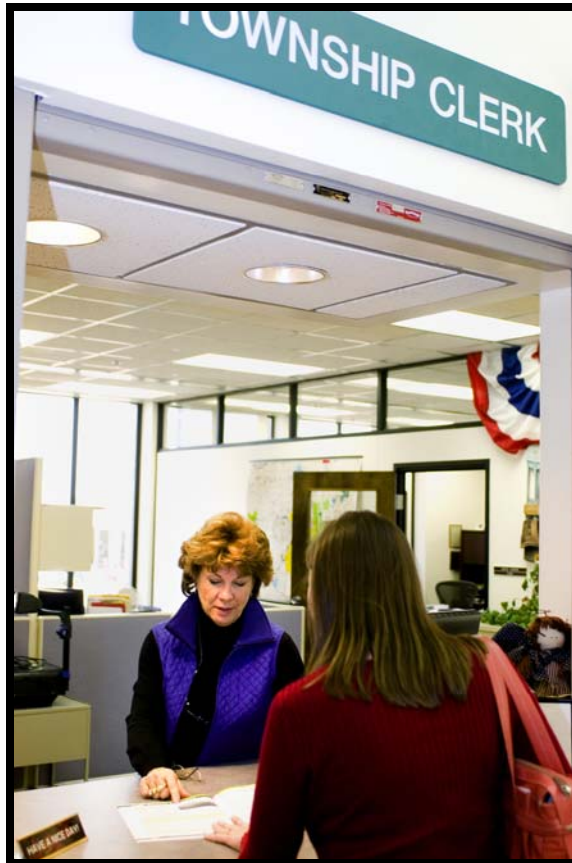


Records Retention and Disposal Schedule for Michigan Township Clerks



General Schedule #25

Approved June 17, 2008

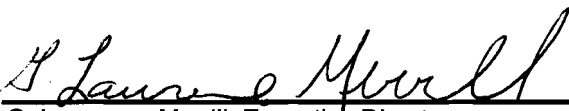
Records Management Services
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GENERAL SCHEDULE #25 - Township Clerks

This Retention and Disposal Schedule supersedes the Clerks section of General Schedule #10 for Michigan Townships that was approved in July 1997.

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



G. Lawrence Merrill, Executive Director
Michigan Townships Association

Apr. 129, 2008

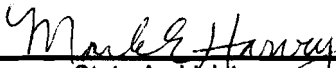
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APPROVED

11 MAY 1 2008

State Administrative Board

6/17/2008

(Date)

GENERAL RETENTION SCHEDULE #25

TOWNSHIP CLERKS

INTRODUCTION

Public Records

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

Retention and Disposal Schedules

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

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

This schedule supersedes the Clerks section of General Schedule #10 for Michigan Townships that was approved in July 1997. Elections records are covered separately on General Schedule #23—Elections Records that was approved in 2007.

Unofficial Documents

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

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

E-mail

E-mail messages are subject to the same record retention laws as other government records. E-mail messages are public records if they are created or received as part of a public official or employee’s duties. There is no one single retention period for e-mail. Each message must be evaluated based on its content to determine whether it is a record subject to a specific record series and retention period (or whether it is transitory correspondence or a non-record). E-mail that needs to be retained may be stored electronically or as a paper printout. Additional guidance and free online training is available from online at http://www.michigan.gov/hal/0,1607,7-160-17445_19273_21738-96210--,00.html.

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. Records that contain sensitive or confidential information should be destroyed in a manner that ensures they cannot be reconstructed.

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 #25
Township Clerks

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Definitions of Retention Codes

Retention Codes are used to establish how long records are retained by the creating agency before they are destroyed (or transferred to the Archives of Michigan for permanent retention). In addition to the retention code, a period of time, years or months may be used in the calculation. The retention code plus (+) the period of time results in the earliest potential destruction date.

ACT = Active

An active code is usually assigned to records that are activity or project-related, especially if there is no specific end-date for the activity or project. The records are retained while the activity or project is “active” (ACT)—until the activity or project is finished or ended. If there is also a specific retention period that should apply, then the specific retention period is added on as an additional stated number of years (+5) The number usually stands for years, but it may mean months, if specified). For example, if the retention code for a project record is **ACT+5**, then the record should be retained for **five years after the project ends, whenever that occurs**.

CR = Creation

A creation code is assigned to records when a definitive retention period can be assigned and there are no conditions that must be met. The retention period is usually based on a calendar year. For example, correspondence has a retention code of **CR+2**. This means the correspondence must be kept for **two years after it is created or received**.

FY = Fiscal Year

A fiscal year code is similar to a CR code. The code is assigned to records when a definitive retention period can be assigned, but the retention period is based on a fiscal year instead of a calendar year. This retention code is usually assigned to accounting records and their supporting documentation. For example, The Annual Local Unit Fiscal Report (F-65) has a retention code of **FY+7**. This means it must be retained for **seven years after the fiscal year for which it is filed**.

EVT = Event

Event codes are assigned to records when a retention period is based on a future action or condition occurring--an event. For example, this schedule gives a township meeting agenda a retention code of EVT, and the **EVT = approval of the minutes of the meeting to which the agenda refers**. This means the agenda should be retained until the meeting minutes are approved.

EXP = Expiration

An expiration code is typically assigned to contracts, grants or other types of agreements that must be retained until an expiration date or other legal condition has been met. For instance, contracts may be held **EXP+7**. This means contracts are kept for **seven years after they expire**.

SUP = Superseded

A superseded code is typically assigned to records that are updated or revised at various times during the record’s lifetime, and the previous versions are not necessary once they have been “superseded” (replaced) by the new versions. For example, this schedule gives administrative

General Retention Schedule #25
Township Clerks

policies a retention code of SUP. This means that **when a new version of a policy is adopted or approved, the previous version may be destroyed.**

PERM = Permanent

These records are not authorized for destruction at any point in time and must be permanently retained in the custody of the township. *(Note that all record types not assigned a destruction date (end of retention period) by a retention schedule have a “permanent” retention period unless or until a retention schedule assigns a destruction date (end of retention period) to them. However, some record types, such as minutes and ordinances, are specifically assigned a “permanent” retention period in this schedule because it is important to emphasize that they must be retained permanently.)*

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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General Administrative Record Series

100 Subject Files ACT+5

Subject files contain records that support administrative analysis, program and project planning, procedure development, and programmatic activities. These record types include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes or organizational charts. **Subject files are generally organized alphabetically by topic and may be further organized into annual files.** *Subject files do NOT include files related to specific individual program activities of the clerk's office, such as election, voter registration, accounting or meeting records, or payroll and human resources files, which are listed elsewhere in this schedule and other schedules.* **ACT** = while subject file is of interest for ongoing administration. Some subject files may have historical value and should be preserved permanently.

101 General Correspondence (Including Mail Logs) CR+2

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

102 Transitory Correspondence EVT

Records are considered transitory (temporary) correspondence if they document official responsibilities or activities, but have no documentary or evidential value after the activity is completed (such as a question answered or a meeting attended). **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events or notifications of upcoming meetings.

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Township Clerks

Item Number	Series Title and Description	Total Retention
	<i>Compare to Non-Record Materials, in General Schedule No. 1, which do NOT document a person or office's responsibilities or activities and have no documentary or evidential value from the time they are created.</i> EVT = need not be retained more than 30 days after receipt.	
103	<u>Information/Freedom of Information Act Requests</u> These records document requests for information or public records, and may include requests for information or public records, correspondence related to requests, copies of released documents and billing records. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each township board is required by the FOIA to designate a FOIA Coordinator. This is not automatically the township clerk, but it may be the clerk, another board member, or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.	CR+1
104	<u>Planners/Calendars</u> These records include electronic or manual planners and calendars that schedule or track an individual official or staff member's work-related meetings, assignments and tasks. Individual officials and employees are usually responsible for retaining their planners/calendars for the retention period.	CR+2
105	<u>Staff and Project Meeting Records</u> These records document staff meetings and meetings with other project participants. They may include meeting minutes, agendas and distribution materials. Meeting records may also be retained in subject files, if they relate to a specific project. <i>These records do NOT include records of meetings of the township board or other official boards, commissions or committees.</i>	CR+2
106	<u>Grant Records</u> These are records used to administer state, federal or private grants the township applies for and receives. These records include applications, budgets, worksheets, adjustments, plans, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, or rules and regulations. ACT = until the grant is closed out, plus any additional time that is required by the granting	ACT

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
	agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.	
107	<u>Publications</u> Publications include press releases, brochures, newsletters, annual reports and other items that are published by the clerk's office or the township in general, including a township newsletter. ACT = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.	ACT
108	<u>Policies, Procedures and Directives</u> These records document the administrative policies and procedures of the clerk's office, and may also include the township's general administrative policies. SUP = Only the current document must be retained. Superseded versions may be destroyed.	SUP
109	<u>Clerk's Office Budget Planning Records</u> These records are used to help develop, monitor and document the clerk's portion of the overall township budget. They include itemized estimates of the anticipated expenditures of the clerk's office for the next and current fiscal years, and records documenting the amounts appropriated for each account/line item for the clerk's office in the current and previous fiscal years. They may include budget requests, statistics, proposed budget amendments, budget summaries and balance sheets. Preparation of the township budget is the responsibility of the township supervisor. The five-year retention period was chosen to provide some overlap into the next term. <i>This series does NOT include the official township budget or accounting records.</i>	CR+5
110	<u>Memorabilia</u> These records include photographs, news clippings, certificates and awards that document events and activities of the township. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.	ACT

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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Township Board Record Series

- 200 Meeting Minutes—Open Sessions PERM

These records document the meetings of the township board, the other statutory boards and commissions of the township (such as a planning commission, zoning board of appeals, board of review, construction board of appeals, park commission, library board, historical commission, civil service board, and joint bodies), and any subcommittees or advisory committees. It also includes annual meetings of the electors, if still held. In some townships, each of these bodies is responsible for providing the clerk with the official copies of the draft and approved minutes. In other townships, the minutes are maintained separately by the specific board, commission or committee. Regardless of where they are maintained, the same retention period applies. Meeting records include the approved minutes, full transcriptions of the proceedings (when required to be produced) and topical indexes. *This series does NOT include meeting notices (Item 205), audio or visual recordings (Item 201), bulletins, clippings, citizen requests (Item 2087) or documentation of meeting-related expenditures.* Minutes are preserved permanently to document the institutional memory of the township. **Townships are encouraged to contact the Archives of Michigan for assistance if they do not have space or appropriate facilities to retain these records permanently.**

- 201 Meeting Notes and Audio or Video Recordings EVT

Notes and audio or visual recordings of meetings of a township body made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body. **EVT** = one day after the date that the meeting minutes are approved. (MCL 15.269).

- 202 Meeting Minutes—Closed Session EVT

These records consist of minutes taken of a closed session of a public body, including notes and any audio or visual recordings. Approved closed session minutes must be sealed and retained by the township clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. **EVT** = Closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved. (MCL 15.267)

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
203	<u>Meeting Agendas</u>	EVT
	Meeting agenda(s) identify the actions to be taken at an open meeting. EVT = approval of the minutes of the meeting to which the agenda refers.	
204	<u>Meeting Packets</u>	CR+1
	Meeting packet records include any materials that may be distributed to members of the body before or during the meeting for their review (such as action items, reports, proposed and updated budget documents, and proposed text or amendments for ordinances, resolutions, policies, contracts). The original individual packet materials should be retained according to the appropriate retention schedule(s); the meeting packet as a whole is retained for at least one year. Townships are encouraged to retain these records permanently for legal and historical purposes.	
205	<u>Public Meeting Notices</u>	CR+1
	The Open Meetings Act requires a public body to give the public notice prior to holding a meeting.	
206	<u>Affidavits and Other Proof of Publication (Non-ordinance)</u>	CR+10
	These records serve as evidence that the township provided published notice of elections, hearings, police auctions, bids, etc. in local news media as required by law. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. <i>The township's finance/accounting office is the official recordkeeper for original billing records.</i> Published notice records may be retained with the other records that relate to the event listed in the public notice.	
207	<u>Affidavit of Publication (Ordinance)</u>	PERM
	These records serve as evidence that the township provided published notice of ordinance adoption or amendment. <i>The Township Ordinances Act, Public Act 246 of 1945, MCL 41.185, requires the township clerk to certify a non-zoning ordinance/amendment's publication in a space provided on the ordinance, which is kept permanently. The Michigan Zoning Enabling Act, Public Act 110 of 2006, does not require that certification of publication appear on the ordinance, but MTA Legal Counsel recommend using the permanent retention period.</i>	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
208	<u>Citizen Requests</u>	CR+1
	These are written requests from citizens that may relate to events, street closings, contract protests, complaints (<i>NOT written complaints about ordinance violations, which must be kept for 7 years—See Item 400</i>), requests for hearings, investigations, non-statutory advisory petitions (<i>compare to Items 209 and 210</i>), rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another township department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the township board.	
209	<u>Public Improvement Special Assessment Petitions</u>	ACT+1
	These records are petitions filed to support or oppose the establishment of a special assessment district for public improvements under Public Act 188 of 1954, MCL 41.721, <i>et seq.</i> Note: <i>These records do not include petitions filed to initiate a referendum (ballot question) as authorized or required by Public Act 33 of 1951. See General Schedule #23 for retention requirements.</i> ACT = adoption of resolution determining sufficiency of the petition and to establish special assessment district (after the first hearing to hear objections to establishing the district) (MCL 41.725(c)).	
210	<u>Appointment Applications (Prior to Appointment)</u>	CR+2
	These records are application forms, resumes or written requests from citizens who are interested in serving on a township board, commission or committee. <i>If a person is appointed to a position, the applications should be moved to personnel files.</i>	
211	<u>Board, Commission and Committee Rosters</u>	PERM
	These records list who served on a particular board, committee, commission and the dates of their term as a member of the public body.	
212	<u>Oaths of Office</u>	PERM
	Certain public officials are required to take an oath (or affirmation) of office. <i>Oaths administered for election purposes, such as election inspector and absent voter counting board oaths, have a shorter retention period. See General Schedule #23 Election Records.</i>	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
213	<u>Resolutions</u>	PERM
	Resolutions are formal actions adopted by the board. They include the language of the resolution and any supporting documents for the resolution. <i>A resolution is also part of the minutes of the meeting where it was adopted.</i>	
214	<u>Ordinances (Non-zoning and Zoning)</u>	PERM
	Ordinances are township laws enacted by the township board. Each amendment to an ordinance is itself an ordinance. Ordinance records include the original text of an ordinance as adopted (usually retained in an ordinance book), public notices required by the specific statute authorizing the ordinance, and the codified version of the ordinance (as it exists currently). The codified version of an ordinance may be compiled into a printed code book or a digital or Web site version.	
215	<u>Master Land Use (“Comprehensive”) Plan</u>	PERM
	A township may adopt a master land use plan. The final plan and subsequent amendments are adopted by the planning commission or the township board with recommendations by the planning commission. A township must review its master land use plan every five years.	
216	<u>Budgets (All Funds)—Adopted by Township Board</u>	CR+5
	The township budget is approved by the township board. It documents revenues, expenditures, fund balance, and allocations for each department. The township board may pass a special appropriation act for a trust and agency, internal service, enterprise, debt service and capital projects funds. The budget records include the original budget document adopted by the township board (“general appropriations act”), the budget narrative and any charts or spreadsheets.	
217	<u>Support Documents for Amendments to Final Budget</u>	ACT
	These records are supplemental documents, including memoranda or other written transmittals, directing an amendment or revision to the current year budget. ACT = until audit is completed.	
218	<u>Current Year Budget Documents</u>	SUP
	These records include spreadsheets or charts depicting original fiscal year appropriations, amendments, year-to-date revenues and expenditures,	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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unspent allocations, etc., used by policymakers, department heads and fiscal staff to track the status of the current year budget.

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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Licensing and Permit Record Series

300 License or Permit Records ACT+7

These records include applications for licenses or permits for various activities within township limits, such as fireworks permits, business licenses or event permits, as required by state law or local ordinance (*except liquor licenses or franchise agreements, see Items 302 through 304*). These records may include applicant information, information about the purpose of the license or permit, or supplemental documentation, such as proof of qualifications or other permits or licenses required, maps or blueprints, certificates of liability insurance, indemnity bonds. The clerk may maintain a log, index, checklist or other document to keep track of licensees and the payment of fees. **ACT** = when license or permit expires, is revoked or is denied.

301 Incomplete License or Permit Applications CR+1

These records include records related to applications filed as described in Item 300, but not completed.

302 Liquor License Applications—Granted ACT+7

These include applications for licenses to sell alcoholic beverages, and applications to transfer a license to a new owner or to a new location. The records may include the application, inspection reports, police reports, payment documentation, and local board/commission review/approval documents. The Michigan Liquor Control Commission maintains a duplicate copy of applications. **ACT** = while the business owns the license (including escrow period).

303 Liquor License Applications—Denied ACT+7

These records include rejected applications filed as described in Item 302. **ACT** = denial.

304 Franchise Agreements PERM

These records document franchises granted by the township board for the use of the highways, streets, alleys, public rights-of-way, or other public places within the township or to transact local business within the township. Includes public utility franchises, Metropolitan Extension Telecommunication Rights-of-Way Oversight Act (METRO) telecommunications right-of-way permits/agreements and Uniform Video

A township may be asked to recognize non-profit organizations that apply to the Michigan Lottery Charitable Gaming Division for a Charitable Gaming license for fundraising. The recognition of the organization does not expire. These records may include correspondence, 501(c)3 documentation, bylaws and articles of incorporation.

PERM = Permanent	ACT = Active	SUP = Superseded
CR = Creation Date	FY = Fiscal Year	EVT = Event
		EXP = Expiration

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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Ordinance Enforcement Record Series

400 Complaints (Written) ACT+7

These records include written complaints of ordinance violations and other records documenting the township's follow-up and any enforcement efforts. If they result in enforcement efforts, these records may be filed with the enforcement records described in Item 401. **ACT** = until final disposition (case closed).

401 Enforcement Records ACT+7

These records document the township's pending, ongoing and concluded enforcement efforts related to ordinance violations deemed municipal civil infractions, civil infractions, or misdemeanors. The records may include tickets/citations, correspondence, investigation reports, court compliance orders and other court documents, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, memoranda and reports. **ACT** = until final disposition (case closed).

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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Land and Real Property Record Series

500 Cemetery Records PERM

These records document purchasers, owners, and use of lots and burial rights in a township-owned cemetery. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care records, interment and disinterment orders, and record of final disposition of the body. **Townships are encouraged to contact the Archives of Michigan for assistance if they do not have space or appropriate facilities to retain these records permanently.**

501 Township Real Property Records PERM

These records document township-owned real property interests, including land and buildings. They also document the township's territorial boundaries. They include records documenting rights-of-way, easements, deeds, restrictive covenants, vacated properties deeds, warranty deeds, quit claim deeds, annexations, 425 agreements, and charter township incorporation. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, and title insurance. The county Register of Deeds will maintain originals and copies of some of these records.

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
Legal Record Series		
600	<u>Insurance Policies—Claims-Made Basis</u>	ACT+7
	These records are township insurance policies that require that the incident must have happened and have been reported to the insurance company while the policy is in force. Once the policy has expired or been terminated, coverage no longer exists. ACT = when policy expires or is terminated.	
601	<u>Insurance Policies—Occurrence Basis</u>	EXP+30
	These records are township insurance policies that provide coverage for each policy period indefinitely, so the policy covers incidents that happen during the policy period without regard to when the claims are reported.	
602	<u>Insurance Policy (Worker's Disability Compensation)</u>	CR+50
	These records are township worker's disability compensation insurance policies. (MCL 418.381)	
604	<u>Insurance Claims by Township</u>	EVT+7
	These records are used to document township claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. EVT = when claim is settled.	
605	<u>Insurance Claims Against the Township</u>	EVT+7
	These records are used to document insurance claims against the township. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. EVT = when claim is settled.	
606A	<u>Accident Reports/Claims—Adults</u>	CR+7
	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on township 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, or recommendations to prevent reoccurrence. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel recommendations or subsequent claims.	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
606B	<u>Accident Reports/Claims—Minors</u>	ACT+7
	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on township 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 recommendations or subsequent claims. ACT = until minor turns 18 years old.	
607	<u>Bids and Quotes for Purchases, Services and Contractors</u>	ACT+7
	These records include bids or quotes that may be received from vendors for services such as construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, etc. These files may include the Invitation to Bid, the bid documents that are submitted (including rejected bids), the reviewer documentation, etc. ACT = until a bid is awarded.	
608	<u>Contracts for Purchases, Services and Contractors</u>	EXP+7
	Contract records may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. The records include the contract, correspondence with the vendor, vendor insurance policies/bonds, warranties and copies of purchase orders.	
609	<u>Construction Performance/Payment Bond Records</u>	ACT+1
	These records detail the terms of performance or payment bonds that are secured by contractors for township construction and improvement projects under the Contractor's Bond for Public Buildings or Works Act, Public Act 213 of 1963, MCL 129.201, <i>et seq.</i> Before any contract exceeding \$50,000 for construction, alteration or repair of any public building or public work or improvement of a township, the contractor must furnish, at the contractor's own cost, a performance bond and a payment bond for the protection of the township. ACT = date final payment was made to principal contractor (MCL 129.209).	
610	<u>Litigation Records</u>	ACT+7
	These are records related to litigation in which the township is a party, including depositions, transcripts, decisions, correspondence, data,	
PERM = Permanent CR = Creation Date ACT = Active FY = Fiscal Year SUP = Superseded EVT = Event EXP = Expiration		

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
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exhibits, research materials, memoranda, and reports. A township may also choose to retain press releases and media clippings/recordings about specific litigation. **ACT** = until final disposition (case closed).

611	<u>Legal Opinions</u>	PERM
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These records document legal opinions or memoranda issued to the township by an attorney representing the township.

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
Facility and Property Operations and Management Record Series <i>(Depending on the township, these records may be included in the clerk's responsibility for general township records, or they may be records of a specific department or official/employee, such as a superintendent in a charter township, a township supervisor, or a manager.)</i>		
700	<u>Equipment/Technology Inventory</u>	ACT
	These records are used to inventory office equipment, furniture, computers and other digital equipment, printers, scanners, software, telephones, etc. The inventory may include equipment tracking tag number, location, serial number, price, account source, service contracts, manuals, etc. ACT = until the audit for the fiscal year in which the item was disposed.	
701	<u>Software License Agreements</u>	EXP
	These agreements define how many users are licensed to access each software application.	
702	<u>Vehicle and Equipment Maintenance Files</u>	ACT
	These are records documenting all vehicles or other major equipment owned by the township, especially if a title, license or registration is required to operate the equipment or the operation or maintenance of the equipment is subject to regulation, but also if it is hazardous equipment. These records include registrations, titles, licenses, repair orders, maintenance records, or inspection reports. ACT = while vehicle or equipment is owned by the township.	
703	<u>Warranties</u>	ACT
	These include warranties for vehicles, equipment and facilities. ACT = until property is disposed of or the warranty expires.	
704	<u>Township Facility Rental/Use Agreements</u>	EVT+7
	These records, such as agreements, leases, deposit information or reports, document rental or use of township facilities by outside organizations or persons. EVT = expiration of agreement.	
705	<u>Internet Access Policies/Agreements</u>	ACT
	These documents define the terms of use and access of the Internet, information technology resources, dial-up access to a network, etc. The records are used to generate user accounts for authorized users (such as at	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
	a township library, community/senior center or education/recreation programs). ACT = retain current documents for current users	
706	<u>Internet Web Site Content</u>	ACT
	If there is one, a township's Web site is an interface to present information to the public about programs, events and activities. These records include the content and layout of the Web site, in digital files or other formats. <i>Internet technology is not designed to substitute for preservation of records, so where records that are posted on the Web site have a permanent retention period, they should be retained in paper form when possible.</i> ACT = while on the Web site.	
707	<u>Communication Device Records</u>	ACT
	Township personnel may be issued two-way radios, cell phones, pagers, and other devices to facilitate communication. These records include service contracts, employee contracts, FCC licenses, distribution lists, etc. ACT = until the equipment is returned to township or disposed of.	
708	<u>Building Plans (Township Facilities)</u>	ACT
	These records document the design and construction of township facilities. They may include schematics for plumbing, electrical, architectural, structural, and mechanical features, specifications for products, materials and equipment that were used during construction, etc. The files may also contain operational and maintenance manuals and warranties. These records are used to support the maintenance of the facilities, and will be revised if changes are made to the infrastructure. ACT = while facility is owned by the township.	
709	<u>Maintenance Records</u>	ACT
	These records are used to maintain property after it is constructed or installed. They may include maintenance manuals, equipment inventories, parts lists, warranties, etc. ACT = until item is replaced or disposed of.	
710	<u>Licenses and Permit Records (Township Facilities)</u>	ACT
	These records include legally required permits and licenses for regular operation of township facilities and services, as well as construction, including building permits, elevator permits. ACT = while facility is owned or service is provided by the township.	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
711	<u>Inspection Certificates</u>	ACT
	These certificates document that facilities have passed safety inspections. They are maintained for the boiler, electrical system, vehicles, fire marshal plan approvals, fire marshal occupancy approvals, etc. ACT = until superseded or equipment/building is no longer owned by the township.	
712	<u>Hazardous Material Safety Data Sheets</u>	ACT+30
	Federal and state laws require that employers provide Material Safety Data Sheets to staff regarding any hazardous materials on the premises. These sheets include 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, regulatory information, etc. These records are maintained where they are readily available by employees working with or near the materials. ACT = while the hazardous material is used or stored on township property.	
713	<u>Property Incident Files</u>	CR+7
	These reports document criminal and non-criminal incidents taking place on township property and at township events, including theft and vandalism. They may also be used to support insurance claims. These records may include incident reports or police reports. (<i>See also Accident Files/Claims, Items 606A and 606B.</i>)	
714	<u>Building/Site Emergency Plans (Township Facilities)</u>	SUP
	These plans define potential emergencies at township facilities, such as tornados, fire, storms, shootings, etc., and how the township personnel should respond to each type of incident. They are reviewed and updated annually.	
715	<u>Emergency and Disaster Management Program Plans (Township-wide)</u>	SUP
	These records are developed as part of the township's township-wide Homeland Security and emergency and disaster management plans to coordinate incident response, public information and safety, and media relations for large-scale or cross-jurisdiction incidents, including accidents (plane crashes), HAZMAT incidents, natural disasters, biological threats or epidemics, or acts of terrorism.	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
716	<u>Key Authorization</u>	ACT

These records are used to track personnel who have been assigned keys to the facilities. They may identify the person's name, employee identification number, date issued/returned, key code, the person authorizing the issuance of the keys, etc. **ACT** = until the key is returned.

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
Financial Record Series		
800	<u>Chart of Accounts (Township-Specific)</u>	FY+7
	This chart defines the specific accounting codes, selected from the Michigan Department of Treasury's Uniform Chart of Accounts, that are used by the township in the accounting transaction detail.	
801	<u>Accounting Transaction Detail—General Ledger</u>	FY+7
	The accounting transaction detail summarizes how the transactions have changed the balance over the course of time. Transactions are first recorded in journals and these transactions are recorded as a specific time in the general ledger and, when applicable, in the subsidiary ledger. The balances of the general ledger are used to prepare and should reconcile to (support) the financial statements.	
802	<u>Accounting Transaction Detail—General Ledger Accounts</u>	FY+7
	The detail of the general ledger accounts is known as the account detail history (more commonly referred to as the general ledger sheet in a manual system). This detail exists for all assets, liabilities, reserves, fund balances, revenue control, expenditure control, and entries to any necessary control accounts for the subsidiary ledgers within these categories. A separate account detail history exists for each individual general ledger account.	
803	<u>Journal Entries</u>	FY+7
	An item in or prepared for a book of original entry showing the accounts to be debited and credited, together with an explanatory description of the transaction.	
804	<u>Cash Receipts Journal</u>	FY+7
	The township treasurer is responsible for all cash receipts, and the township clerk posts the receipts to the cash receipts journal. Information in these records include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	
805	<u>Bank Activity Records</u>	FY+7
	These records document activity in the township's bank account(s). They may include deposit slips, reconciliations, cancelled checks, bank statements and electronic fund transfer transactions. Some of these records	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
	are the responsibility of the treasurer's office and some are the responsibility of the clerk's office, but regardless of where the records are filed, the same retention period applies. Bank statements and reconciliations must be retained for audit purposes.	
806	<u>Accounts Receivable Records (Bills by Township)</u>	FY+7
	These records document payments owed to and billed by the township for services, such as facility use, event/activity fees, utilities, sewer, fire/rescue, permits, or licenses. They include invoices or other billing documents, support documents, agreements, and ledgers.	
807	<u>Accounts Payable Records (Bills to Township)</u>	FY+7
	These records document township obligations and payments for goods and services, including but not limited to utility, phone (land and cell), Internet, pager and other service providers. These records may be used to generate bills that are distributed to each township department (such as construction code enforcement, zoning enforcement, township-owned fire department, etc.). They include bills, purchase orders, receipts, statements, packing slips, warrant reports, vouchers, requisitions, invoices and travel expenses.	
808	<u>Investment Records</u>	FY+7
	All investments are under the control of the township treasurer, subject to the township board's investment policy, but some of these records are also used by the clerk's office. Regardless of where the records are filed, the same retention period applies. These records include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They include cash flow and reconciliation statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	
809	<u>Periodic Financial Reports</u>	ACT
	These records document the status of budgetary activity on each account to enable the township board to monitor and amend as necessary. Regardless of where the records are filed, the same retention period applies. ACT = until audit is completed.	
810	<u>Audits—Final Report</u>	PERM
	Audit reports are prepared annually or biennially (as required by law for the individual township) by independent accounting firms.	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
811	<u>Annual Local Unit Fiscal Report (F-65)</u> This is a fiscal-year ending report that identifies how public monies are spent by the township. It is prepared by the township's auditor and filed with the Michigan Department of Treasury.	FY+7
812	<u>Qualifying Statement (Municipal Finance)</u> Based on responses to the qualifying statement questions, a municipality is either granted or denied qualifying status for issuing debt. If a municipality is not qualified, it is not precluded from issuing debt, but it must obtain written approval from Treasury prior to any issuance subject to the Revised Municipal Finance Act.	FY+7
813	<u>Municipal Bond Records</u> These records detail the terms of bond funding secured by the township for construction and other capital improvement projects. They include copies of state approvals to issue securities, reporting documents, closing certificates, continuing disclosure agreements, and the final transcript of closing documents. The township supervisor or manager is the chief administrative officer of the township for municipal finance purposes, so these records may be kept by that office. (MCL 141.2103(b) and 141.422b) ACT = until the bond matures (MCL 600.5807(7)).	ACT+10
814	<u>Final Affidavit of Municipal Bond Payment</u> The final affidavit of payment is evidence that all municipal bond funds borrowed by the township were paid back in full.	PERM
815	<u>Bond Cremation Certificates</u> The Bond Cremation Act (Public Act 56 of 1962, MCL 129.121, <i>et seq.</i>) authorizes public corporations, including townships, to cremate or disintegrate obligations or interest coupons upon maturity, and requires the filing of a certificate documenting the destruction of those coupons. A copy of the cremation certificate is filed with the township clerk (MCL 129.124).	PERM
816	<u>Fixed Asset Inventory Data</u> This record is a list of all major property and its book value. Township policy determines the value at which property must be included on a fixed asset inventory. The value of these items is then distributed across the	ACT

General Retention Schedule #25
Township Clerks

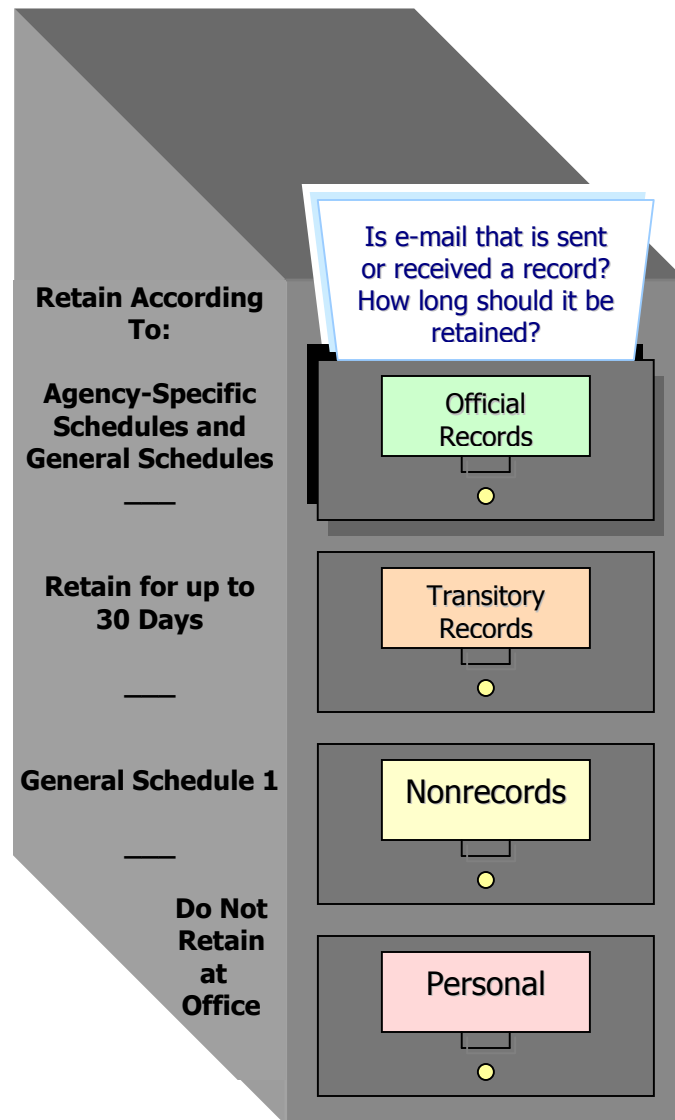
Item Number	Series Title and Description	Total Retention
	useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value and building location. ACT = until the annual report for the fiscal year in which the item was disposed is audited.	
817	<u>Capital Asset Annual Report</u>	FY+7
	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the capital asset inventory.	
818	<u>Tax Certificates (Township Copies)</u>	FY+7
	These records are the certified copies of all statements, certificates, votes and resolutions authorizing or directing money to be raised in the township by taxation for township, school, highway, drain, and all other purposes, together with a statement of the aggregate amount to be raised (MCL 211.36).	
819	<u>Tax Credit Records</u>	ACT+7
	Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These files may include applications and board resolutions. These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. As a result, the records may be retained in the township's general files or the files of supervisor, treasurer, clerk or other personnel, depending on the township. ACT = while the property owner is receiving the tax credit.	
820	<u>Michigan Sales and Use Tax Exemption Certificates (Form 3372)</u>	CR+4
	These certificates are submitted when the township purchases goods or services subject to Michigan sales or use taxes to document the township's exemption from taxation.	
821	<u>Indirect Cost Records</u>	FY+7
	These records are created annually to determine the allowable indirect cost rate that the township may charge to various state and federal grants. Note: The granting agency may require a longer retention period.	

General Retention Schedule #25
Township Clerks

Item Number	Series Title and Description	Total Retention
822	<u>Surety Bonds (Officials and Employees)</u> These certificates identify the person/position, the bonding company and the amount of the bond. ACT = while employed in the position or holding the office for which the bond is obtained. (MCL 600.5807(2))	ACT+10
823	<u>Supply Inventories</u> These records document the volume of supplies (office, maintenance, etc.) that are purchased and used by the township.	FY+1



Michigan Department of History, Arts and Libraries Records Management Services Electronic Mail Retention Guidelines



Warning! Do not dispose of (or allow the automatic disposal of) any relevant e-mail message, even if its retention period has expired, that is responsive to a FOIA request or which is likely to be required in litigation.



Caution! Litigation/discovery and FOIA requests both apply to all relevant e-mail messages, including metadata associated with messages and any associated data stored on server back-up tapes.

Definitions and Examples

Official Records: recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.

TO: Joe
FROM: Jim
DATE: February 13, 2005
SUBJECT: Contract
Please change the fourth paragraph in contract #10775 to read, "payment must be received within 30 days", removing the phrase "60 days."

TO: Bob
FROM: Carol, Personnel Director
DATE: May 10, 2005
SUBJECT: Reallocation
After further review, it is our decision that there is not sufficient justification to approve the reallocation for Susan's position, based upon the fact that . . .

TO: Vendor
FROM: Lisa
DATE: February 18, 2005
SUBJECT: Contract
Thank you for your question. The intent is to guarantee unit prices to all state agencies and to provide a mechanism to easily obtain imaging services.

TO: Mark
FROM: John
DATE: April 19, 2005
SUBJECT: Appointment
This is your official notification of your appointment to the Taxation Committee. Your responsibilities include . . .

Transitory Records: records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.

TO: Staff
FROM: Janet
DATE: January 6, 2005
SUBJECT: staff meetings
The staff meetings will be held on Tuesday mornings from now on instead of Thursday afternoons.

TO: Marilyn
FROM: Doug
DATE: March 12, 2005
SUBJECT: supplies
I noticed that there are no more blue ink pens in the supply cabinet. Can you please order more? Thanks.

TO: Doug
FROM: Becky
DATE: July 20, 2004
SUBJECT: Retention Schedule
Would you please send me a copy of the schedule for Administrative Services through ID mail or fax it to me at . . . ?"

TO: Debbie
FROM: Jim
DATE: September 7, 2004
SUBJECT: training
You have my approval to attend the seminar "Buying over the Internet." Please complete your registration form within the next two weeks.

Nonrecords: recorded information in the possession of an agency that is not needed to document the performance of an official function.

TO: Jim
FROM: Marilyn
CC: Brice
DATE: October 4, 2004
SUBJECT: Contract
For your information, the contract has been mailed to Purchasing.

TO: Debbie
FROM: ARMA
DATE: February 23, 2005
SUBJECT: Books
The Association of Records Managers and Administrators has four new books for sale regarding e-commerce. They are . . .

TO: DMB
FROM: Susan
DATE: November 1, 2004
SUBJECT: Give Blood!
The American Red Cross Blood Drive will be held in Baker-Olin West on December 20, 2000.

TO: Dave
FROM: Karen
DATE: August 11, 2004
SUBJECT: brochure
The attached Word document is a draft for your review. Please let me know if you have any comments. Thanks.

Personal Records: records that document non-government business or activities. Note: agencies may have policies that prohibit the use of personal e-mail.

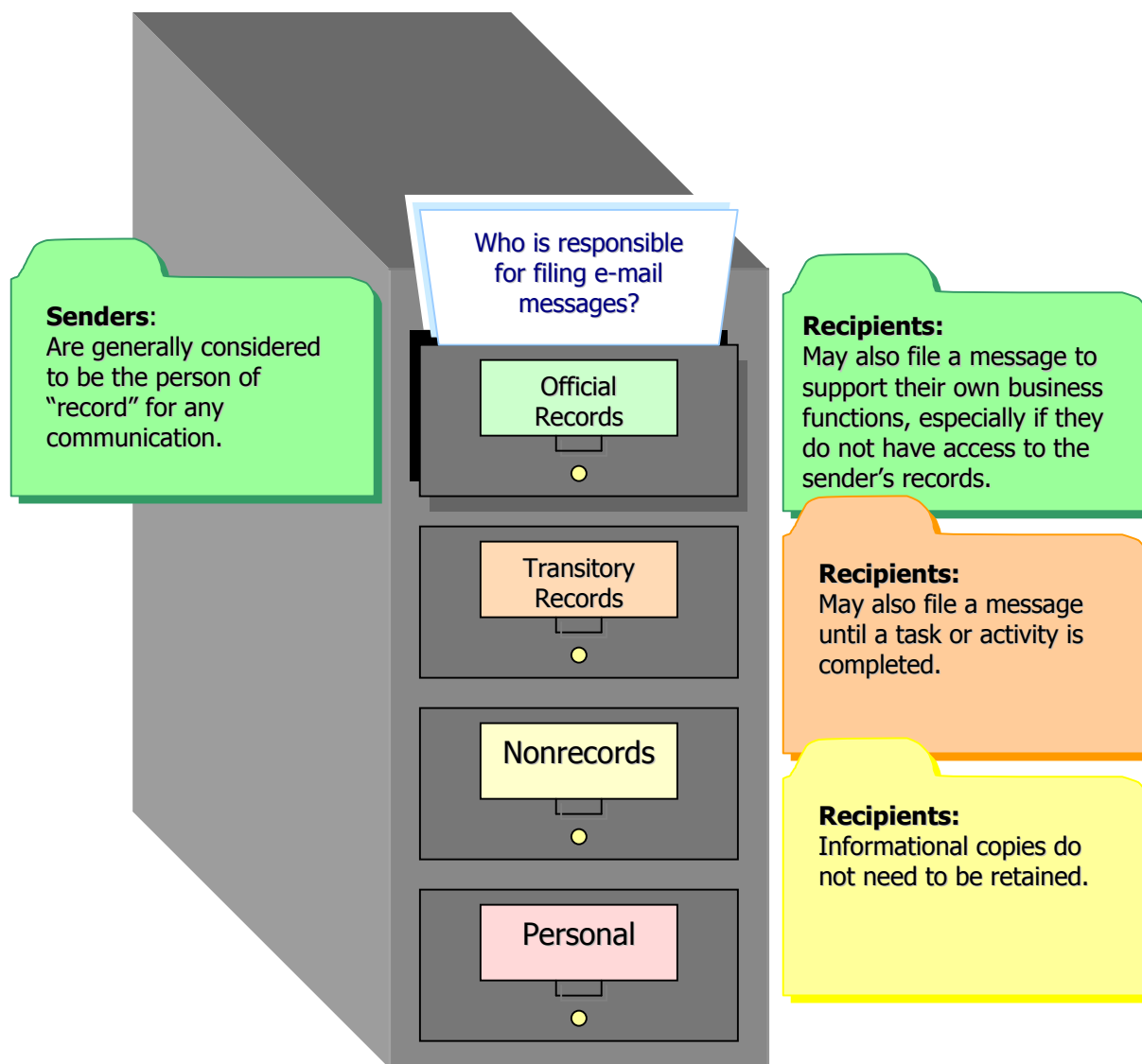
TO: Sandy
FROM: Debbie
DATE: June 3, 2004
SUBJECT: Good luck!
Congratulations on your new job! It has been great working with you these past three years. Keep in touch!

TO: Jane Smith
FROM: John Smith
DATE: May 27, 2004
SUBJECT: late
Honey. My meeting is running later than expected. Please save dinner for me. Thanks.

TO: All Division Employees
FROM: John Smith, Director
DATE: October 29, 2004
SUBJECT: holiday
This year's annual holiday buffet will be held on December 21 at noon in the conference room. Please remember to sign-up to bring a dish to pass.

TO: Fairlane Building Employees
FROM: Phyllis
DATE: January 16, 2005
SUBJECT: car
FYI. I noticed that a blue Oldsmobile in the parking lot with the license plate XYZ 123 has its lights on.

Electronic Mail Filing Guidelines



QUESTIONS MAY BE DIRECTED TO:
Records Management Services
Michigan Department of History, Arts and Libraries
(517) 335-9132
<http://www.michigan.gov/recordsmanagement/>