be deposited in a training fund. The Michigan Department of Treasury Form 4147 (2-04) "Local Corrections Officers Training Fund" is used to submit the money collected each quarter, and documents the number of bookings that took place during that quarter.		
11.224 -	<u>Jail - Visitor Log</u>	CR+2	08/02/2005
	This log documents individuals who enter the jail to visit an inmate or to perform a professional service, such as clergy, lawyers, maintenance workers, etc.		

GENERAL SCHEDULE #30 – Local Government Information Technology

This Retention and Disposal Schedule covers records that are commonly found in the **Information Technology** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

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

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

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

APPROVED 12/1/09
State Administrative Board (Date)

General Retention Schedule #30
Information Technology—Local Government

Item Number	Series Title and Description	Total Retention
Information Technology Records		
100	<u>Technology Inventory</u> This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc. ACT = until the item is disposed of.	ACT+2
101	<u>Communications Assignments</u> Some staff are issued 2-way radios, cell phones, pagers, etc. to facilitate communication. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc. ACT = until the equipment is returned by the staff or disposed of or until the phone number assignment changes.	ACT+2
102	<u>Contracts, Licenses and Agreements</u> These records cover hardware, software, services, maintenance, hosting, leases, etc. The information technology office is generally not the office of record for the official legal document, but still needs to maintain these records to administer the terms.	EXP+6
103	<u>Pre-Approved Vendors</u> Technology vendors may be pre-approved for a designated timeframe to provide hardware and software to the local government, so newly purchased equipment is standardized. These records document which vendors and equipment are pre-approved. They may include a request for quote (RFQ), request for proposal (RFP), invitation to bid (ITB), bid responses, sole source justifications, copies of contracts (not the official version), etc. ACT = while the vendor/equipment is approved.	ACT
104	<u>User Access Policies/Agreement</u> The records are used to generate user accounts for employees and to assign permissions. They may define the terms of use and access of specific computer systems, general information technology resources, network access, etc. They may document who is authorized to make requests. They may be submitted by authorized supervisors, and they may be signed by employees. Records may also be generated to document that permissions/access have been removed for employees. The Human Resources Department may maintain a copy of these records in the	ACT+2

PERM = Permanent
EXP = Expiration Date

ACT = Active
CR = Creation Date

SUP = Superseded
FY = Fiscal Year

General Retention Schedule #30
Information Technology—Local Government

Item Number	Series Title and Description	Total Retention
	employee's personnel file. ACT = retain current documents for current users.	
105	<u>Project Files</u>	ACT+5
	These files document the development of new computer systems for departments, upgrades and maintenance activities. These files may include correspondence, notes, systems documentation, source codes, objects codes, code definitions, system layout, testing, maintenance work, project plans and timelines, operational procedures, data conversion, system migration, etc. Reference copies of requests for proposals, vendor bids and contracts may also be retained, but are not subject to this retention period. ACT = life of system. Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after implementation is completed.	
106	<u>Change Control</u>	ACT+5
	These records document changes to production systems for routine maintenance, upgrades, enhancements, emergencies, etc. They may include authorizations, activity assignments, activity descriptions, backout/recovery plans, test runs, etc. ACT = life of system. Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after the above-mentioned activity is completed.	
107	<u>Technology Service Requests</u>	FY+5
	This record documents problems with accounts and equipment and requests for new services. It is used to initiate new projects and to generate repair tickets. It may contain the user name, a description of the problem or project, the location of the equipment, the date/time the request was received and resolved, etc.	
108	<u>Work Orders</u>	FY+2
	These records document each employee's daily activities. They identify the type of activity, time spent, customer, account code, description of work done, etc.	
109	<u>Technology Network Maps/Documents</u>	SUP
	These records are used to map and define the technology infrastructure and the wiring of voice and data lines. They may include security	

PERM = Permanent
 EXP = Expiration Date

ACT = Active
 CR = Creation Date

SUP = Superseded
 FY = Fiscal Year

General Retention Schedule #30
Information Technology—Local Government

Item Number	Series Title and Description	Total Retention
	information, identification numbers, passwords, configurations, IP schemas, etc.	
110	<u>Server and Operations Logs</u>	EVT
	<p>These logs are generated on an on-going basis by file and network servers, backup systems, security systems, user logins, etc. They document transactions or activity within the system. EVT = different types of logs collect data at different intervals, and are used for different purposes. As a result, the volume of data generated will vary, as will the capacity of the system to store the data. Each IT department must adopt a written data retention policy to define how long it will retain data for each log they generate. If they do not, it will be difficult for the IT department to defend their practices in court, if the records are needed as evidence.</p>	
111	<u>Call Detail</u>	FY+2
	<p>These records are received from the service carrier. They identify when calls or messages were made or received on devices issued to employees. They may be received with the bill from the service carrier, which is forwarded to the Finance Department for payment and official retention after the accuracy of the charges are verified. Information found in these records may include the device tag number, phone number, date and time of the communication, length of communication, phone number of the other party, etc. These records do not contain the content of voice or text messages. Carriers may or may not retain the content of these communications. Employees are responsible for retaining the content of recorded communications per their agency's Retention and Disposal Schedule, if the communication complies with the definition of a public record.</p>	
112	<u>Disaster Plans</u>	SUP
	<p>These plans define potential emergencies, and how the staff should respond to each type of incident.</p>	
113	<u>Internet Site Content</u>	ACT
	<p>The local government's website is an interface to presenting information to the public about programs, events and activities. This record includes the content and layout of the website. Internet technology may be capable of storing inactive web content, but it is not designed to support the preservation of information as technology evolves. Official records that</p>	

**General Retention Schedule #30
Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
	are posted on the website, and are not retained elsewhere, still need to be retained in accordance with an approved Retention and Disposal Schedule. ACT = while online.	
114	<u>Technology Training</u>	ACT
	The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the curricula materials. ACT = until course materials are superseded by a new version, or until the course is dropped entirely from the training curriculum.	
115	<u>Training Registration</u>	CR+2
	These records document which employees have attended training conducted or coordinated by the Information Technology Department. They may contain the employee's name, department, training date, course title, accounting information, etc.	
116	<u>Universal Service Fund (USF)</u>	ACT+5
	The USF, also known as "e-rate," is a federal fund that provides discounts on telecommunications and internet access to public libraries and school districts. These files document the amount of the discount that is awarded and how the allocation was computed. All applicants and service providers are required to retain receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of the Universal Service Fund. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (<u>FCC 04-190</u>). ACT = until the last service date.	

**General Retention Schedule #30
Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
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General Administrative Records

200 Subject Files ACT+5

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. **Subject files are generally organized alphabetically by topic.** Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files. **ACT = while topical file is of interest for ongoing administration.**

201 General Correspondence CR+2

General correspondence does not pertain to a specific issue and it **is often organized chronologically or by correspondent's name.** General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

202 Transitory Correspondence EVT

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. **EVT = need not be retained more than 30 days after receipt.**

General Retention Schedule #30
Information Technology—Local Government

Item Number	Series Title and Description	Total Retention
203	<p><u>Freedom of Information Act (FOIA) Requests</u></p> <p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.</p>	CR+1
204	<p><u>Contact Lists/Directories</u></p> <p>These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.</p>	SUP
205	<p><u>Planners/Calendars</u></p> <p>These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.</p>	CR+2
206	<p><u>Staff and Project Meeting Records</u></p> <p>These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200) or project files (see item #104), if they relate to a specific project.</p>	CR+2
207	<p><u>Policies, Procedures and Directives</u></p> <p>These records document the policies and standard operating procedures of the department. It may also include an administrative manual.</p>	SUP+5
208	<p><u>Annual Reports</u></p> <p>These reports document the department's activities, and they may contain both narrative and statistical information.</p>	CR+10
209	<p><u>Grants</u></p> <p>These files are used to administer grants that are applied for by the information technology department from state, federal and private</p>	ACT

General Retention Schedule #30
Information Technology—Local Government

Item Number	Series Title and Description	Total Retention
	agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	
210	<u>Denied Grant Applications</u>	CR+1
	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.	
211	<u>Departmental Budget Planning</u>	CR+5
	These records document budget planning and tracking activities for the information technology department. They may include budget requests, capital improvement plans, statistics, budget amendments, budget summaries and balance sheets, etc.	
212	<u>Publications</u>	ACT
	These records may include press releases, brochures, newsletters and other items that are published by the department. ACT = while of reference value.	
213	<u>Memorabilia</u>	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. ACT = while of reference value to the department.	
214	<u>Audio-Visual Materials</u>	ACT
	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. These materials do not include photographs taken for specific projects, because those records should be in the project files (see item #104). ACT = while of reference value.	

General Retention Schedule #30
Information Technology—Local Government


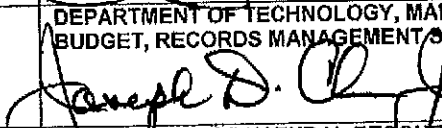

Item Number	Series Title and Description	Total Retention
215	<u>Visitor Logs/Registers</u> These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	CR+2
216	<u>Employee In/Out Logs</u> These logs document the time/date when staff arrive and depart throughout each day.	CR+1
217	<u>Leave Approvals</u> These records document a supervisor's approval of an employee's use of sick leave, annual leave, overtime, etc. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records.	CR+1
218	<u>Timekeeping</u> These records include sheets or cards that document the exact hours worked by an employee. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records.	CR+1
219	<u>Overtime Equalization Reports</u> These reports are produced weekly in accordance with the terms of union contracts. They are used by supervisors to adjust overtime assignments of staff to balance the number of hours worked. ACT = while the relevant union contract is in effect.	ACT

EXHIBIT A-2
Agency-Specific Schedules

[Attached]

State of Michigan
Records Management Services
P.O. Box 30026
Lansing, MI 48909

RECORDS RETENTION AND DISPOSAL SCHEDULE


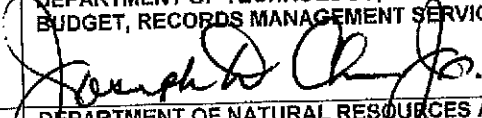

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Airfield Operations		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7.17.13
The records described herein 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/17
		STATE ADMINISTRATIVE BOARD APPROVED	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
02.01	Accident, Incursion, and Incident Reports	Active + 6 years. If a Workers Compensation claim is filed, then 30 years after the close of the claim.
02.02	Aircraft Parking Logs	2 years
02.03	Airfield Safety Reports	Current + 6 years
02.04	Airport Ordinance Administrative Violations and Appeals Records documenting the process under which the Department recommends that an individual or entity be cited for an administrative violation under the Airport Ordinance, and any documentation relating to an appeal of that violation.	Active (or until appeal process complete) + 60 days
02.05	Miscellaneous Employee Files Includes employee leave and swing holiday requests, training records and training alerts, overtime records, employee resumes, and meeting notes.	2 years
02.06	Contractor or Vendor Permits and Permit Applications	Active + 6 years

02.07	Customer Service Surveys Surveys tracking the satisfaction of customers.	3 years
02.08	Payment or Billing Files Files created during the process through which the Department facilitates the payment of its contractors. Materials may include copies of DANTEC billings, employee lot hang tag revenue records, membership invoices, and work orders.	2 years after the relevant purchase order or agreement expires
02.09	Emergency Plan Exercise Records Records documenting the practice, and results, of Emergency Plan exercises.	Current + 6 years
02.10	Federal Aviation Administration Related Documents Includes, but is not limited to, the snowplan, letter of warnings, training and compliance records, complaints records for runways, yearly inspection documentation, advisory circulars, notices to airmen (NoTAMs), and F.A.R. 139.311 required markings work orders.	6 years or federal requirement, whichever period is longer
02.11	Miscellaneous Airfield Documents, Reports, and Records Including, but not limited to, the monthly Capital Improvement Program summary, operations certifications records, parking permits records, planning projects records, restricted access pass information, runway friction testing readings, runway safety alerts, runway threshold markings, and self-inspection reports and airport conditions for runways.	2 years or federal or contractual requirement, whichever period is longer
02.12	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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RECORDS RETENTION AND DISPOSAL SCHEDULE



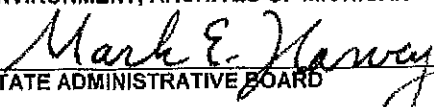
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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Authority Governance		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13
The records described herein 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
		STATE ADMINISTRATIVE BOARD APPROVED	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
03.01	FOIA Requests and Responses Includes requests for information or public records and the responses thereto. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one.	Active + 1 year
03.02	Meeting Records – Open Sessions These records document the proceedings of the Board and any subcommittees or advisory committees. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, etc). They may include full transcriptions of the proceedings and topical indexes.	Permanent
03.03	Meeting Records – Notes and Audio Recordings Notes and audio or visual recordings of meetings of a public body of the Airport Authority made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body.	1 day after the date that the meeting minutes are approved
03.04	Meeting Records – Meeting Notices The Open Meetings Act requires that notices of public meetings be posted. Specifically, the annual schedule must be posted at the beginning of the year, any changes to the annual schedule must be posted within 3 days of the change, and any special meeting must be posted at least 18 hours in advance. This series covers copies of the posted notices of any meeting, including annual schedules and special meetings, and proof of publication or posting meeting notices.	1 year

03.05	<p>Meeting Records – Closed Sessions These records consist of minutes taken during a closed session of the Board, including any audio or visual recordings. Approved closed session minutes must be sealed and retained, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act.</p>	<p>1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved</p>
03.06	<p>Ordinances and Resolutions Ordinances and resolutions adopted by the Board. They include the language of the ordinance or resolution and any supporting documents.</p>	<p>Permanent</p>
03.07	<p>Departmental Budget</p>	<p>Permanent</p>
03.08	<p>Departmental Budget Preparation Materials May include calculations, notes, Excel spreadsheets, projections, or other materials used to formulate the Department's budget.</p>	<p>2 years</p>
03.09	<p>Board Member Ethics Disclosure Statement Forms Forms filled out by the Board members disclosing potential conflicts of interest and other information required by outside ethics counsel.</p>	<p>Permanent</p>
03.10	<p>Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.</p>	<p>2 years</p>

State of Michigan
Records Management Services
P.O. Box 30106
Lansing, MI 48909


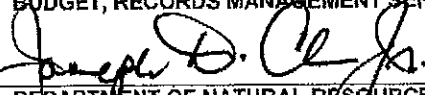
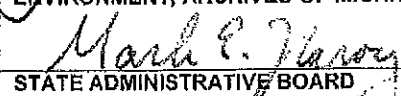
RECORDS RETENTION AND DISPOSAL SCHEDULE

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Business relations and Development		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7.17.13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
		STATE ADMINISTRATIVE BOARD <p style="text-align: center; font-weight: bold; font-size: 1.2em;">APPROVED</p>	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
04.01	Real Property Records Records documenting to the acquisition, disposition, lease or other final agreement relating to real property in which the Airport Authority has an interest, including deeds and easements.	Permanent
04.02	Real Property Activity Supporting Documents Documents supporting item 04.01 above. May include drawings, correspondence, and draft agreements.	5 years
04.03	FAA Submitted and Accepted Noise Land Reuse Plan	Permanent
04.04	FAA Submitted and Accepted Noise Land Reuse Plan Supporting Documents Documents supporting item 04.03 above. May include drawings, correspondence, and incremental submissions to the FAA.	5 years, unless a longer period required by the FAA
04.05	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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P.O. Box 30056
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RECORDS RETENTION AND DISPOSAL SCHEDULE


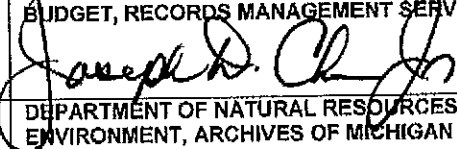

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Executive Offices (CEO, CFO, and COO)		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-7-13
The records 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/21/13
		STATE ADMINISTRATIVE BOARD <p style="text-align: center;">APPROVED</p>	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
05.01	Airport Master Plan Required by Federal Aviation Administration Advisory Circular 150/5070-6B, an Airport Master Plan is a concept of the long-term development of the airport. The Master Plan displays this concept graphically and documents the data and logic upon which the plan is based.	Permanent
05.02	Presentations From time to time, the Airport Authority's executives give presentations to community groups, other governmental bodies, and the Airport Authority's Board. This record series is comprised of Microsoft PowerPoint files, slides, and handouts or notes.	2 years
05.03	Airport Operating Certificate Airport Operating Certificate (AOC) required by the Federal Aviation Administration under 14 CFR Part 121 and 14 CFR Part 38, and granted under 14 CFR Part 139.	Permanent
05.04	Federal Aviation Administration Materials Includes correspondence, required submissions to the Federal Aviation Administration, memoranda, and reference information.	2 years, or as required by the federal government, whichever is longer
05.05	Weighted Majority Approvals Approval letters received from the airlines when a "weighted majority approval" is required of the airlines in order to move forward with a project or policy.	Permanent

05.06	Department and Employee Performance Management Items includes departmental scorecards, Airport Authority organizational goals and objectives, copies of employee awards, and future priorities, among other items.	2 years
05.07	Financial Advisor Materials Files, notes, correspondence, and other materials with or relating to the Airport Authority's outside financial advisor(s).	Permanent
05.08	McNamara Terminal Hotel Materials Files, notes, correspondence, and other materials with or relating to the Airport Authority's hotel in the McNamara Terminal.	Permanent
05.09	Pension and Retirement Documents Includes actuarial valuation reports and correspondence with plan actuaries, the actual pension and retirement plan documents, and additional information about pension and retirement plans.	Permanent
05.10	Michigan Employment Relations Commission Materials Includes correspondence, required submissions to the Michigan Employment Relations Commission, memoranda, and reference information.	2 years, or as required by MERC, whichever is longer
05.11	Transportation Security Administration Materials Includes correspondence, required submissions to the Transportation Security Administration Commission, memoranda, and reference information.	2 years, or as required by TSA, whichever is longer
05.12	Airport Contingency Plan Contains the Airport Authority's plan of action in case emergency or other unusual activity occurs, plus supporting materials.	Current, plus 2 years after a version is no longer the current plan
05.13	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

State of Michigan
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Lansing, MI 48909

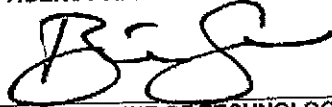
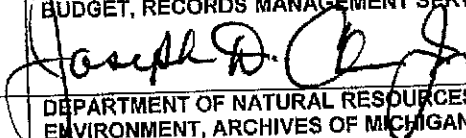

RECORDS RETENTION AND DISPOSAL SCHEDULE

CHECK APPLICABLE: <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input checked="" type="checkbox"/> OTHER		APPROVALS (SIGNATURES)	
GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Financial Planning and Analysis		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
		STATE ADMINISTRATIVE BOARD APPROVED	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
06.01	Airport Authority Budget Data and Materials Includes, but is not limited to, the budget scorecard, account analyses, and the fiscal year budget book.	Permanent
06.02	Performance Data Data maintained by the Department that allows it or other parties to create a historical record of certain performance metrics. Examples include concessions sales histories, enplanement data, landed weights data, and daily departures data.	Permanent
06.03	Reports Reports generated to fulfill a specific purpose for the department's use or at the request of another business unit or outside party, generally created from items 04.01 and 04.02 above. Examples include management reports, flash reports, statistics reports, and Airports Council International reports.	3 years
06.04	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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RECORDS RETENTION AND DISPOSAL SCHEDULE

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GOVERNMENT UNIT NAME:		AGENCY REPRESENTATIVE	DATE
Wayne County Airport Authority			7/10/13
DEPARTMENT NAME:		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES	DATE
Internal Audit			7.17.13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN	DATE
			7/31/13
		STATE ADMINISTRATIVE BOARD	DATE
		APPROVED	9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
08.01	Internal Audit Charter Includes Internal Audit's charter document(s) as well as the executive endorsement of the charter.	Permanent
08.02	Audit Committee Charter Includes the Audit Committee of the Board's charter document(s).	Permanent
08.03	Corporate Audit Policy The Airport Authority's Corporate Audit Policy.	While current, plus 2 years
08.04	Management Control Policy The Airport Authority's Management Control Policy.	While current, plus 2 years
08.05	Internal Audit Policies and Procedures Manual Internal Audit's Policies and Procedures Manual.	While current, plus 2 years
08.06	Annual Internal Audit Plans Annual Internal Audit Plans.	Permanent
08.06	Internal Audit Division Annual Reports Internal Audit Division Annual Reports.	Permanent

08.08	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years
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RECORDS RETENTION AND DISPOSAL SCHEDULE




<p>CHECK APPLICABLE: <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input checked="" type="checkbox"/> OTHER</p> <p>GOVERNMENT UNIT NAME: Wayne County Airport Authority</p> <p>DEPARTMENT NAME: Landside Services</p> <p>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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.</p>	<p>APPROVALS (SIGNATURES)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;"> AGENCY REPRESENTATIVE </td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;"> DATE 7/10/13 </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES </td> <td style="border-bottom: 1px solid black; text-align: center;"> DATE 7-17-13 </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN </td> <td style="border-bottom: 1px solid black; text-align: center;"> DATE 7/31/13 </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> STATE ADMINISTRATIVE BOARD <p style="text-align: center; font-weight: bold; font-size: 1.2em;">APPROVED</p> </td> <td style="border-bottom: 1px solid black; text-align: center;"> DATE 9/30/13 </td> </tr> </table>	AGENCY REPRESENTATIVE 	DATE 7/10/13	DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13	DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13	STATE ADMINISTRATIVE BOARD <p style="text-align: center; font-weight: bold; font-size: 1.2em;">APPROVED</p>	DATE 9/30/13
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DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13								
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STATE ADMINISTRATIVE BOARD <p style="text-align: center; font-weight: bold; font-size: 1.2em;">APPROVED</p>	DATE 9/30/13								

<u>ITEM NUMBER</u>	<u>RECORD/RECORD SERIES TITLE AND DESCRIPTION</u>	<u>RETENTION PERIOD</u>
09.01	<p>Contract Management Documents Files created during the solicitation, acceptance and implementation/retention of contractual services including but not limited to RFPs, cost estimates, invoice books, executive summaries, compliance reports, SOPs and contract documents, including amendments</p>	Expiration of contract, plus 3 years
09.02	<p>Commercial & Courtesy Vehicle Documentation Files created during the management of non-contract vehicles including but not limited to redeemed AVI coupons, limousine logs and decal/permit tracking.</p>	5 years
09.03	<p>Miscellaneous Employee Files Files created during the hiring, retention, training, and management of staff – but not sent to finance, human resources, or another department -- including but not limited to job descriptions/responsibilities, shift bids, work schedules, training records, SOPs, uniform compliance, holiday/overtime sign-up sheets, checklists and vacation requests.</p>	3 years
09.04	<p>Expense Reports Files created during the process of getting an expense report approved, but not required by finance staff to document the expense(s). Materials include copies of credit card receipts, purchase orders as well as other documentation.</p>	3 years
09.05	<p>Departmental Performance Metrics Files created during the evaluation of departmental performance including but not limited to customer complaints/compliments and internal audits.</p>	7 years

09.06	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years
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RECORDS RETENTION AND DISPOSAL SCHEDULE




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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Legal		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7.17.13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
		STATE ADMINISTRATIVE BOARD APPROVED	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
10.01	Litigation Files Includes all documentation relating to a litigation case file, including but not limited to pleadings, court orders, discovery, and correspondence.	Active, plus 5 years
10.02	Transactional Files Includes all documentation relating to a transaction, such as a bond issuance or an intergovernmental agreement, including but not limited to certifications, agreements, and correspondence.	Active, plus 5 years
10.03	Real Property Records Records documenting to the acquisition, disposition, lease or other final agreement relating to real property in which the Airport Authority has an interest.	Permanent
10.04	Research/Subject Files These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. These files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc.	Active, plus 5 years
10.05	Third Party Subpoenas Subpoenas requesting information or an appearance from the Airport Authority where neither the Airport Authority nor any of its officers or employees is a party.	Active, plus 1 year

* 10.06 *	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years
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Lansing, MI 48911


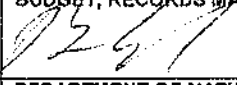

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Maintenance and Fleet Services		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7.17.13
The records described 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
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ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
11.01	Call Center Records Includes, but is not limited to, work orders, labor transactions, parts/materials transactions, tools transactions, and work order reports.	5 years
11.02	Supply Orders Includes copies of supply orders and invoices	3 years
11.03	Standard Operating Procedures Includes draft and finalized SOPs for all business units within Maintenance/Fleet Services	Current
11.04	Non-Specific Training Records Includes correspondence related to training of maintenance personnel to comply with MIOSHA, OSHA regulations, Part 139 and Airfield Operating Areas.	5 years
11.05	Training Records for Hazardous Materials, Conditions, or Medical Issues Includes training records kept for employee training for hazardous materials or hazardous conditions, along with attendance sheets	30 years
11.06	Fleet Documents – Rolling Stock Report The continuously updated 5-year rolling stock report on equipment and vehicles.	Current + 5 years
11.07	Fleet Documents – Vehicle Inspections Documents Includes documents for daily visual inspection and observation of vehicles and equipment.	2 years

11.08	Fleet Documents – Vehicle or Equipment Specific Documents Includes vehicle or equipment photos, vehicle or equipment manuals, and warranty documents.	Until Disposal of Vehicle or Equipment
11.09	Fleet Documents – Incident / Accident Reports Includes incident/accident reports (not including information or documents that become permanent part of employee record)	Close of Incident/Accident + 3 years
11.10	Trades Documents Includes key control audits, reports, and approval forms, building and equipment documents, and weekly lighting reports	Active + 2 years
11.11	Central Maintenance Inventory Documents Includes monthly inventory cycle counts, delivery reports and invoices, and fuel usage reports.	Active + 2 years
11.12	Field Maintenance Documents Includes snow expense reports with supporting documentation and pavement management material use reports, by location.	Active + 5 years
11.13	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

RECORDS RETENTION AND DISPOSAL SCHEDULE


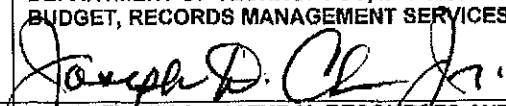

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GOVERNMENT UNIT NAME: Wayne County Airport Authority	AGENCY REPRESENTATIVE 	DATE 8/21/17
DEPARTMENT NAME: Planning, Design & Construction	DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 11/19/17
The records described 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.	DEPARTMENT OF NATURAL RESOURCES, ARCHIVES OF MICHIGAN  STATE ADMINISTRATIVE BOARD <div style="text-align: center; font-weight: bold; font-size: 1.2em;">APPROVED</div>	DATE 12/19/17

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	<p style="text-align: center;">General Transitory Records</p> Transitory records are those required for a limited time to complete a routine action, are used in the preparation of final records, or are retained as information or convenience copies by offices or individuals who do not have primary responsibility for them and include but are not limited to: Extra copies of Contracts, Solicitations and Invoices saved officially in project files; "cc", "bcc", or FYI correspondence records; routine emails to schedule or confirm meetings or events; draft copies of reports and drawings which have been superseded; meeting notes which have been incorporated into official meeting minutes record.)	30 days after creation
2	<p style="text-align: center;">General Records/Correspondence</p> General records which do not pertain to a specific project or issue and are generally organized chronologically by name. Examples include but are not limited to electronic records of: internal correspondence and coordination, exhibits/drawings produced for other departments...	2 years after creation
3	<p style="text-align: center;">Departmental Records</p> These records document organization and administration of departmental functions and includes but not limited to electronic records of: departmental budgets, standard forms, standard operating procedure, training materials, organization charts and sub-team folders and working files necessary to assist other departments...	2 years after creation
4	<p style="text-align: center;">Contract Administration Records (Non-Federally Funded)</p> These records document the administration of Professional Services and Construction Contracts for specific projects and include but not limited to electronic records of: Project Correspondences, Letters of Introduction, Notices to Proceed, Task Proposals, Authorization for Services, Contract Notices and working copies of records maintained by other departments including but not limited to working copies of solicitations, contract amendments, contract award recommendations, contracts, invoices...	7 years after final completion

5	<p align="center">Contract Administration Records (Federally Funded Projects)</p> <p>These records document the administration of Professional Services and Construction Contracts for specific projects receiving FAA Grants for airport improvement projects and include but are not limited to all items included in Item 7 – Contract Administration Records as well as electronic records of: Grant Applications, Grant Agreements, Reimbursable Agreements, Construction Progress Reports (FAA-5370), and Grant Close-out Report. <u>Grant Financial Records are NOT maintained by this department and are maintained by WCAA Controllers office and include financial reports and disbursement records.</u></p>	<p align="center">Greater of: 7 years after final completion OR 3 years after final federal grant disbursement</p>
6	<p align="center">FAA Records</p> <p>These records document submittals to FAA and include but are not limited to electronic records of: Airspace Determination (7460s), Construction Safety Phasing Plans (CSPPs), Construction Safety Phasing Plan Compliance Documents (CSPCD) Modification of Standards (MOS), Master Plans and Airport Layout Plans, Environmental Review Documentation (CATEX, EA, FONSI), Reimbursable Agreements</p>	<p align="center">50 years after creation</p>
7	<p align="center">Interagency Records</p> <p>These records document coordination with outside agencies including but not limited to electronic records from: Michigan Department of Environmental Quality, Michigan Department of Transportation, Wayne County, City of Romulus, Van Buren Charter Township, Charter Township of Ypsilanti, Washtenaw County, and include but are not limited to: Soil Erosion Permits, Construction Discharge Permits, Construction Permits</p>	<p align="center">50 years after creation</p>
8	<p align="center">As-Built Records</p> <p>These records document the final as constructed configuration of projects/assets and include but are not limited to electronic records of: Final As-Built Drawings and Specifications, Project Close-Out Reports, final photographic records, warranty walk-throughs and all other documentation of the visual record of the project/asset.</p>	<p align="center">50 years after creation</p>

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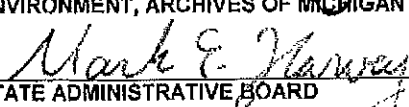
RECORDS RETENTION AND DISPOSAL SCHEDULE

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/19/13
DEPARTMENT NAME: Procurement		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7.17.13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
		STATE ADMINISTRATIVE BOARD <p style="text-align: center;">APPROVED</p>	DATE 9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
12.01	Purchase Orders Purchase orders generated by the department, including all associated paperwork.	Expiration, plus 6 years
12.02	Contracts and Agreements Includes all documentation relating to a contract or agreement, including but not limited to the document itself and any related correspondence.	Expiration, plus 6 years
12.03	Solicitation Files - Awarded Includes all documentation of the solicitation process, including the WCAA solicitation document, vendor responses, etc. for solicitations through which the Airport Authority actually awards a contract.	Active, plus 6 years
12.04	Solicitation Files – Not Awarded Includes all documentation of the solicitation process, including the WCAA solicitation document, vendor responses, etc. for solicitations through which the Airport Authority never awards a contract.	Active, plus 2 years
12.05	Compliance Documentation Includes Davis-Bacon forms and DBE/ACDBE documentation, as well as any other forms that may be required by the federal or state governments	2 years, or per federal or state requirements, whichever is longer
12.06	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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GOVERNMENT UNIT NAME: Wayne County Airport Authority	AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Public Affairs	DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13
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<u>ITEM NUMBER</u>	<u>RECORD/RECORD SERIES TITLE AND DESCRIPTION</u>	<u>RETENTION PERIOD</u>
13.01	Photographs Note: Prior to disposing of or deleting any photographs of historical, architectural, or other significant value, forward them to the Archives of Michigan.	Current
13.02	Publications, News Releases, and Presentations Note: Duplicates only need be retained for as long as necessary for them to achieve their purpose. Includes speeches, columns, and flyers and handouts, in addition to other, similar items.	Permanent
13.03	Media Contacts Maintain so long as the information is accurate and still valid.	Current
13.04	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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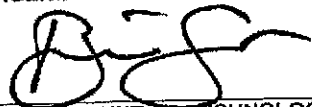


<p>CHECK APPLICABLE: <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input checked="" type="checkbox"/> OTHER</p> <p>GOVERNMENT UNIT NAME: Wayne County Airport Authority</p> <p>DEPARTMENT NAME: Risk Management</p> <p>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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.</p>	<p style="text-align: center;">APPROVALS (SIGNATURES)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;"> <p style="text-align: center;">AGENCY REPRESENTATIVE</p> <p style="text-align: center;"><i>[Signature]</i></p> </td> <td style="width: 20%; border-bottom: 1px solid black;"> <p style="text-align: center;">DATE</p> <p style="text-align: center;">7/10/13</p> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <p style="text-align: center;">DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES</p> <p style="text-align: center;"><i>[Signature]</i></p> </td> <td style="border-bottom: 1px solid black;"> <p style="text-align: center;">DATE</p> <p style="text-align: center;">7-17-13</p> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN</p> <p style="text-align: center;"><i>[Signature]</i></p> </td> <td style="border-bottom: 1px solid black;"> <p style="text-align: center;">DATE</p> <p style="text-align: center;">7/31/13</p> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <p style="text-align: center;">STATE ADMINISTRATIVE BOARD</p> <p style="text-align: center;">APPROVED</p> </td> <td style="border-bottom: 1px solid black;"> <p style="text-align: center;">DATE</p> <p style="text-align: center;">9/30/13</p> </td> </tr> </table>	<p style="text-align: center;">AGENCY REPRESENTATIVE</p> <p style="text-align: center;"><i>[Signature]</i></p>	<p style="text-align: center;">DATE</p> <p style="text-align: center;">7/10/13</p>	<p style="text-align: center;">DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES</p> <p style="text-align: center;"><i>[Signature]</i></p>	<p style="text-align: center;">DATE</p> <p style="text-align: center;">7-17-13</p>	<p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN</p> <p style="text-align: center;"><i>[Signature]</i></p>	<p style="text-align: center;">DATE</p> <p style="text-align: center;">7/31/13</p>	<p style="text-align: center;">STATE ADMINISTRATIVE BOARD</p> <p style="text-align: center;">APPROVED</p>	<p style="text-align: center;">DATE</p> <p style="text-align: center;">9/30/13</p>
<p style="text-align: center;">AGENCY REPRESENTATIVE</p> <p style="text-align: center;"><i>[Signature]</i></p>	<p style="text-align: center;">DATE</p> <p style="text-align: center;">7/10/13</p>								
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<u>ITEM NUMBER</u>	<u>RECORD/RECORD SERIES TITLE AND DESCRIPTION</u>	<u>RETENTION PERIOD</u>
14.01	Non-Property Insurance Policies and Applications Includes Primary and Excess Aviation General Liability, Law Enforcement Liability, Public Officials Liability, Cyber Risk Liability, Automobile Liability, Workers' Compensation.	10 years
14.02	Property Insurance Policies and Applications Includes Property insurance for Airport Authority and Westin Hotel, Crime Insurance, property schedules, business interruption worksheets, vehicle and equipment lists, loss control inspections, photos, replacement cost values.	10 years
14.03	Workers' Compensation Claims Includes documents relating to Litigated cases, Lost Time cases, Medical Only cases, Notice Only files, Third Party Administrator's Claim files. Claims may contain investigation, correspondence, State forms, attorney/client privileged documents, medical records, rehabilitation records, annuities, invoices, liens, settlements and redemptions and evidence of payment or mediation and trial results.	30 years from the date of injury or date the file is closed, whichever is later
14.04	Third Party Liability Claims Includes documents relating to General Liability Notice of Incidents, Claims and Litigation files, Law Enforcement Liability Notice of Incidents, Claims and Litigation, Public Officials Liability Claims and Litigation, Automobile Liability Notice of Incidents, Claims and Litigation, Third Party Administrator's Claim Files. Files may contain investigations, correspondence, attorney/client privileged documents, proofs, medical records, invoices, releases, waivers, and evidence of payment, mediation and trial results.	4 years from the date of injury/ damage or the date the file is closed, whichever is later

14.05	Property Claims – Damage to WCAA Property Includes investigation, correspondence, adjuster documents, privileged documents, proofs, receipts, photos and evidence of deductibles payments or denials.	5 years from the date of loss or the date the file is closed, whichever is later
14.06	Third Party Administrator Contract Records Month End Reports for workers' compensation and Quarterly Bordereau Reports for general liability. Reports to include detail master claims, closed claims, check register, and claim summaries.	Contract end + 1 year
14.07	Director's Files Includes correspondence, referenced information, reports, and budget information, meeting notes, insurance requirements for contractors, vendors, leaseholders, and tenants on project contracts. Miscellaneous referenced information not contained in other files.	3 years
14.08	Safety Training Documents Includes OSHA mandated and Non-OSHA safety training records.	3 years
14.09	OSHA Logs Includes All OSHA training logs	5 years
14.10	Medical Records Medical Records related to MIOSHA Mandated Requirements	30 years
14.11	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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RECORDS RETENTION AND DISPOSAL SCHEDULE


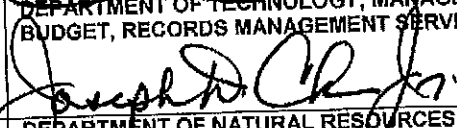
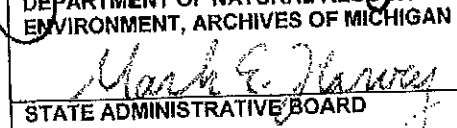
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GOVERNMENT UNIT NAME:		AGENCY REPRESENTATIVE	DATE
Wayne County Airport Authority			7/10/13
DEPARTMENT NAME:		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES	DATE
Security			7.17.13
The records described herein are deemed 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN	DATE
			7/31/13
		STATE ADMINISTRATIVE BOARD	DATE
		APPROVED	9/30/13

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
15.01	Airport Security Program Documents As required by federal regulation, including any supporting or related documentation created in formulating the program.	Current + 2 years, unless a longer period is required by the federal government
15.02	Background/Due Diligence Information on Persons or Entities Includes, but is not limited to, badge application forms, fingerprint results, personnel files, badge suspension logs and letters, and contractor and vendor information files.	5 years, or as required by the federal or state government, whichever is longer
15.03	Logs Logs routinely created in the course of doing business. Includes, but is not limited to, security card access system logs, badge issuance logs, guard request logs, equipment logs, paging system logs, breach system test logs, and fence inspection logs.	5 years, or as required by the federal or state government, whichever is longer
15.04	Reports Reports generated to fulfill a specific purpose or at the request of another business unit or outside party, generally created utilizing, at least in part, item 15.03 above. Examples include the monthly security report, professional standards report, and preventative maintenance reports.	3 years, or as required by the federal or state government, whichever is longer

15.05	<p>Contract Management Documents Files created during the solicitation, acceptance and implementation/retention of contractual services including but not limited to correspondence, work orders, statistics, purchase orders, and delivery requests.</p>	<p>Expiration of contract, plus 3 years</p>
15.06	<p>Forms Forms created or routinely used by the department. Includes security incident investigation forms, police/fire swearing forms, key request forms, guard service request forms, badge separation forms</p>	<p>Current + 3 years, or as required by the federal or state government, whichever is longer</p>
15.07	<p>Security-Specific Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that is specific to the security operations of the Airport Authority.</p>	<p>3 years, or as required by the federal or state government, whichever is longer</p>
15.08	<p>Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.</p>	<p>2 years</p>

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RECORDS RETENTION AND DISPOSAL SCHEDULE


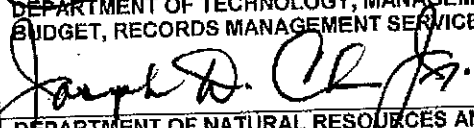
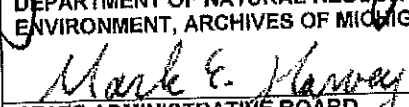
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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Special Services (Public Safety)		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13
The records described 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
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ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
16.01	Airport Emergency Plan As required by Title 14 CFR §139.325, Airport Emergency Plan, and FAA Advisory Circular 150/5200-31C.	Current + 5 years
16.02	Departmental Budget The actual budget for the department, exclusive of notes and other supporting information	Current + 3 years
16.03	Emergency Contact List Names, phone numbers, and other contact information for persons or entities that may need to be contacted in the event of emergency.	Current
16.04	Equipment Manuals	Current
16.05	Event Sign-In Sheets / Attendance Records Sign-in sheets or other documentation recording attendance at public safety functions, events, or other instances where attendance is kept.	5 years
16.06	Exercise Documents Documents concerning public safety exercises; for example, full scale exercises, drills and tabletop exercises.	Permanent
16.07	Grant Documents Documents concerning grant funding; for example, State or US Department of Justice grants for equipment or training.	While grant active + 5 years

16.08	Monthly Mileage Report Documentation concerning mileage.	Current + 1 year
16.09	Paging System Logs Logs of pages and other communications made on WCAA's paging system.	2 years
16.10	Special Events Plans Plans for special events, including the air show, Super Bowl, etc. - that are of particular value.	Current + 5 years
16.11	Special Projects Records Records relating to one-time or not ongoing special projects, including one-time capital purchases, risk assessments, etc.	Current + 5 years
16.12	Staff Meeting Records Records, notes, and other documentation from staff meetings that are of particular value.	Current + 5 years
16.13	Standard Operating Procedures Public safety and special services, and other safety and security-related SOPs.	Current
16.14	Technical Meetings Records Records, notes, and other documentation from technical meetings – including those with communications, dispatch, and safety – that are of particular value.	Current + 5 years
16.15	Training Records Records, notes, and other documentation relating to training.	Current + 5 years
16.16	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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RECORDS RETENTION AND DISPOSAL SCHEDULE


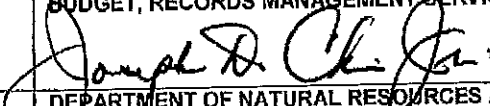

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Strategic Planning and Development		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13
The records described 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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
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ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
17.01	Design Project Files, Not Federally-Funded Files created during the design phase of an airfield capital project, including but not limited to pre-design budget and schedules, design reviews, cost estimates, soil survey and boring results, and contract documents, including drawings and specifications.	50 years
17.02	Construction Project Files, Not Federally-Funded Files created during the construction of an airfield capital project, including but not limited to meeting minutes, authorizations for change orders, incident reports, test reports and results, "as-built" sketches, progress photos, and compliance reports.	50 years
17.03	Design Project Files, Federally-Funded Files created during the design phase of an airfield capital project, including but not limited to pre-design budget and schedules, design reviews, cost estimates, soil survey and boring results, and contract documents, including drawings and specifications.	50 years, or as required by the federal government, whichever is longer
17.04	Construction Project Files, Federally-Funded Files created during the construction of an airfield capital project, including but not limited to meeting minutes, authorizations for change orders, incident reports, test reports and results, "as-built" sketches, progress photos, and compliance reports.	50 years, or as required by the federal government, whichever is later
17.05	Contract Management Documents Files created during the solicitation, acceptance and implementation/retention of contractual services including but not limited to correspondence, work orders, statistics, purchase orders, and delivery requests.	Expiration of contract, plus 3 years

17.06	Permit Files Files relating to the granting or denial of a permit.	Active + 3 years
17.07	Payment Files Files created during the process through which the Department facilitates the payment of its contractors. Materials may include copies of purchase orders, delivery reports, and vouchers.	2 years after the relevant purchase order expires
17.08	Studies or Reports Studies or reports generated to fulfill a specific purpose for the department's use or at the request of another business unit or outside party	3 years
17.09	Expense Reports Documentation created during the process of getting an expense report approved. Materials may include copies of credit card receipts as well as other documentation submitted to Finance staff.	2 years
17.10	Miscellaneous Employee Files Includes employee leave and swing holiday requests, training records, employee resumes, and meeting notes.	2 years
17.11	Departmental Performance Metrics Presently, the Department's goal-tracking "scorecards" for itself and its constituent employees. Includes any future metric that tracks substantively the same or similar information.	2 years
17.12	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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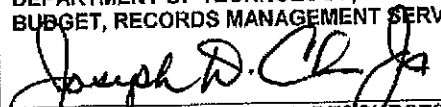

RECORDS RETENTION AND DISPOSAL SCHEDULE

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Treasury		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7-17-13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
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ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
18.01	Credit Card Documents Includes, but is not limited to, signed "purchase card forms," copies of the front and back of each card, correspondence relating to each card, and credit card requests.	6 years after card is no longer active
18.02	Bank Files Includes, but is not limited to, monthly bank statements, monthly bank statement analysis, monthly bank reconciliations, and correspondence.	6 years
18.03	Daily Trustee Balances and Transactions Daily Trustee Balances and Transactions	6 years
18.04	Bond Documents Includes, but is not limited to, bond transcripts, closing documents, letter of credit or remarketing agreements, official statements, pricing books.	3 years from the life of the bonds, or any bonds issued to refund the bonds, whichever is longer
18.05	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years

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RECORDS RETENTION AND DISPOSAL SCHEDULE

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GOVERNMENT UNIT NAME: Wayne County Airport Authority		AGENCY REPRESENTATIVE 	DATE 7/10/13
DEPARTMENT NAME: Willow Run Airport		DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES 	DATE 7.17.13
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 entity and of the people of Michigan. This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.		DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT, ARCHIVES OF MICHIGAN 	DATE 7/31/13
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ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
19.01	Snow Related Records Includes, but is not limited to, the Willow Run/YIP snow plan and snow removal reports.	5 years
19.19	Reports Reports generated to fulfill a specific purpose for the department's use or at the request of another business unit or outside party. Examples include US Customs reports, environmental reports, manager reports, FAA cargo reports, airfield inspection reports, airfield information reports, and incident reports.	3 years or longer, depending on federal/state/local requirements
19.03	Equipment List	Current + 1 year
19.04	Facilities Records Includes, but is not limited to, boiler maintenance records, fuel farm records, construction project prints, maintenance work order schedules and daily assignment worksheets, and operations log entries.	5 years or longer, depending on federal/state/local requirements
19.05	Willow Run Operations Records Includes, but is not limited to, standard operating procedures, FAA inspection results and letters of correction, permits for events/photos, tenant meeting agendas/minutes, phone directories, the airport certification manual, phone directories, operations log entries, and tenant vehicle permit records.	Current + 4 years, or longer, depending on federal/state/local requirements

* 19.06 *	Miscellaneous Correspondence, Memoranda, and Reference Information Miscellaneous correspondence, memoranda, and reference information that does not set forth policy.	2 years
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