Record Retention Policy

Adopted by the Cooperative Board 4/8/2010

RET 1 General

RET 1.1 Purpose

It is the policy of the Lakeland Library Cooperative to preserve public records as they are the property of the people of the State of Michigan. To that end, the Lakeland Library Cooperative in accordance with Michigan law shall retain or dispose of the public records of the Lakeland Library Cooperative according to a Records Retention schedule.

RET 1.2 General Retention Schedule #17 Michigan Public Libraries Introduction

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. Schedules also identify when records may be destroyed, and when certain records can be sent to the State 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 State 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 public library. 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 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.

General Schedule #1 addresses the retention of "non-record" 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. Libraries 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).

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 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 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 and/or the Library Privacy Act. Please consult with your attorney or the Library of Michigan if you need additional information.

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.

**RET 2 Record Retention Schedule**

**Ret 2.1 Retention Period**

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**RET 3 Non-Record Materials**

**Ret 3.1 State Administrative Board Approval Date 11/16/2004 -ACT**

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.
RET 4 Electronic Documents

Ret 4.1 E-Mail

E-mail messages are subject to the same record retention schedule as print documents in the Lakeland Library Cooperative Retention Schedule. Employees are responsible for selecting the messages that will be retained and will be deleted. Retain e-mail messages within the “live” e-mail system by creating topical folders within the system to facilitate organization and retrieval of messages or print the e-mail and retain the message in print format in topical folders.

Ret 4.2 Electronic Documents – PDF and Text/Formatted Files

Electronic documents are subject to the same record retention schedule as print documents in the Lakeland Library Cooperative Retention Schedule. Employees are responsible for selecting the messages that will be retained and will be deleted. These documents can be saved as an electronic file by topical folders or in print format filed in topical folders.

PPS Review: 2/28/10
Board 1st Reading: 3/11/10
Adoption: 4/8/10